

**WEST POINT FIRE
PROTECTION DISTRICT**



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

June 12th, 2024

Chair Julia 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, Chief Terry Miller, Assistant Chief Michael Downs, Chaplain Bruce Forrest, and Assistant Clerk Bronwynne Wolf.

ABSENT: Vice Chair Steve Schoenthaler, Chaplain Carolyn Oliver, and Payroll Clerk Jill Jenkins.

Public Comment:

- a. Assistant Clerk Wolf shared a letter received from Cathy Castillo's office, who performs the annual audit of the district financials, detailing their current audit services and required retainer fee of \$1,500.

Announcements from West Point Fire Protection District Partners:

Partner reports – Chaplain Forrest responded to two calls for service over the last month.

Consent Agenda—

1. The following items were motioned for approval by Director Adams, seconded by Director Hesketh and passed with 4 votes.
 - a. Approve regular meeting minutes from May 8th, 2024
 - b. Acknowledge receipt and review of financial statements for May 2024
 - c. Approve monthly expenses for May 2024

Old Business:

- a. 2024/2025 Budget: Wolf, Action

Director Adams motioned to approve the 2024/2025 fiscal year Preliminary Budget as presented. Motion seconded by Director Klith. Motion passed with 4 votes.

New Business:

- a. Asst Clerk/Payroll Clerk Contract Renewal: Wolf, Action

Assistant Clerk Wolf presented the updated contract for Clerk services for the WFPD 2024/2025 fiscal year, which will combine the positions of payroll clerk and assistant clerk into one position: Clerk.

Chair Marsili motioned to renew Bronwynne Wolf's contract as clerk for the 2024/2025 fiscal year. Motion seconded by Director Klith. Motion passed with 4 votes.



b. Resolution 2023.04: Payroll Processing Authorization: Wolf, Action

Assistant Clerk Wolf presented resolution 2023.04 which will provide the clerk with the necessary authorization to process payroll batches.

Director Hesketh motioned to approve resolution 2023.04 providing authorization for Bronwynne Wolf to process payroll batches. Director Adams seconded the motion. Motion passed with 4 votes.

Reports, Director, and Staff Comments:

Fire Chief Report/Announcements: Chief Miller shared that West Point Fire's Assistant Chief Downs hosted a 40-hour Operator 1A, 1B class which provides the proper certification to one's driver's license to drive and operate the necessary fire apparatuses.

The ambulance and Tahoe were returned to the station and will be placed for sale in the newspaper as of Friday June 14th.

All engines and equipment are currently operating without issue. The department responded to 32 out of district calls in May and 24 as of date in June. Some calls were as far as Sheep Ranch. Total year to date calls totals 197.

Chief Miller brought up the need for board members to complete the necessary sexual harassment and ethics courses or to provide the certificates of completion.

Chief Miller shared the new, still currently under construction, website for the district. The new webpage address will tentatively be: www.westpointfpd.gov. Due to Chief Miller taking on much of the website setup himself, the web design company has reduced the setup fee from \$1,500 down to \$500. The new website will be a fantastic resource for our community.

Board member announcements: Chair Marsili shared that she will be attending a new demo in Lake County for the new Cal OES/ FEMA/ CalFire hardened home. It is the first "hardened home" that CAL OES has completed. Wildfire Home Hardening includes retrofitting homes with fire-resistant materials and creating defensible space around homes and communities. Home modifications include replacing the roof with metal, clay, or tile, installing metal gutters, and upgrading to dual-paned windows with one pane of tempered glass, etc.

Adjournment: meeting was adjourned at 6:42 P.M.