

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

9760 Florida Blvd, Walker LA 70785 (Headquarters)

February 20, 2023

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

Chairman Dugas called the roll with the following members present: Mr. Joseph Blanchard, Mr. Robert Dugas, Mr. Jeff Easley, and Mr. Leslie Falks. Mr. Darren Blevins and Chief Wascom was absent. Mr. Paul Riggs, Mrs. Becky Fitzhugh, and several LPFPD4 members were also in attendance.

Chairman Dugas announced that public input would be accepted from any member of the audience wishing to address an agenda item. There was no public comment made.

Mr. Falks made the motion, seconded by Mr. Blanchard, to adopt the minutes of the January 16, 2023 Board Meeting.

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

The tentative January 2023 Financial Report was reviewed by Mrs. Becky Fitzhugh with Hannis T. Bourgeois, LLP along with the Board Members. The Financial Report includes Balance Sheet for assets as well as liabilities and fund balance, Statement of Income, Budget to Actual, and General Fixed Assets.

Chairman Dugas gave the Engineers Report in the absence of Quality Engineering & Survey, LLC:

- Station 6 pad and driveway construction continues.
- Station 7 pad and driveway has been completed with changes. A discussion was held.
- Quality is currently working on a Master Agreement to bring to the Board in the near future.

There being no further old business, the board moved on to new business.

Mr. Paul Riggs with James, Lambert, Riggs, & Associates presented the board with an Audit Planning Packet and Louisiana Compliance Questionnaire (previously filled out and signed by Chief James T. Wascom, Board of Commissioners Secretary Tasha Killcrease, and Chairman Dugas). Mr. Riggs discussed an overview of the Audit procedures including AUP procedures to come for the 2022 Audit and the related party questionnaire.

Board presented resolution 23-001:

**RESOLUTION NO 23-001 OF THE BOARD OF COMMISSIONERS
OF LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 4
APPROVING LOUISIANA COMPLIANCE QUESTIONNAIRE**

WHEREAS, a quorum of the Board of Commissioners ("Board") of Livingston Parish Fire Protection District No. 4 ("District") was present on February 20th, 2023 for a properly advertised, regular meeting;

WHEREAS, the Livingston Parish Fire Protection District No. 4 has hired the accounting firm of James, Lambert, Riggs, & Associates, Inc. to perform the 2022 financial audit; and

WHEREAS, the Legislative Auditor requires the Louisiana Compliance Questionnaire to be completed and signed as part of the audit submittal; and

WHEREAS, the required Louisiana Compliance Questionnaire as of December 31, 2022 and for the year then ended has been prepared and presented to the Board of the District for review and adoption,

BE IT RESOLVED, that the Livingston Parish Fire Protection District No. 4 Board of Commissioners convened in regular session on February 20, 2023, and hereby approves the Louisiana Compliance Questionnaire as part of the Legislative Auditor's requirement for completion of audits.

Mr. Easley made the motion, seconded by Mr. Blanchard, to approve the Louisiana Compliance Questionnaire by Resolution 23-001.

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

Mr. Blanchard made the motion, seconded by Mr. Falks, to purchase a generator from GenPro, LLC for a generator at Station 4 Living Quarters in the amount of \$26,459.00.

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

There being no further new business, the board moved on to Chief's and Commissioner's reports.

- Deputy Chief Jackson advised the Board:
 - five Chief units have been ordered but expected delivery is in 4-6 months
 - Vehicle 48's new motor is on order and should be fixed in the next couple weeks
 - response statistics for a total of 630 calls in January of 2023
- Training Officer Frank Dellucky advised:
 - Graduation for the High School Firefighter Training Program is May 12, 2023
 - The training division will be going to talk to local high Schools for next year's program
 - The students testing for Firefighter I & II will be on February 23, 2023

There being no further business before the board, Mr. Falks made the motion, seconded by Mr. Blanchard, to adjourn at 6:54 p.m.

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



Robert Dugas, Chairman