

WEST POINT FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

August 12th, 2026

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 Tim Adams, Director John Hesketh, Director Dorrie Klith, Director Bryan Payne, Chief Michael Downs, Chaplain Bruce Forrest, Clerk Bronwynne Wolf, and member of the public Sheryl McKeown Harper.

ABSENT: None.

Public Comment:

Sheryl McKeown Harper addressed the Board regarding County funding discussions, the Board of Supervisors presentation from the August 11, 2026 B.O.S. meeting concerning fire district revenues, and concerns that the district had been identified as not reporting or not properly reporting certain revenue. The Board noted that related discussion would occur under the 26/27 Budget item on the agenda.

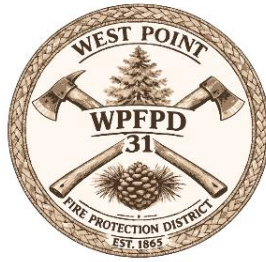
Announcements from West Point Fire Protection District Partners:

Partner reports - Chaplain Forrest reported one visit during the month. It was also noted that the Association had a personnel meeting scheduled.

Consent Agenda:

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

- a. Approve Regular Meeting Minutes from July 8th, 2026
- b. Acknowledge receipt and review of financial statements for July 2026
- c. Approve monthly expenses for July 2026



Old Business:

a. Status of Equipment: Downs, Information

Chief Downs reported that Engine 311 is back up and operational after wiring repairs related to the prior electrical fire. He also reported that the district's new side-by-side utility vehicle is in service, that snow tracks are expected to arrive soon, and that a spare tire and extra belt were ordered. Chief Downs reported that Director Adams completed the in-house installation and outfitting of the unit, saving an estimated \$20,000 to \$30,000. No action taken.

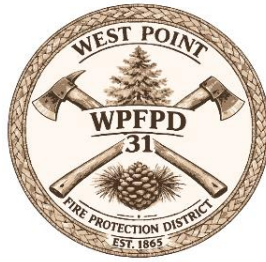
b. 26/27 Budget: Adams, Information

Clerk Wolf provided the Board with an overview of the prior day's Calaveras County Board of Supervisors presentation regarding County revenues and funding provided to independent fire districts, including the proposed reduction or elimination of Transient Occupancy Tax (TOT) and Proposition 172 allocations. Clerk Wolf reported that West Point was specifically identified during the presentation as having a 0% budget impact because the district did not include either TOT or Proposition 172 revenue in the Recommended Budget submitted in June. Clerk Wolf clarified that the June submission was a Recommended/Preliminary Budget, not the district's Final Budget, and noted that the County presentation did not identify the figures as preliminary during the presentation.

Clerk Wolf further reported that the County's figures showed West Point's share of those two revenues would otherwise be approximately \$92,215, and that she calculated the impact as roughly a 7.3% reduction in projected district revenue had those amounts been included in the preliminary budget. Clerk Wolf explained that the County's preliminary budget instructions directed districts to exclude estimated tax revenue from the recommended budget process and stated that changes to reserve accounts should occur during the final budget process.

Clerk Wolf also reported that the County presentation highlighted West Point's current fund balance, but that those figures do not yet reflect changes being made as part of the Final FY 2026/2027 Budget, including substantially increased appropriations for capital assets and structures and improvements. She noted that the district has significant identified capital needs, including the need for a replacement fire engine and the ongoing station rebuild/remodel project, both of which will require use of accumulated reserves.

Chair Marsili requested that the minutes reflect that no elected member of the Calaveras County Board of Supervisors has attended a West Point Fire Protection District Board meeting to date. The Board discussed inviting the district's County Supervisor to meet with Chair Marsili, Director Adams, Chief Downs, and Clerk Wolf to review the district's budget information and address concerns regarding the County presentation. A member of the public asked whether the County's preliminary budget instructions were available as a public record; it was noted that the instructions could be provided. No action taken.



c. Additional Design Fees for the West Point Fire Station Project — Aspen Street Architects and Civil Engineering Services: Downs, Information

Chief Downs reported that there was no update regarding the additional design fee request for the West Point Fire Station Project. He stated that no itemized documentation had been submitted by Aspen Street Architects. No action taken.

New Business:

a. Amendment to the Fire Chief Employment Agreement Regarding Base Salary and Reimbursed Incident Assignment Compensation: Wolf, Action

Clerk Wolf presented an amendment to the Fire Chief Employment Agreement regarding base salary and reimbursed incident assignment compensation. The amendment was presented to align reimbursed incident assignment compensation with the Fire Chief's current salary rate, to allow the correct rate to be used when the Fire Chief's salary changes without requiring a separate agreement amendment each time, and to make the amendment retroactive to July 1st, 2026.

Director Adams motioned to approve the amendment to the Fire Chief Employment Agreement regarding base salary and reimbursed incident assignment compensation, seconded by Director Klith. The motion passed with 5 ayes.

b. 26/27 Direct Charge Packet for Special Taxes 64800 & 64810: Wolf, Action

Clerk Wolf presented the 2026/2027 Direct Charge Packet for Special Taxes 64800 and 64810. She reported that the resolution authorizes the Tax Auditor to levy the district's direct special taxes for fire protection services for 2026/2027 pursuant to California Health and Safety Code Section 13911 and California Government Code Section 50075. The packet includes the annual special taxes of \$180 and \$78.50 per parcel of real property, excluding undeveloped parcels, as previously adopted in Resolution 2021-2, to fund three paid full-time equivalent firefighter/EMTs, interns, volunteer firefighter support, related training, and equipment.

Chair Marsili motioned to approve the 2026/2027 Direct Charge Packet for Special Taxes 64800 and 64810, seconded by Director Adams. The motion passed with 5 ayes.

c. Approve SOP 912 Utility Terrain Vehicle (UTV) Operations: Downs, Action

Chief Downs presented SOP 912, Utility Terrain Vehicle (UTV) Operations, for approval. He reported that the policy was developed from the Ebbets Pass policy foundation and incorporated into Lexipol for district use. Chief Downs also reported that Chief Emery will assist with developing an off-road training course and that the UTV requires 25 hours of break-in time.

Director Hesketh motioned to approve SOP 912, Utility Terrain Vehicle (UTV) Operations, seconded by Director Klith. The motion passed with 5 ayes.



d. Preplan Fire Maps: Downs, Information

Chief Downs provided an update regarding the district's preplan fire attack maps. He reported that the maps are intended for use during incidents and for incoming apparatus or strike teams assisting with structure protection. Chief Downs reported that printing and clerical issues were identified and that corrected maps will be reprinted. The reprint cost was discussed as approximately \$2,000, with the district potentially paying half of the cost. No action taken.

Chief Downs also discussed a recent fire near Moore Creek Campground and the importance of the maps for identifying structures and access concerns in areas such as the Spring Creek subdivision and the river drainage between Amador and Calaveras County.

e. Request for Committee Formation Re: Fire Engine and Capital Equipment Purchase Options: Downs, Action

Chief Downs requested formation of an ad hoc committee to begin reviewing fire engine and capital equipment purchase options, including replacement options for Engine 311. Discussion included the age and condition of Engine 311, possible resale value, the need to maintain a Type 1 engine, possible Type 3 options, and the importance of maintaining equipment for both district response and mutual aid use. Chair Marsili designated Directors Adams and Klith to serve on the ad hoc committee with Chief Downs. No formal motion was made.

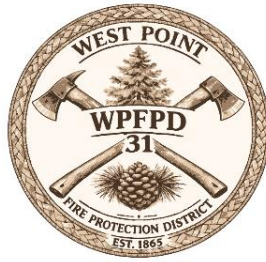
Reports, Director, and Staff Comments

Fire Chief Report/Announcements:

Chief Downs reported on concerns regarding reimbursement for large incidents within district jurisdictional boundaries. He stated that the State is no longer reimbursing districts for certain costs associated with structure protection on larger incidents within district boundaries. Discussion included potential responsibility for personnel, backfill, time, equipment, and other costs when structures are threatened or lost, and the need for district reserves to cover costs pending or absent reimbursement. Chief Downs referenced the Gann Fire and reported that Copperopolis Fire Protection District had approximately \$100,000 in estimated related costs.

Discussion included the possibility of reimbursement, but it was noted that reimbursement may take two to three years, may not be guaranteed, and may cover only a portion of the costs. Chief Downs also discussed Local Responsibility Area and State Responsibility Area boundaries, structure protection responsibilities, and related fire prevention and defensible space issues.

Chief Downs reported that the Advanced EMT students have completed their midterm, that all but two district personnel passed, and that the two who did not pass will retake the test. The Advanced EMT program remains ongoing.



Board Member Announcements:

Director Hesketh reported on the election and appointment process related to his Board seat and noted that the extended candidate filing period ended at 5:00 P.M. that day. It was noted that if no other candidate filed, the Board of Supervisors would provide the process for appointment paperwork, with the related deadline discussed as November 6th.

Chair Marsili reported that she would be attending the National Association of Fire Marshals California Wildland Urban Interface Symposium in Orange County the following week and noted that a State vote regarding Zone Zero language was anticipated.

Adjournment:

The meeting adjourned at 7:00 P.M. The next regular meeting will be held at 6:00 P.M. on Wednesday, September 9th, 2026, at the West Point Fire Protection District Station, 195 Spink Rd. West Point, CA 95255.