

**FIRE PROTECTION DISTRICT #4
BOARD OF COMMISSIONERS**

9760 Florida Blvd (Administration House)
Walker, LA 70785

November 20, 2017

Minutes

Chairman Dugas called the Public Hearing of the Board of Commissioners to order at 6:00 p.m. The invocation was given by Mr. Blevins and the assembly recited the Pledge of Allegiance.

Chairman Dugas called the roll with the following members present: Joseph Blanchard, Darren Blevins, Robert Dugas, Jeff Easley, and Leslie Falks. Chief James T. Wascom and Board of Commissioners Secretary Tasha Killcrease were also present.

Chief Wascom presented the Budget packet to the Board which contained the Message from Preparer, authorization resolutions, budget message, and budget detail.

Chief Wascom presented the amendments to the 2017 Operating Budget and a discussion was held.

Chief Wascom presented the proposed 2018 Operating Budget and a discussion was held.

No public comment was made regarding the 2017 amended or proposed 2018 Operating Budget.

Public Hearing closed at 6:16 p.m.

Chairman Dugas called the Regular Board Meeting of the Board of Commissioners to order at 6:16 p.m.

Chairman Dugas called the roll with the following members present: Joseph Blanchard, Darren Blevins, Robert Dugas, Jeff Easley, and Leslie Falks. Chief James T. Wascom and Board of Commissioners Secretary Tasha Killcrease were also present.

Chairman Dugas announced that Public Input would be accepted from any member of the audience wishing to address an agenda item.

There being no public input, the Board moved onto item 3.

Mr. Easley made the motion, seconded by Mr. Blanchard, to adopt the minutes of the October 16, 2017 Board Meeting.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
Nays: None
Abstain: None
Absent: None

The Financial Report was omitted due to the absence of Hannis T. Bourgeois, LLP. The Board was given a copy of the October 2017 Financial Report. No comments were made. The Board moved on to item 5.

There being no old business to discuss, the Board moved on to new business item 6a.

Chairman Dugas read aloud Resolution No. 17-0003:

**RESOLUTION NO. 17-0003 OF THE BOARD OF COMMISSIONERS OF
LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 4
ADOPTING 2017 AMENDED BUDGET**

WHEREAS, a quorum of the Board of Commissioners ("Board") of Livingston Parish Fire Protection District No. 4 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, James T. Wascom, as the District's Chief Executive, has prepared and submitted a proposed Amended Budget for the 2017 fiscal year together with this adoption instrument;

WHEREAS, the Board finds that notice of the proposed Amended Budget, its availability for inspection and the date time and place of the public hearing to be held on the Budget was properly advertised in accordance with the Louisiana Local Government Budget Act, LA. R.S. 39:1301 *et seq.*;

WHEREAS, the proposed 2017 Amended Budget has been available for inspection by the public at the District's office;

WHEREAS, a public hearing on the proposed 2017 Amended Budget was held this date; and,

WHEREAS, the Board finds that adoption of the proposed 2017 Amended Budget is in the best interest of the public and the District;

BE IT RESOLVED that the proposed 2017 Amended Budget, a copy of which is attached hereto and made part hereof, is hereby approved and adopted;

BE IT FURTHER RESOLVED that James T Wascom, the District's Chief Executive, be and is hereby authorized and instructed to take all actions reasonably necessary to effectuate all provisions of this Budget, including the Pay Plan, and to comply with the provisions of the Louisiana Local Government Budget Act, LA. R.S. 39:1301 *et seq.*

Mr. Blevins made the motion, seconded by Mr. Falks, to approve the amended 2017 Operating Budget by Resolution 17-0003.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
Nays: None
Abstain: None
Absent: None

Chairman Dugas read aloud Resolution No. 17-0004:

**RESOLUTION NO. 17-0004 OF THE BOARD OF COMMISSIONERS OF LIVINGSTON
PARISH FIRE PROTECTION DISTRICT NO. 4 ADOPTING 2018 BUDGET**

WHEREAS, a quorum of the Board of Commissioners ("Board") of Livingston Parish Fire Protection District No. 4 ("District") was present on this date for a properly advertised, regular meeting;

WHEREAS, James T. Wascom, as the District's Chief Executive, has prepared and submitted a proposed Budget for the 2018 fiscal year together with this adoption instrument;

WHEREAS, the Board finds that notice of the proposed Budget, its availability for inspection and the date time and place of the public hearing to be held on the Budget was properly advertised in accordance with the Louisiana Local Government Budget Act, LA. R.S. 39:1301 *et seq.*;

WHEREAS, the proposed 2018 Budget has been available for inspection by the public at the District's office;

WHEREAS, a public hearing on the proposed 2018 Budget was held this date; and,

WHEREAS, the Board finds that adoption of the proposed 2018 Budget is in the best interest of the public and the District;

BE IT RESOLVED that the proposed 2018 Budget, a copy of which is attached hereto and made part hereof, is hereby approved and adopted;

BE IT FURTHER RESOLVED that James T Wascom, the District's Chief Executive, be and is hereby authorized and instructed to take all actions reasonably necessary to effectuate all provisions of this Budget, including the Pay Plan, and to comply with the provisions of the Louisiana Local Government Budget Act, LA. R.S. 39:1301 *et seq.*

Mr. Easley made the motion, seconded by Mr. Blanchard, to approve the proposed 2018 Operating Budget by Resolution 17-0004.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
Nays: None
Abstain: None
Absent: None

Chief Wascom notified the Board of the new Parish owned radio tower on Oliver Wheat Road, Livingston, LA. With LPSO moving to the new tower location, D4 will be required to pay \$1600.00 a month to stay on the Dallas Drive tower owned by Citadel OR pay a onetime fee of \$12,563.00 to move all LPFPD4 equipment to the Parish owned tower.

A discussion was held on the tower location.

Mr. Easley made the motion, seconded by Mr. Blevins, to authorize Chief Wascom to move forward with moving LPFPD4 radio equipment from the Citadel tower on Dallas Drive to the Parish owned tower in Livingston.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
 Nays: None
 Abstain: None
 Absent: None

Chairman Dugas notified the Board of Mrs. Lisa Watts term as the College List Civil Service Board Member expires in January of 2018.

Mr. Falks made the motion, seconded by Mr. Blanchard, to reappoint Mrs. Lisa Coburn Watts for another 3 year term as the College List Board Member on the Civil Service Board.

Ayes: Mr. Blevins, Mr. Dugas, Mr. Easley, Mr. Falks, Mr. Rawls
 Nays: None
 Abstain: None
 Absent: None

A discussion was held on the future Engineering firm for LPFPD4.

Mr. Blanchard made the motion, seconded by Mr. Blevins, to use Quality Engineering & Surveying, LLC. as LPFPD4 Engineer.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
 Nays: None
 Abstain: None
 Absent: None

Chief Wascom presented three proposals for the 2017 AUP and Audit. A discussion was held.

Mr. Blevins made the motion, seconded by Mr. Blanchard, to use James, Lambert, Riggs, & Associates, Inc for the 2017 Audit.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
 Nays: None
 Abstain: None
 Absent: None

Chairman Dugas presented a salary chart for some of the surrounding Fire Departments Fire Chief. A discussion was held on giving LPFPD4 Fire Chief James T. Wascom a raise.

Mr. Blevins made the motion, seconded by Mr. Falks, to set Chief James T. Wascom salary at \$96,158.00 a year effective December 31, 2017.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks
 Nays: None
 Abstain: None
 Absent: None

Chief's report was given by Chief Wascom.

Chief Wascom notified the Board of LPFPD4's rating improving to a Protection Class 4 and the effective date is December 11, 2017. Chief Wascom also notified the Board on the new score and plans in the works to increase this score in the future.

Commissioner's Report was given.

Chairman Dugas presented ideas for ways to let the public "Meet our Family" via LPFPD4's website.

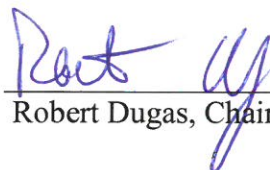
There being no further business before the board, Mr. Easley made the motion, seconded by Mr. Blevins, to adjourn.

Ayes: Mr. Blanchard, Mr. Blevins, Mr. Dugas, Mr. Easley, and Mr. Falks

Nays: None

Abstain: None

Absent: None


Robert Dugas, Chairman

Livingston Parish Fire Protection District #4

BUDGET OVERVIEW: AMENDED 2017 BUDGET - FY17 P&L

January - December 2017

	TOTAL
INCOME	\$3,582,703.49
GROSS PROFIT	\$3,582,703.49
EXPENSES	\$2,819,232.35
NET OPERATING INCOME	\$763,471.14
OTHER EXPENSES	\$77,568.00
NET OTHER INCOME	\$ -77,568.00
NET INCOME	\$685,903.14

Livingston Parish Fire Protection District #4

BUDGET OVERVIEW: 2018 OPERATING BUDGET - FY18 P&L

January - December 2018

	TOTAL
INCOME	\$3,363,100.00
GROSS PROFIT	\$3,363,100.00
EXPENSES	\$3,362,923.00
NET OPERATING INCOME	\$177.00
OTHER EXPENSES	\$1,060,000.00
NET OTHER INCOME	\$ -1,060,000.00
NET INCOME	\$ -1,059,823.00