

Knights Landing Fire Protection District
P.O. Box 578
Knights Landing, CA 95645
MINUTES – June 21, 2021

The Board of Commissioners of the Knights Landing Fire Protection District met in a regular session on June 21, 2021 at the Knights Landing Fire Station. The meeting was called to order at 5:35 P.M.

Commissioners present: Timothy Frank, Willie Morales, Dan Gamez and Raymond Bivert

Absent: None

Vacant: One

Also present: Raul Cervantes, Martin Jones, Acting Fire Chief, and Sheryl Hardy-Salgado,
Clerk

Introductions and Public Comment: None

Correspondence and Informational Items: Received a letter from Yolo Fire Protection District. Also, received a 2020 Consumer Confidence Report from Knight Landing Community Service District.

Chief's Report:

- Informational items and reports: Acting Chief Martin reported he had met with Sutter LAFCo and discussed Robbins and Knights Landing Fire Districts. He also informed the Commissioners assistance is being provided to the County to burn vegetation in specific areas of the district.
- Building Permit Status: No new issued permit at this time, but the housing development continues from previous permitting.
- Equipment Report: Starter on pump had to be replaced on Brush 9 and experiencing issues with the siren. Pump Test completed on all equipment.
- Personnel Report: One volunteer is leaving the department and there are two people interested in joining the department.
- Training: Ladder Carry Training held last weekend.

Approval of May 20, 2021 Regular Meeting Minutes:

Motion made to approve May 20, 2021 regular meeting minutes.

Motion: Morales. Second: Gamez. Motion: Unanimously carried.

Approval of May 5, 2021 Special Meeting Minutes:

Motion made to approve May 20 12, 2021 regular meeting minutes.

Motion: Bivert. Second: Morales. Motion: Unanimously carried.

Proposed 2021-22 Budget Review and Possible Action: Sheryl Salgado, Clerk presented the 2021-22 proposed budget for review. The commissioners reviewed and discussed the budget.

Motion made to adopt the 2021-22 Budget for the amount of \$132,867

Motion: Morales Second: Gamez Motion: Unanimously carried.

Financial Business: Review and approve bills, receive checks for deposit, transfer funds, consider purchases, review financial reports including budget. Budget Report was reviewed by line item. Received a check in the amount of \$640.00 from Robbins Fire District for reimbursement of CPR and First Aid Certification.

Motion made to approve payment of invoices as presented in the amount of \$9757.74

Motion: Bivert. Second: Gamez. Motion: Unanimously carried.

Review and complete DFS 2021-22 forms: Reviewed and completed forms as required by Yolo County DFS.

Evaluate and Discuss Rescinding KLFPD Auto-aid and Mutual-aid Agreements with Robbins Fire Protection District and Possible Action: Acting Chief Martin presented a draft letter to Robbins Fire District and Yolo County Emergency Services. The letter is requesting to resend Auto-aid Agreement with Robbins Fire District and remove them from Knights Landing Fire Active 911. The Commissioners discussed the letter and the Auto-aid and Mutual-Aid Agreements. Commissioners added an effective date of resending the Auto-Aid Agreement is July 31, 2021.

Motion made to approve and move forward with sending the letter to both agencies including the effective date of resending the Auto-aid Agreement.

Motion: Morales Second: Bivert Motion: Unanimously carried.

Vacant Fire Chief Position Discussion and Possible Action: Commissioner Frank presented a draft job description for the Fire Chief Position. Commissioners reviewed and discussed the draft. Suggested changes were made. Commissioner Frank will update the draft and bring back for review.

Prop 172, Update, Discussion and Possible Action: Item was discussed at the Yolo County Board of Supervisor's Meeting.

Weed Abatement Discussion and Possible Action: Commissioner Gamez is working on assessing properties.

Grass 9 Discussion and Possible Action: Commissioner Frank has been communicating with Ron Martinez, County Counsel. Commissioner Frank said should have a release letter by the end of the week. Acting Chief Martin stated he has been in communication with the fire department that is waiting on the donation. They are prepared to take ownership of the apparatus.

Old Business:

- Vacant Commissioner Seat: Raul Cervantes shared that he submitted all forms to the Clerk of the Board and is waiting to hear back.
- Website Update and Possible Action: Discussion held on setting up an email account for the Commissioners. The email account would be published on the website.

Motion made to set-up a district gmail account.

Motion: Morales Second: Gamez Motion: Unanimously carried.

- Injury Illness Prevention Plan Policy Review and Possible Action: Commissioner Gamez reported he prepared a draft IIP. He contacted Golden State Risk Management to have them review the draft. Their response was positive as it was written to coincide with OSHA and suggested additional information be added. Commissioner Gamez will update the draft and present it for review.
- Fuel Card Update and Possible Action: Commissioner Gamez stated he will be following up with the fuel cards, but needed clarification. Acting Chief Jones provided information on the fuel cards and status. Commissioner Gamez will follow up.

New Business: No New Business

Adjournment and set schedule for next meeting: The next regular meeting is scheduled on July 12, 2021 at 5:30 P.M. The meeting was adjourned at 8:10 P.M.

Motion: Bivert. Second: Morales. Motion: Unanimously carried

Respectfully submitted,


Sheryl Salgado, Clerk