

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

9760 Florida Blvd, Walker LA 70785 (Headquarters)

February 17, 2025

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. 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, and Mr. Leslie Falks. Mr. Shane Hernandez was absent. Deputy Chief Trey Jackson, Ms. Tasha Killcrease, Mr. Trey Sanders, Mr. Jay LeBlanc, Mr. Paul Riggs (via telephone), and several Livingston Parish Fire Protection District 4 (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. Blevins made the motion, seconded by Mr. Blanchard, to adopt the minutes of the December 16, 2024 Regular Board Meeting.

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

Chairman Dugas announced the Board would skip to item 10a) Audit Planning Review.

Mr. Paul Riggs with James, Lambert, Riggs, & Associates via telephone/drop box 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). Mr. Riggs discussed an overview of the Audit procedures including AUP procedures to come for the 2024 Audit and the related party questionnaires.

With no discussion or motion needed, the Board return to Item 7) Financial Report.

Mr. Trey Sanders with Hannis T. Bourgeois, LLP reviewed the draft January 2025 Financial Report 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.

Mr. Jay LeBlanc with Quality Engineering & Surveying, LLC updating the Board on the latest design committee meeting advising the conceptual revisions to Station 7 plans have been resubmitted to the district. He also advised the parish contacted him in reference to station 11 that some revisions may need to be made.

Mr. Blevins made the motion, seconded by Mr. Blanchard, to advertise bids for Station 11 construction in April 2025.

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

Mr. LeBlanc continued with the status of station 7 plans advising he has two task orders one from Fusion Architects for the architectural services through bidding and the other from Quality Engineering for the Civil Site Design.

Mr. Blevins made the motion, seconded by Mr. Blanchard, to advertise bids for Station 7 renovation by June 2025.

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

Commissioner Blanchard questioned the changes being made to Station 11. Fire Prevention Officer Matthew Gallman and Battalion Chief Burgess (both members of the construction committee) advised the only changes are in hopes to give the station an environmental containment area between the bay and living quarters to ensure gear never comes in contact with the living quarters.

Mr. LeBlanc continues with two task orders for Plus One Design criteria and the Safe room schematics for Station 11.

Mr. Blanchard made the motion, seconded by Mr. Blevins, to approve the 2024 Louisiana Compliance Questionnaire.

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

Chairman Dugas announced that LPFPD4 Board of Commissioners cancelled the January 20, 2025 Board meeting due to the Governor's State of Emergency Proclamation for January 20-23, 2025, in preparation of winter weather.

Mr. Falks made the motion, seconded by Mr. Blevins, to ratify the cancellation of the January 20, 2025 Board meeting.

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

Chairman Dugas announced the Employee Representative Appointment to the Civil Service Boards term has expired and the current appointment is not eligible for reappointment. The civil service employees unanimously nominated Tyler Fleming to fill that vacancy.

Mr. Blevins made the motion, seconded by Mr. Blanchard, to ratify Tyler Fleming as the Employee Representative Appointment to the Civil Service Board for a three-year term. The term will expire January of 2028.

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

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

- Deputy Chief Jackson presented the response statistics for LPFPD4's total of 7,264 calls in the year 2024 and total of 693 calls in January of 2025.
- Training/Safety Officer Keesler Fly presented the 2024 year-end Training Report via drop box.
- Fire Prevention Officer Matthew Gallman presented the 2024 year-end Fire Prevention Report.
- The 2024 year-end Maintenance Report was presented to the Board via drop box.
- Commissioner Blanchard wanted to publicly commend the firefighters renovating Station 5.
- Chairman Dugas announced March 22, 2025 LPFPD4 will be celebrating 50 years of operation.

There being no further business before the board, Mr. Blevins made the motion, seconded by Mr. Blanchard to adjourn at 6:44 p.m.

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


Robert Dugas, Chairman