

Knights Landing Fire Protection District
P.O. Box 578
Knights Landing, CA 95645
MINUTES – AUGUST 14, 2023

The Board of Commissioners of the Knights Landing Fire Protection District met in a regular session on August 14, 2023, at the Knights Landing Fire Station. Commissioner Willie Morales called to order at 5:37 P.M.

Commissioners present Willie Morales, Raymond Bivert, and Carlos Perez.

Absent: Raul Cervantes

Also present: Martin Jones, Chief, Mike and Sheryl Salgado, Clerk

Introductions: Jeff Small, Capitol PFG

Open Public Hearing to Receive Comments on the Updated Fire District Capitol Improvement Plan and Development Impact Fee Study: Commissioner Morales opened the public hearing at 5:43 P.M. No public members present. Mr. Small from Capitol PFG explained the Development Free and the process of the study. He went on to explain the use of Development Impact Fees.

Close Public Hearing: Public Hearing closed at 5:58 P.M.

Consider Resolution 2023-05 Approving Updated Fire District Capitol Improvement Plan and Development Impact Fee Study and Possible Action: Resolution reviewed.

Motion made to adopt Resolution 2023-05 accepting updated Fire District Capitol Improvement Plan and Development Impact Fee Study.

Motion: Perez

Second: Bivert

Motion: Unanimously carried

Shared Services Discussion with Robbins Fire District. Chief Creel from Robbins was not in attendance.

Correspondence and Informational Items: None

Public Comment: None

Chief's Report:

- Informational items and reports: Chief Jones shared the CPR trainer recently moved out of state. She plans to return to conduct annual CPR trainings. Chief Jones stated he will be researching additional CPR classes.
- He reported he was contacted by RD 108 to burn Cassel Ridge Levee. The request was fulfilled, and he sent an invoice to RD108 for services rendered. He is also working with Yolo County staff to address their request to burn-off a portion of a levee.
- Building Permit Status: Nothing to report at this time.
- Equipment Report: Chief stated E9 needs to go into the shop for engine diagnosis. Received a recall to update software on Brush 9. He also stated the district may need to purchase updated water gear (wet/dry suites)
- Personnel Report: Chief Jones reported four volunteers attended the Swift Water Rescue Training with Capay Valley Fire. It went very well, and all four volunteers were

certified. He went onto state, there may be an opportunity for Knights Landing Fire to host an additional Swift Water Training with Capay Fire District.

- Monthly STATS Report: Chief Jones presented the July report.

Approval of July 10, 2023, Regular Meeting Minutes.

Motion made to approve July 10, 2023 regular meeting minutes as corrected.

Motion: Perez. Second: Bivert. Motion: Unanimously carried.

Financial Business: Review and approve bills, receive checks for deposit, transfer funds, consider purchases, review financial reports including budget by line.

Motion made to approve August invoices as presented in the amount of \$4263.87

Motion: Perez Second: Bivert. Motion: Unanimously carried.

Upon budget review, the adjustments were made to the 2022-23 budget.

Motion made to adopt yearend 2022-23 Budget adjustments as follows: Transfer \$5189.00 from - Contingency Account (503300) 590100 to + Workers Compensation Insurance account (500390) 501180; Transfer \$5500.00 from – Contingency Account (503300) 590100 to + (501051) 510051 Insurance Public Liability and transfer \$301.00 from - Transportation and Travel (501250) 510200 to + (501051) 510051 Insurance Public Liability and \$5000 from Prof Spec Serv-Legal Serv (501156) 510256 to + (501051) 510051 Insurance Public Liability; transfer \$1565.00 from - Transportation and Travel (501250) 510200 to + (501052) 510052 Insurance Fire & Extended; transfer \$2334.00 from - Transportation and Travel (501250) 510200 to + (501053) 510053 Insurance-Other.

Motion: Perez. Second: Bivert. Motion: Unanimously carried.

Consider Weed Abatement Order and Possible Action: Chief Jones reported all properties are currently being cleared. The County’s Code Enforcement Officer accompanied him to the last property noticed on County Road 116 to address additional issues including the weed and nuisance abatement. Nothing further needed at this time.

Old Business:

- DIF Update and Possible Action: Mr. Small will be contacting Yolo County to hold a Public Hearing.
- Fleet Fuel Cards Update and Possible Action: Chief Jones reported the fuel card account has been established and activated. There is one local fuel station in the community.
- Update and Possible Action on Fire Station Security. Chief Jones shared he and Commissioner Perez met with Verkada representatives to discuss the system and the cost. They were unable to negotiate terms of the contract and cost with Verkada. Chief Jones reported he contacted AFES and received a expense quote of \$3750 to have 12 cameras installed. After a discussion, it was the decision of the commissioners to move forward.

Motion made to move forward with the installation of AFES security system at an estimated cost of \$3750.00

Motion: Bivert

Second: Perez.

Motion: Unanimously carried.

New Business: Commissioner Morales discussed the lack of parking around the station. The difficulty of volunteers to park their vehicles when responding to a call. He will contact the County for signage around the station.

Adjournment and set schedule for next meeting: The next regular meeting is scheduled on September 11, 2023, at 5:30 P.M. The meeting was adjourned at 7:15 P.M.

Respectfully submitted,


Sheryl Salgado, Clerk