



December 11th, 2024

Chair Julia Marsili called the meeting to order at 6:01 P.M. at the West Point Fire Station, 195 Spink Rd West Point, Ca 95255.

PRESENT: Chair Julia Marsili, Vice Chair Steve Schoenthaler, Director John Hesketh, Director Tim Adams, Chief Michael Downs, Assistant Chief Terry Miller, and Clerk Bronwynne Wolf.

ABSENT: Director Dorrie Klith, Chaplain Carolyn Oliver, and Chaplain Bruce Forrest.

Public Comment:

- a. The county LAFCO (Local Agency Formation Commission) commissioner, Kurt Smith, was in attendance to introduce himself to the board, inform them of his investigative authority, duties, and offered to return in the future to provide a more in depth training.

Announcements from West Point Fire Protection District Partners:

- a. **Partner reports** – Chief Downs reported that each of the chaplains responded to a call over the past month.

Consent Agenda—

1. The following items were motioned for approval by Vice Chair Schoenthaler, seconded by Director Hesketh and passed with 4 votes.
 - a. Approve regular meeting minutes from November 13th, 2024
 - b. Acknowledge receipt and review of financial statements for November 2024
 - c. Approve monthly expenses for November 2024

New Business:

a. Policy & Procedure Manual Amendment: Downs, Action

Chief Downs briefly summarized his proposed addition to the Policy and Procedure Manual (which is available for review in the December board packet) citing the need for the manual to reflect current payroll obligation legalities, i.e. overtime, vacation, sick pay, etc. He stated that other fire departments have been experiencing difficulty keeping up with the ever-changing laws that require policies and procedures to often be amended, reviewed, and approved by an attorney. In an attempt to mitigate this lengthy and costly process, some departments have banded together to utilize Lexipol, at a discounted rate of \$3,000 annually. (Lexipol provides a full library of customizable, state-specific fire service policies that are updated in response to new state and federal laws and court decisions. Their online training platform delivers courses and videos designed to meet fire and EMS training mandates, backed by tools to manage credential renewal. They also connect departments to grant assistance and wellness resources for firefighters.)



Chair Marsili suggested the finance committee review the costs associated with Lexipol within the budget and agenda the item, if necessary. There were no questions or comments regarding the proposed policy and procedure amendment.

Director Adams motioned to adopt the reviewed policy and procedure manual addition, as written, seconded by Vice Chair Schoenthaler and passed with 4 votes.

Reports, Director, and Staff Comments:

Fire Chief Report/Announcements: Chief Downs was happy to report that there will not be a sunset clause for Measure A. (A sunset clause is a provision in a law, contract, or regulation that expires after a specified date.) While it appears there will be a sunset clause for the GANN limit; a limit on the amount of tax money that state and local governments, including school districts, can legally spend, he does not think it will have any effect on the district's expenditures.

He reported that the department responded to 53 calls last month making for a busy month.

Adjournment to Closed Session- Personnel Matters Government Code § 54957(b) at 6:16 P.M.

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

Reconvene in Open Session at 6:37 P.M.

Chair Marsili motioned to approve the completed probationary performance evaluation of Chief Downs, seconded by Director Hesketh and passed with 4 votes.

Vice Chair Schoenthaler motioned to adopt the Fire Chief's rate of pay at an annual salary of \$75,000, retroactively effective as of 12/01/2024, seconded by Director Hesketh and passed with 4 votes.

Adjournment: meeting was adjourned at 6:43 P.M.