

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

9760 Florida Blvd, Walker LA 70785 (Headquarters)

**March 18, 2024**

Chairman Dugas called the Regular Board meeting 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: Mr. Darren Blevins, Mr. Robert Dugas, Mr. Jeff Easley, and Mr. Leslie Falks. Mr. Joseph Blanchard and Chief Wascom were absent. Ms. Tasha Killcrease, Mrs. Christie Barado, Mr. Trey Sanders, Mr. Glen Duncan, Mr. Jay LeBlanc, 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. Easley made the motion, seconded by Mr. Falks, to adopt the minutes of the February 19, 2024 Board Meeting.

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

The February 2024 Financial Report was reviewed by Trey Sanders 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. No comments were made.

Mr. Jay LeBlanc Quality Engineering & Surveying, LLC and Mr. Glen Duncan with Providence Engineering gave the Engineers Report. They advised the Master Planning Committee is ready to move forward with the topographic maps, demographics, and preparing Task Order 1 for Station 11 once the district's attorney approves the Master Service Agreement verbiage.

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

Mrs. Christie Barado 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 Robert Dugas). Mrs. Barado discussed an overview of the Audit procedures including AUP procedures to come for the 2023 Audit and the related party questionnaires.

Board of Commissioners Secretary Tasha Killcrease read aloud resolution 24-001:

**RESOLUTION NO 24-001 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 March 18, 2024 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 2023 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, 2023 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 March 18, 2024, and hereby approves the Louisiana Compliance Questionnaire as part of the Legislative Auditor's requirement for completion of audits.

Mr. Blevins made the motion, seconded by Mr. Easley, to approve the Louisiana Compliance Questionnaire by Resolution 24-001.

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

Chairman Dugas advised the Master Service Agreements with: Atlas Engineering, Wingate Engineers, Fusion Architects APC, Plus One LLC, and Mouget Architecture have been reviewed by Chief Wascom and the Board; the districts attorney is still reviewing them. A discussion was held.

Mr. Blevins made the motion, seconded by Mr. Falks, to authorize Chief Wascom to sign all five Master Service Agreements providing the district's attorney approves the verbiage.


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

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

- Deputy Chief Jackson presented the response statistics for LPFPD4's total of 593 calls in February. Also, LPFPD4 members installed 82 smoke alarms in Denham Place Mobile Home Park after the recent structure fire in that area.
- Fire Prevention Officer advised LPFPD4 has installed 110 smoke alarms so far in 2024 with approximately 40 pending.
- Training/Safety Officer Keesler Fly announced all the second set of SCBA's have arrived, were put in inventory, and will be in service this week. Also, Livingston Parish's High School Firefighter Program graduation will be May 14, 2024.

There being no further business before the board, Mr. Easley made the motion, seconded by Mr. Falks to adjourn at 6:38 p.m.

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

  
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Robert Dugas, Chairman