

WEST POINT FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

June 10th, 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 John Hesketh, Director Dorrie Klith, Chief Michael Downs, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

ABSENT: Director Tim Adams and Director Bryan Payne.

The Board adjourned to closed session at 6:01 P.M. for Personnel Matters pursuant to Government Code § 54957(b).

The Board reconvened to open session at 6:14 P.M. No reportable action was taken.

Public Comment:

No members of the public were present for public comment.

Announcements from West Point Fire Protection District Partners:

Partner reports - Chaplain Forrest reported his fourth response for the month, including three responses for the district and one response for the Central Calaveras Fire Protection District. One response included assisting campers who became lost or stuck near Salt Springs.

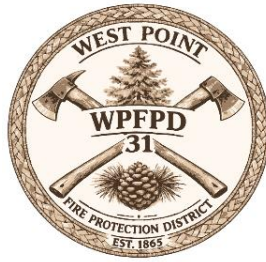
Consent Agenda:

The following items were motioned for approval by Director Klith, seconded by Director Hesketh, and passed with 3 ayes.

Approve Regular Meeting Minutes from May 13th, 2026

Acknowledge receipt and review of financial statements for May 2026

Approve monthly expenses for May 2026



Old Business:

a. Status of Equipment: Downs, Information

Chief Downs reported that Engine 313 has been returned, and that Engine 311 is planned to be taken out of service for approximately a month and a half to two months for major work, including replacement of the water manifold. Chief Downs also reported that Engine 316 has not been moved much, Tablet Command is installed in all rigs and working well, and data plans were added to support Tablet Command where Starlink connectivity was interrupted when apparatus were turned off. Chief Downs further reported that the district's Verizon account was updated and department cell phones were issued for official use. One public records request was received and handled. No action taken.

Chief Downs also discussed a potential future side-by-side purchase for search and rescue response, including the possibility of tracks, an enclosed cab, warning lights, and patient transport capability. Chief Downs discussed purchasing a stock model with a warranty and adding upgrades in-house to save approximately half of the cost of purchasing a new fire model. Garton Tractor was identified as one vendor to review. A tentative cost of approximately \$60,000 was discussed, with potential savings of approximately \$10,000. Chief Downs requested to establish a committee to research options and return to the Board with bids. No action taken.

b. Policy & Procedure Manual Addition: 507 Sick Leave Donation Program: Downs, Action

Chief Downs presented the proposed addition of Policy 507, Sick Leave Donation Program, to the district's policy and procedure manual. The Board discussed the related sick leave donation authorization form and review process.

Chair Marsili motioned to approve the addition of Policy 507, Sick Leave Donation Program, seconded by Director Hesketh. The motion passed with 3 ayes.

c. Policy & Procedure Manual Amendment to 103: Downs, Action

Chief Downs presented a proposed amendment to Policy 103 to allow administrative modifications to policy language when the modification remains within the body and intent of the policy. Chief Downs provided examples of policy language requiring clarification, including grooming standards and job qualification language.

Director Klith motioned to approve the amendment to Policy 103, seconded by Chair Marsili. The motion passed with 3 ayes.



d. 26/27 Budget and Resolution 2025.05 Approval: Wolf, Action

The Board reviewed the recommended 2026/2027 preliminary budget. It was noted that reserve-related budget attestations will be addressed in September.

Director Hesketh motioned to accept the recommended 2026/2027 budget packet as presented and Resolution 2025.05, seconded by Director Klith. The motion passed with 3 ayes.

New Business:

a. FRMS Safety and Risk Control Program Review: Downs, Information

Chief Downs reviewed the FRMS Safety and Risk Control Program report and noted that corrections are needed, including a correction to the report's reference to the district as 100% volunteer staffed. The Board discussed risk management recommendations, including light duty practices, physical ability testing, pre-hire physical testing, stretching routines, and documentation of physical fitness activities. Chief Downs reported that the district currently uses the NWCG pack test, which includes 45 pounds, 45 minutes, and 3 miles. No action taken.

b. Castillo, Bordwell, & Swift Independent Audit Proposal & Engagement: Wolf, Action

The Board reviewed the independent audit proposal and engagement letter. The proposed fee for services was noted as \$5,750 to \$7,250 for the audit, plus \$500 to \$600 for preparation of the financial transaction and government compensation reports. A retainer of \$1,500 will be submitted with the next month's transmittals, if approved.

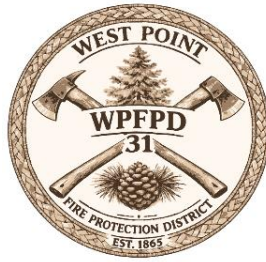
Chair Marsili motioned to approve the Castillo, Bordwell, & Swift independent audit proposal and engagement letter, seconded by Director Klith. The motion passed with 3 ayes.

Reports, Director, and Staff Comments

Fire Chief Report/Announcements:

Chief Downs reported that community outreach efforts and social media updates have been positively received by community members. He also reported that the recent award ceremony venue was well received and that some community members expressed interest in assisting with next year's event.

Chief Downs reported that the Captain position remains vacant and that recruitment efforts are ongoing. He also reported that pre-fire attack plans have been completed and are available in the office, both as printed flyers and digitally, for use during an incident.



Chief Downs reported that the Advanced EMT class is scheduled to begin on June 23rd. He explained that Advanced EMT is a step below paramedic and may allow personnel to start IVs and administer limited medications in the field. Chief Downs also discussed that entry-level firefighter paramedic staffing could cost approximately \$110,000 per year, and that paramedic staffing is not currently feasible without additional planning.

Chief Downs also thanked the Board for its support of the district and firefighters.

Board Member Announcements:

None to report.

Adjournment:

The meeting adjourned at 6:53 P.M. The next regular meeting will be held at 6:00 P.M. on Wednesday, July 8th, 2026, at the West Point Fire Protection District Station, 195 Spink Rd. West Point, CA 95255.