

**Knights Landing Fire Protection District**  
**P.O. Box 578**  
**Knights Landing, CA 95645**  
**MINUTES – July 12, 2021**

The Board of Commissioners of the Knights Landing Fire Protection District met in a regular session on July 12, 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: Martin Jones, Acting Fire Chief, and Sheryl Hardy-Salgado, Clerk, Raul Cervantes and Bob Cassel.

Introductions and Public Comment: Commissioner Frank introduced Bob Cassel, resident of Woodland. Commissioner Gamez shared his thoughts on the direction of the district.

Correspondence and Informational Items: Received a notice from the Board of Supervisors, Commissioner Morales appointment was approved, term ending May 1, 2025. Also a copy of letter to the Board of Supervisors was received from the Firefighters Burn Institute supporting Yolo county fire protection receiving allocated funds under Proposition 172.

Chief's Report:

- Informational items and reports: Acting Chief Martin reported volunteers have been responding to a lot of calls during this fire season. Fireworks sales went well.
- Building Permit Status: Waived fees on a permit on a remodel. Discovered a new building on County Road 102. Agave Builders planning on building five additional houses.
- Equipment Report: All equipment in working order.
- Personnel Report: Nothing to report at this time
- Training: Know You Community held on July 7<sup>th</sup> training scheduled at the end of the month.

Approval of June 21, 2021 Regular Meeting Minutes:

Motion made to approve June 21, 2021 regular meeting minutes.

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

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

Motion made to approve payment of invoices as presented for June 2021 in the amount of \$2120.49

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

Motion made to approve payment of invoices as presented for July 2021 in the amount of \$16,445.65

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

Additional June bills were presented.

Motion made to amend the payment of invoices for June 2021 in the total amount of \$5186.15.

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

2020-21 Budget Review and Possible Action: Budget Report was presented. Budget was reviewed and discussed.

Motion was made to make budget adjustments as follows: To remove the \$22,000 budget adjustment to Development Impact Fees done in May 2021 for the purchase of Capital Asset- Equipment Vehicles. Decrease Maintenance-Equipment \$2470, decrease Capital Equipment \$\$20,000 and increase Capital Equipment Vehicle \$22,470.00.

Motion: Morales            Second: Gamez            Motion: Unanimously carried.

Robbins Fire Protection District Update and Possible Action: Commissioner Frank shared that effective July 31, 2021 there will no long be an Auto-Aid agreement between Robbins Fire District and Knights Landing Fire District. Yolo County Emergency Communication Agency is working with Sutter County Dispatch to transfer Robbins Fire District from Yolo County to Sutter County. Discussion held on KLFPD commissioners to attend RFPD Board meeting.

Vacant Fire Chief Position Discussion and Possible Action: Commissioner Frank stated the Fire Chief's draft job description for review is in progress of being updated. Discussion held on segregating job duties and creating two positions.

Prop 172, Update, Discussion and Possible Action: Commissioner Frank provided update on this topic.

Weed Abatement Discussion and Possible Action: Commissioner Gamez reported he assessed the district and presented a list of properties that need attention. Acting Chief Martin will work with Commissioner Gamez in contacting County Counsel staff on the next step in the process.

Grass 9 Discussion and Possible Action: Commissioner Frank shared County Counsel provided a release of liability letter. Commissioner Frank or Morales and/or Acting Chief Martin may sign the DMV release of liability form.

Old Business:

- Vacant Commissioner Seat: Raul Cervantes shared is forms have been received and are being reviewed.
- Website Update and Possible Action: Website has been updated. Including the district gmail account has been set-up and the commissioners have received confirmation of such.

Injury Illness Prevention Plan Policy Review and Possible Action: Commissioner Gamez continues to update the draft IIP. He will report at the next meeting.

- Fuel Card Update and Possible Action: Commissioner Gamez has submitted all information into High Tower Fuel. Waiting on response.

New Business: No New Business

Adjournment and set schedule for next meeting: The next regular meeting is scheduled on August 9, 2021 at 5:30 P.M. The meeting was adjourned at 8:02 P.M.

Motion: Bivert.

Second: Morales.

Motion: Unanimously carried

Respectfully submitted,

  
Sheryl Salgado, Clerk