

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

9760 Florida Blvd, Walker LA 70785 (Headquarters)

July 17, 2023

Chairman Dugas called the Regular Meeting of the Board of Commissioners to order at 6:03 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. Darren Blevins, Mr. Robert Dugas, Mr. Jeffrey Easley, and Mr. Leslie Falks. Chief Wascom was absent. Mr. Glen Duncan, Board Secretary Tasha Killcrease, and several other 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.

Chairman Dugas requested the agenda be lifted for two time-sensitive matters:

- a) To make a correction on how the district's name was listed on bank accounts.
- b) Request to surplus and donate Vehicle 32.

Mr. Easley made the motion, seconded by Mr. Blevins, to lift the agenda for both items. A roll call vote was taken.

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

Item a) Ms. Killcrease advised the Board of counterfeit checks created and cashed on the General Operating Account. All monies have been returned by our financial institution and the proper authorities are investigating the incident. LPFPD4 will be moving to the Positive Pay system through our financial institution. During this process our financial Institution requested the name on the bank accounts match our legal tax identification entirely. A resolution needs to be approved and signed in order to change all six account titles from "Fire Protection Dist 4" to "Livingston Parish Fire Protection District 4."

Ms. Killcrease read aloud Resolution 23-003. A discussion was held. No public comments were made.

Mr. Falks made the motion, seconded by Mr. Easley, to accept and approve Resolution 23-003 to correct the official name on the six bank accounts as listed in the Resolution.

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

Item b) Chief of Maintenance Blake Gilmore advised Vehicle 32 – 1989 FMC Pumper is no longer utilized by our district and the repairs needed are unsustainable. Bordelonville Volunteer Fire Department in Avoyelles Parish has shown interest in the vehicle. A discussion was held. No public comments were made.

Mr. Blevins made the motion, seconded by Mr. Blanchard, to surplus Vehicle 32 – 1989 FMC Pumper Vehicle Identification Number 4S7AT9L05KC002404.

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

Mr. Blevins made the motion, seconded by Mr. Blanchard, to donate surplus Vehicle 32 – 1989 FMC Pumper Vehicle Identification Number 4S7AT9L05KC002404 to Bordelonville Volunteer Fire Department.

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

Mr. Easley made the motion, seconded by Mr. Blanchard, to go back to the regular order of business on the July 17, 2023 agenda. A roll call vote was taken.

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

Mr. Falks made the motion, seconded by Mr. Blanchard, to adopt the minutes of the June 19, 2023 Board Meeting.

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

Due to the absence of Hannis T. Bourgeois, LLP, the June 2023 Financial Report was submitted to the Board for review via dropbox. 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.

The Board was advised of the creation of the new “Project Fund” and “Tax Revenue Fund” accounts to meet the Auditor’s recommendations from the previous Board meeting.

Mr. Glen Duncan with Quality Engineering & Surveying advised he had nothing to report on the Engineer’s Report.

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

Ms. Killcrease advised the bid opening for self-contained breathing apparatus (SCBA) was July 17, 2023 at 10:00 a.m. The district received one bid from Casco Industries, Inc. for the amount of \$248,550.00. The bid included

twenty-four air packs, forty-eight cylinders, and all other specifications listed per the Bid Advertisement. A discussion was held on specifications on new and old SCBA.

Mr. Easley made the motion, seconded by Mr. Blevins, accept the bid \$248,550.00 from Casco Industries, Inc.

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

Chairman Dugas advised his recommendation is to adopt a Master Service Agreement as presented via dropbox between Livingston Parish Fire Protection District 4 and Quality Engineering & Surveying, LLC. A discussion was held on the agreement and length of terms.

Mr. Blanchard made the motion, seconded by Mr. Blevins, to adopt the Master Service Agreement as presented effective July 17, 2023 for one year term. The Board will reevaluate the agreement July of 2024.

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

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

- On behalf of Chief Wascom, Ms. Killcrease notified the Board of a request from Tigerland Properties. On behalf of a client of theirs, they are requesting a 60-foot servitude through the district owned property located on Springhill Drive to access landlocked property to the east. A discussion was held. The Board requested the Chief to obtain an opinion from LPFPD4's attorney and review the stipulations on the property before placing the item on our agenda.
- Deputy Chief Trey Jackson presented the response statistics for LPFPD4's total of 613 calls in June of 2023.
- Chief of Maintenance Blake Gilmore gave the 2023 second quarter maintenance report.
- Training/Safety Officer Keesler Fly gave the 2023 second quarter training report.
- The 2023 second quarter fire prevention report was presented to the Board via dropbox.

There being no further business before the board, Mr. Blevins made the motion, seconded by Mr. Blanchard, to adjourn at 6:59 p.m.

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


Robert Dugas, Chairman