



**December 10th, 2025**

Chair Marsili called the meeting to order at 6:00 P.M. at the West Point Fire Station, 195 Spink Rd West Point, Ca 95255.

**PRESENT:** Chair Julia Marsili, Director John Hesketh, Director Tim Adams, Director Dorrie Klith, Director Bryan Payne, Chief Michael Downs, and Clerk Bronwynne Wolf.

**ABSENT:** Assistant Chief Terry Miller and Chaplain Bruce Forrest.

**Adjournment to Closed Session at 6:01 p.m.-** Personnel Matters Government Code § 54957(b)

- a. Public Employee Appointment, employment, performance evaluation, discipline, dismissal or release (§ 54957(b))

**Reconvened to Open Session at 6:07 p.m. with no action to report.**

**Public Comment:** None to report.

**Announcements from West Point Fire Protection District Partners:**

**Partner reports** – Director Adams and Chief Downs reported that the Firefighters Association finalized and approved its bylaws following an extended review meeting. He noted that the bylaws had been vetted, including legal and external review. The Association also purchased a new flatbed for Utility 315 at a cost of approximately \$3,500.

**Consent Agenda—**

The following items were motioned for approval by Director Klith, seconded by Director Hesketh and passed with 5 votes.

- a. Approve regular meeting minutes from November 12<sup>th</sup>, 2025
- b. Acknowledge receipt and review of financial statements for November 2025
- c. Approve monthly expenses for November 2025

**New Business:**

- a. **Possible Approval of a One-Time Performance Based Bonus for Employees and Volunteers: Downs, Action**

Chief Downs proposed awarding a one-time holiday bonus consisting of \$500 net pay to each full-time employee and \$100 net pay to each volunteer who has been employed by the district at least six months on the next payroll submittal.

Director Marsili motioned to approve a one-time holiday bonus as described above, seconded by Director Adams. Motion passed with 5 votes.



**b. Review and Possible Approval of Variance Application Package for Station Addition and Remodel Project: Downs, Action**

Chief Downs presented the variance application and indemnification agreement required for the fire station addition and remodel project. The variance pertains to building setbacks near the property boundary. The indemnification agreement must be notarized and returned to the County upon signature.

Director Adams motioned to approve the variance application and indemnification agreement as presented in the board packet, seconded by Director Klith. Motion passed with 5 votes.

**c. Authorization for Signature Delegation and Notarization Authority for Station Addition and Remodel Project: Downs, Action**

Chief Downs stated that numerous signatures will likely be required throughout the building process and requested delegation of authority to execute such documents, provided the Board is kept informed. Chair Marsili recommended forming an ad-hoc Building Committee to ensure oversight while avoiding unnecessary delays. This committee will consist of Directors Klith and Payne along with Chief Downs. This committee will remain informed of all project-related actions.

Following this, the Board considered delegation of signature authority to Chief Downs for planning and construction documents, with the record of authoritative approval be recorded through the minutes.

Director Klith motioned to approve signature delegation and notarization authority to Chief Downs for construction and planning related documents, as discussed, seconded by Director Hesketh. Motion passed with 5 votes.

**d. Review and Possible Approval of Aspen Street Architects Addendum No. 1: Downs, Action**

Chief Downs presented an addendum from Aspen Street Architects relating to surveying and sewer-line work required due to the discovery of an undocumented sewer easement behind the station. He explained that rerouting the sewer line in a more direct alignment may be necessary. The addendum also accounts for potential work associated with a possible property donation adjacent to the station. Discussion ensued regarding cost, survey inclusion, and type of easement.

Chair Marsili motioned to approve Aspen Street Architects Addendum No. 1, seconded by Director Adams. Motion passed with 5 votes.

**e. Review and Approve Policy & Procedure Manual Addendum Re: Epinephrine: Downs, Action**

Chief Downs presented a new policy governing the storage, tracking, inspection, and administration of epinephrine (Epi) on district apparatus. Mountain Counties EMS requires a



formal, Board-approved policy rather than an operating guideline. Chief Downs confirmed that district staff can and will fully comply with the policy requirements.

Director Adams motioned to approve the Policy and Procedure Manual Addendum Re: Epinephrine as written, seconded by Director Heskth. Motion passed with 5 votes.

**f. Surplus Retired Utility Bed: Downs, Action**

Chief Downs reported that the old utility bed previously mounted on Utility 315 was unsafe and structurally compromised. The Association-funded flatbed replacement has been installed. He requested authorization to dispose of the retired bed as surplus.

Director Klith motioned to authorize Chief Downs to surplus the retired utility bed as he sees fit, seconded by Director Payne. Motion passed with 5 votes.

**Reports, Director, and Staff Comments:**

**Fire Chief Report/Announcements:**

Chief Downs reported that he met the new Interim County Auditor Controller, Greg Sessions, who confirmed approval for mid-year budget adjustments under the CLFP Sales Tax (Calaveras Local Fire Protection Sales Tax - formally referred to as Measure A), potentially increasing available revenue for the current 2025-2026 fiscal year by approximately \$300,000. Chief Downs intends to present employee medical coverage and retirement options to the Board at a future meeting.

He also provided updates on employment transitions within nearby districts, including retirements, structural challenges, and discussions occurring within other agencies. Chief Downs noted he had participated in a recent grand jury interview and felt that West Point Fire was well represented.

Chief Downs briefly described a recent motorcycle accident in which he sustained minor injuries but confirmed he was cleared medically.

He concluded by reporting that Firefighter Jimmy Stewart recently welcomed a new baby.

**Board Member Announcements:** Director Payne announced that he may not be in attendance at the next meeting due to work obligations.

**Adjournment:** meeting was adjourned at 6:39 P.M.