



September 20th, 2023

Chair Steve Schoenthaler 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 Steve Schoenthaler, Vice Chair Julia Marsili, Director John Hesketh, Director/Association Liaison Tim Adams, Chief Terry Miller, C.E.R.T. Representatives Sam and Kathy Hernandez, Chaplain Bruce Forrest, Chaplain Carolyn Oliver, and Assistant Clerk Bronwynne Wolf

ABSENT: Director Greg Pryor, Assistant Chief Michael Downs, and Payroll Clerk Jill Jenkins

Public Comment: None to report.

Announcements from West Point Fire Protection District Partners:

Partner reports – The CERT team is hosting a ‘Ham Cram’ session to become a licensed ham radio operator on 10/21/2023 at the West Point Veterans Memorial Building, 22273 Hwy 26 West Point, Ca 95255. This class is free of charge for the constituents within the West Point/Wilseyville Fire Protection District. There is a license fee of \$35.00 which covers ten years of licensure. More information on this class can be found at <https://cert.westpointfire.org/> Sam stated the district website is set for renewal next month.

Director Adams stated the association is holding a meeting at 6:00 P.M. on 9/21/2023 at West Point Fire Station 195 Spink Rd West Point, Ca 95255 which will include a presentation from a Measure A representative. The Association will be selling raffle tickets for Cabela’s gift cards, etc. Tickets are available for purchase at the West Point Fire Station and will also be available on Lumber Jack Day.

Consent Agenda—The following items were motioned for approval by Vice Chair Marsili, seconded by Chair Schoenthaler and passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

- a. Approve meeting minutes from August 9th, 2023
- b. Acknowledge receipt and review of financial statements for August 2023
- c. Approve monthly expenses for August 2023

Old Business:

- a. **Complete sexual harassment and ethics trainings:** Chief Miller stated we now have a membership to the CSDA which enables the directors to complete



the trainings free of charge. He is currently working on getting all board members emails setup to login.

- b. **Ensure the Chief has copies of Form 700s:** Form 700 for each director is due in April and needs to be filed with the county and provided to the Chief.
- c. **Complete board inquiry from Auditor:** All directors have completed the auditor's requested inquiries.
- d. **Final Budget Packet for County Auditor:** Discussion occurred. Director Hesketh motioned to approve the final budget. Chair Schoenthaler seconded the motion. The final budget passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

New Business:

- a. **District correspondence/mail:** No correspondence to report.
- b. **Approve contract template:** Director Marsili updated contracts for all current independent contractors hired by the district. All independent contractors are required to submit an invoice each month to be compensated. Contracts will need to be updated on an annual basis. Vice Chair Marsili motioned to approve the contract templates; Chair Schoenthaler seconded the motion. Motion passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

- c. **Vote to approve contract terms for Payroll Clerk, Asst. Board Clerk, and website manager:** Scope of work, rates and contractual dates were reviewed. Vice Chair Marsili motioned to approve contract terms for payroll clerk, assistant board clerk, and website manager with the correction of the website manager's annual rate. Chair Schoenthaler seconded the motion. Motion passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor



- d. **Adopt Conflict of Interest and Public Records Request policies:** Vice Chair Marsili suggests a policy audit and to ensure that these up-to-date policies are posted to the district website. Conflict of interest policy summarizes that the board will file form 700 annually by April 1st. The public records request details the procedures to follow in the event of a record request. Director Adams motioned to adopt the conflict of interest and public records request policies. Director Hesketh seconded. Motion passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

- e. **Adopt a board resolution to permanently change the meeting date:** Chair Schoenthaler proposes that the monthly board meetings be officially held on the second Wednesday of every month henceforth. Chair Schoenthaler motioned to adopt the meeting date change. Director Adams seconded. Motion passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

- f. **Elect a treasurer:** Vice Chair Marsili nominated Director Adams for the position of treasurer. The treasurer will form the finance committee to evaluate and sign off on the financials each month. Vice Chair Marsili motioned to nominate Director Adams as Treasurer. Chair Schoenthaler seconded. Motion passed with 4 votes.

Ayes: Chair Schoenthaler, Vice Chair Marsili, Director Hesketh, Director Adams

Absent: Director Pryor

- g. **Officer and Director Insurance:** Director Adams expressed concern regarding the director's individual liability in the event of a lawsuit. Chief Miller stated that all the directors are covered under the district's insurance policy through Atwood Insurance. Chair Schoenthaler added that his position at the university



also provides legal protection as it is accepted as part of his duties, which covers anyone he is professionally associated with.

Reports, Director, and Staff Comments:

Fire Chief Report/Announcements: Director Hesketh, Director Adams and Chief Miller will form the apparatus committee. Budget review will include Director Adams and Chief Miller. Chief Miller stated he is currently updating the Standard Operating Procedures and Standard Operating Guidelines, as required annually. A strike team was recently deployed for about 14 days which will provide revenue for the district. Assistant Chief Downs is currently serving as a task force leader in Happy Camp. Lumberjack Day is Saturday October 7th. A constituent requested a property tax refund; a check of \$1,034 was signed off by Director Hesketh for reimbursement. Chief Miller received correspondence from Rebecca Turner, Calaveras County Clerk, stating that the signatures submitted in support of Measure A were sufficient to include the initiative on the March 5th, 2024 primary election ballot. Measure A is an initiative proposing a 1% countywide sales tax increase to fund the 10 fire departments within Calaveras County, enabling each department to increase staffing and improve response times. The measure goes to the Calaveras County Board of Supervisors on September 26th to be placed on the March 5, 2024 ballot. The district received 31 calls for service this month, which is down from the average of around 50 – 60 calls per month.

Board member announcements: Chair Schoenthaler stated that he has received written notice of resignation from Director Greg Pryor, effective 9/20/2023.

Adjournment to Closed Session - Public Employee Evaluation—Government Code Section 54957

Review Fire Chief performance

Reconvene in Open Session

Adjournment: 7:22 P.M.

Respectfully Submitted,

Bronwynne Wolf – Assistant Clerk