

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

August 18, 2020

Minutes

**Roll Call**

Members Present:

Donnie Abadie, Jr., Chairman  
Chuck Langlois, Secretary  
Ken Montgomery  
Kevin Rogers O.D.  
Scott Browning, DDS

Guests Present:

Stephen Branscum, Fire Chief  
Emily Clark

**6:00PM start**

**Opening Prayer**

**Item #1      Review and acceptance of minutes from July 21st regular meeting.**

Kevin Rogers made a motion to accept minutes from the July 21st regular meeting. Scott Browning seconded. All members present approved the motion.

**Item #2      Review and acceptance of financial reports for the month of July.**

Kevin Rogers made a motion to accept financial reports for the month of July. Chuck Langlois seconded. All members present approved the motion.

**Item #3      Selection of date for public hearing on setting of millage rates.**

Discussion between board members regarding a date for the public hearing of millage rates. Chuck Langlois made a motion to postpone September regular meeting to September 22, 2020 at 6:30pm and have the public hearing September 22, 2020 at 6:00pm. Kevin Rogers seconded the motion. All members approved the motion.

**Item #4      Review and approval of updated Agreed Upon Procedures (AUP's) dealing with annual financial audit.**

Chief Branscum distributed draft copies and discussed the updated AUP's needed in place for our department as guided by the Louisiana Legislative Auditor. The Hiring/ Payroll /Personnel Policy; Purchasing and Disbursement Policy and Accounting Policies and Procedures (Receipt of Checks and Money Orders) are the three AUPs currently presented for Board Approval. These updates will bring us closer to being completely compliant with the Louisiana Legislator Auditor policies requirements.

Kevin Rogers made a motion to approve the three AUP's as presented. Scott Browning seconded. All members approved the motion.

**Item #5      Administrative Matters**

Equipment updates

Still waiting on: ground monitors for LGAP and rest of AED order. Researching best option and price for air compressor system

Personnel updates

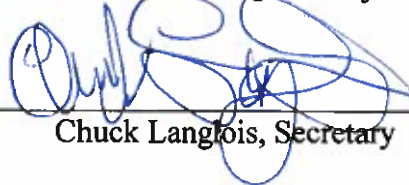
AEMT classes are going well. We only have one individual out injured at this time.

PIAL update

Onsite assessment for rating will be September 9 and September 10.

**Motion to Adjourn**

There being no further business presented before this board Chuck Langlois made a motion to adjourn the meeting. Kevin Rogers seconded the motion. All members present approved the motion. The meeting was adjourned.

  
\_\_\_\_\_  
Chuck Langlois, Secretary