



## WEST POINT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

March 11th, 2026

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

**PRESENT:** Director Tim Adams, Director John Hesketh, Director Dorrie Klith, Director Bryan Payne, Chief Michael Downs, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

**ABSENT:** Chair Julia Marsili and Assistant Chief Bryan Santos.

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

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

Reconvened to Open Session at 6:16 p.m. with no action to report.

### **Public Comment:**

None to report.

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

Partner reports – none to report.

### **New Business:**

- a. CalMutuals JPRIMA Insurance Coverage Proposal for 4/01/26-4/01/27: Downs, Action

Chief Downs presented the CalMutual JPRIMA insurance coverage proposal for the period of April 1, 2026 through April 1, 2027. The proposed annual premium is \$40,530 and



includes station, vehicle, and liability coverage. Chief Downs reported the increase appears to reflect general insurance market adjustments rather than any specific district claim.

Director Klith motioned to approve the CalMutual JPRIMA insurance coverage proposal for the 2026–2027 coverage period, seconded by Director Payne. The motion passed unanimously with 4 votes.

#### b. Status of Equipment: Downs, Information

Chief Downs provided an update regarding district apparatus and equipment following recent winter storm operations. He reported that several vehicles experienced wear or minor damage during storm response activities, including a cracked windshield on a command vehicle and the purchase of chains for vehicles that previously lacked them. Chief Downs also reported that Engine 313 sustained damage after striking a tree while operating during storm conditions and is currently undergoing repair evaluation. Increased maintenance demands were noted due to heavy equipment usage during the storm response period.

#### c. Tablet Command Integration & Purchase: Downs, Action

Chief Downs presented information regarding the implementation of Tablet Command software for district apparatus. The system would allow incident commanders to manage incidents electronically, assign resources, and transmit information digitally to reduce radio traffic. Chief Downs reported that approximately \$15,000 had previously been budgeted for heart monitor equipment related to the Advanced EMT program. Based on current discussions with Mountain Counties EMS, the district's existing AED units may meet the program requirements. Chief Downs requested authorization to utilize the previously budgeted funds for the purchase and installation of Tablet Command equipment.

Director Klith motioned to authorize the Fire Chief to utilize up to \$15,000 for the purchase and implementation of Tablet Command equipment, seconded by Director Hesketh. The motion passed unanimously with 4 votes.

#### d. Approval of JB's Award & Apparel Quote: Downs, Action

Chief Downs reported that the department awards ordered from JB's totaled approximately \$600 and were within his purchasing authority. Chief Downs also requested approval to purchase department jackets for personnel with an estimated total cost of approximately \$1,600.

Director Payne motioned to approve the purchase of department jackets, seconded by Director Klith. The motion passed unanimously with 4 votes.

#### e. W.P.F.P.D. Logo Design and Decal Replacements Estimate: Downs, Action

Chief Downs reported that the decals currently displayed on district apparatus are deteriorating. A quote of approximately \$1,200 was received to replace the decals. Chief



Downs suggested that the district consider updating the design while replacing the decals to better reflect the district and historical community identity.

Director Klith motioned to approve the replacement of apparatus decals and authorize the Fire Chief to proceed with updating the district logo and obtaining new decals, seconded by Director Payne. The motion passed unanimously with 4 votes.

## Reports, Director, and Staff Comments

### Fire Chief Report/Announcements:

Chief Downs reported that the department responded to 22 medical calls and 46 other calls for service during the storm period, noting that actual activity during the recent winter storm was higher due to numerous roadway and storm-related incidents that were not formally documented. He reported that the storm response included roadway blockages, stranded motorists, and public assistance calls and expressed appreciation to department personnel, neighboring agencies, community members, and the San Andreas Emergency Command Center (ECC), including Captain Berlier, for their assistance during the storm response. Chief Downs also reported assisting in identifying storm-damaged structures for County disaster assistance purposes and noted several equipment impacts resulting from storm operations, including damage to Engine 313 and the purchase of chains for district vehicles. He further reported that the storm response highlighted the potential need for heating and cooling in the apparatus bay area of the future station for emergency sheltering.

It was reported that Assistant Chief Santos has resigned from the district after accepting the Fire Chief position with the Mokelumne Hill Fire Protection District.

Chief Downs announced that the district's Advanced EMT program application has, at last, been approved -a huge step forward for the communities of West Point and Wilseyville.

### Board Member Announcements:

Director Adams announced that he will not be present for the June board meeting. Board members also noted that Form 700 filings are due by April 1<sup>st</sup> and may be filed electronically. It was also noted that sexual harassment prevention training requirements have changed and may require live or virtual instruction.

**Adjournment:** meeting adjourned at 7:02 P.M.