



WEST POINT FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

May 13th, 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 Bryan Payne, Chief Michael Downs, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

ABSENT: Chair Julia Marsili and Director Dorrie Klith.

Public Comment:

None to report.

Announcements from West Point Fire Protection District Partners:

Partner reports – Chaplain Forrest reported that he continues to visit with district firefighters approximately every two weeks.

Consent Agenda:

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

- a. Approve Regular Meeting Minutes from April 8th, 2026
- b. Approve Special Meeting Minutes from April 27th, 2026
- c. Acknowledge receipt and review of financial statements for April 2026
- d. Approve monthly expenses for April 2026

Old Business:

- a. Status of Equipment: Downs, Information



Chief Downs reported that Engine 313 has been returned from West Coast but still requires repair of a coolant leak and shock. He reported that Engine 311 sustained a cracked windshield, which is scheduled for repair. Chief Downs also reported that new district decals have been installed on the apparatus, except for Engine 313, which is scheduled to be completed Friday. No action taken.

b. Adopt Policy & Procedure Manual: Downs, Action

Chief Downs presented the Lexipol policy and procedure manual for adoption. He reported that the district's prior policy and procedure manual was integrated into Lexipol and updated for compliance with current laws and regulations.

Director Payne motioned to adopt the Policy & Procedure Manual through Lexipol, seconded by Director Hesketh. The motion passed unanimously with 3 votes.

c. Notice of General District Election and Resolution 2025.04: Wolf, Action

Clerk Wolf reported that Directors Hesketh, Adams, and Payne are up for election in November 2026. The Board discussed candidate statement costs and selected that candidates will be responsible for payment of any candidate statements upon submittal. Clerk Wolf presented Resolution 2025.04 to consolidate the district election with the County election.

A motion was made by Director Payne and seconded by Director Hesketh to adopt Resolution 2025.04. The motion passed unanimously with 3 votes.

New Business:

a. 26/27 Budget Packet Review: Wolf, Information

The Board reviewed the draft 2026/2027 Budget Packet and quarterly operational cost estimate. It was noted that the estimated quarterly operational cost is approximately \$350,000 and that current reserves are approximately \$1.2 million. The Board discussed maintaining approximately \$600,000 in operational reserves and allocating reserves toward capital equipment and structures/improvements. The draft budget included proposed allocations of \$300,000 to capital equipment and \$300,000 to structures and improvements. Measure A funding was discussed as primarily allocated to salaries and health insurance. No action was taken.



b. Request for Object Code Correction: Wolf, Action

Clerk Wolf reported that certain December deposits were coded to miscellaneous revenue instead of strike team reimbursement revenue and requested approval to submit a correction to the Auditor's Office.

A motion was made by Director Payne to approve the object code correction request, seconded by Director Hesketh. The motion passed unanimously with 3 votes.

Reports, Director, and Staff Comments

Fire Chief Report/Announcements:

Chief Downs reported that the district received six new handheld radios through a County FEMA grant at no cost to the district. He reported that Tablet Command is live and provided an overview of its incident management, CAD note, resource tracking, staging, and closest-resource features. Chief Downs stated that the district may still need to add cellular service to support Tablet Command in addition to Starlink.

Chief Downs reported that the district is currently down one Captain and that one member has resigned, but that staffing remains at full capacity with part-time assistance and ongoing recruitment efforts. He also reported that the district passed its Advanced EMT inspection, that the Advanced EMT class is scheduled to begin the following month.

Board Member Announcements:

Board members discussed completion of Form 700 filings, ethics training, and sexual harassment prevention training requirements. Directors Adams and Payne announced that they may be absent from the June 10, 2026 meeting.

Adjournment: meeting adjourned at 6:40 P.M.