Knights Landing Fire Protection District P.O. Box 578
Knights Landing, CA 95645
MINUTES – July 14, 2025

The Board of Commissioners of the Knights Landing Fire Protection District met in a regular on July 14, 2025 at the Knights Landing Fire Station. Commissioner Willie Morales called the meeting to order at 5:32
P.M.

Commissioners present Willie Morales, Carlos Perez, Raul Cervantes, and Raymond Bivert.
Absent: Eric Bell
Also present: Martin Jones, Chief, Michael Vogl, Assistant Chief, and Sheryl Salgado, Clerk of the Board.

Introductions: None
Public Comments: None
Correspondence and Informational Items: None

Chief's Report and Possible Action:

- Informational items and reports- Chief Jones reported, the Department completed their Annual Fireworks Sales. He stated they applied for four grants. The Department applied for Prosper 12 Whiskey Grant and the grant of $10K was awarded to the Volunteer Fire Department. He has been working with County Code Enforcement and the Sheriff's Department on the Recycle Business as there are multiple code violations including weed abatement. The District should be receiving some funds from Cost Recovery. County Fire Sustainability Report due the end of July.
- Building Permit Status: Nothing to report.
- Equipment Report:
  Water Tender Update and Possible Action- A sensor is not working properly. Vendor is replacing. Scheduled to pick up apparatus on July 16, 2025.
- Personnel Report: Nothing to report

Reading and Approval of June 9, 2025 Regular Meeting minutes and June 12, 2025 Special Meeting minutes.

Motion made to approve June 9, 2025 Regular Meeting Minutes as corrected and June 12, 2025 Special Meeting Mintes as written.

Motion: Perez. Second: Cervantes. Motion: Unanimously carried.

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

Motion made to approve payment of 2024-25 expenses in the amount of $123058.10 as presented and payment of 2025-26 expenses in the amount of $24,831.92 as presented.

Motion: Perez. Second: Cervantes. Motion: Unanimously carried.

Also reviewed FYE 2024-25 Budget and consider transfers. Discussion and a review were held.

Motion was made to transfer $5000 from Appropriation of Contingency 590100 to Services and Supplies: Maintenance of Equipment 510070. The 2024-25 YE transfer to Equipment Reserve to be $31,182 and confirming 2024-25 YE transfer decreasing the DIF $30,000 per 2024-25 Amended Budget.

Motion: Perez. Second: Cervantes. Motion: Unanimously carried.

<u>Weed Abatement Update and Possible Action:</u> Chief Jones shared the Railroad Street has been taken care of. He will be moving forward to abate properties on Reed Street area and then proceed with lien process.

<u>Review Chief and Clerk of the Board Salary and Possible Action:</u> Discussion was held.

Motion made to increase the Chief and Clerk of the Board salary 20% which will include a six-month review. Increase to start on the first full-pay period of July 2025.

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

<u>2025-26 Budget Discussion and Possible Action:</u> The Commissioners reviewed and discussed the 2025-26 Budget.

Motion to adopt the 2025-26 Budget of $408,125 as presented.

Motion: Bivert. Second: Cervantes. Motion: Unanimously carried.

<u>Website Update and Possible Action:</u> Commissioner Perez shared he was in contact with Streamline in regard to the required changes necessary on the website, moving towards ADA compliance. He believes there will be software to assist with converting current documents. He working with staff to schedule additional meetings.

<u>Firefighter Position (Part-time/Full-time) Discussion and Possible Action:</u> Discussion held on hiring part-time staff with an estimated cost of $16.75- $20.00 an hour. Assistant Chief has updated the application for the district. Commissioner Perez will update the classification.

- Employee Handbook Discussion, Update and Possible Action: Commissioner Perez completed suggested revisions to the Handbook and presented updated version. Discussion was held.

Motion was made to adopt Employee Handbook as revised.

Motion: Cervantes. Second: Bivert. Motion: Unanimously carried.

- Policy Discussion No update
- Workplan Discussion, Update and Possible Action: No update.

New Business: None

Adjournment and set schedule for next meeting: The next regular meeting is scheduled on August 11, 2025 at 5:30 P.M. The meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Sheryl Salgado, Clerk