



BAYOU CANE FIRE PROTECTION DISTRICT

6166 WEST MAIN STREET · HOUMA, LA 70360

PH: (985) 580-7230 FAX: (985) 580-7238



MINUTES REGULAR BOARD MEETING January 14, 2019

Kenneth P. Himel, Jr.
Fire Chief

The Board of Commissioners of Bayou Cane Fire Protection District of the Parish of Terrebonne, State of Louisiana, met at the main station on Monday, January 14, 2019, at 11:30 a.m.

Mr. Nicholas Hebert called the meeting to order at 11:30 a.m. Upon roll call by Ms. Sonja Labat, the following Commissioners were present: Robert Page, Nicholas Hebert, Travis Gravois, Suzanne Carlos and Ed Lawson arriving at 11:36. The following Commissioners were absent: Kellie Graffagnino. Others in attendance were Chief Himel, Chief Hill, Brian Boudreaux, Kay Hebert, Angela Hidalgo, Sonja Labat, Danna Schwab, Greg Boudreaux, Mike Delaune and Chris Englade.

The minutes of the December 10, 2018 meeting were tabled to be approved at the February 11th meeting.

No one from the Public addressed the Board.

The Chairman briefly discussed the audit engagement letter from Martin and Pellegrin. The engagement is the same as last year with no changes. It was motioned by Mr. Page, seconded by Mr. Gravois to execute the audit engagement letter with Martin and Pellegrin. Motion passed.

Chief Himel discussed the fire watch issues at Belmere Luxury Apartments. The contact with Belmere Luxury Apartments has asked for a payment plan for the bills from Bayou Cane Fire Department in the amount of \$17,920.00. A motion was offered by Mrs. Carlos, seconded by Mr. Lawson, to authorize Danna Schwab to respond to the payment plan requested. The response will accept a payment plan in the amount of \$1,000.00 per month and should include the amount of the bill owed to Bayou Cane Fire Department in the amount of \$17,920.00, interest and attorney fees. The attorney is authorized to file suit should Belmere refuse to the terms. Motion passed.

Chief Hill discussed flooring of the upstairs offices, flooring of the downstairs offices and sheetrock finishing and painting upstairs. These items cannot be done in-house. Quotes were obtained. No competitive quotes were from contractors in the district. MHM provided the lowest quote in the amount of \$3,300.00 for the sheetrock work and the painting for the offices upstairs. Perque's provided the lowest quote in the amount of \$2,936.67 for carpet tiles and installation for the offices upstairs. Perque's provided the lowest quote in the amount of \$4,866.00 for carpet tiles and installation for the office's downstairs. The Chairman suggested obtaining a quote for floors for the office downstairs rather than carpet tiles. It was motioned by Mr. Lawson, seconded by Mr. Gravois to accept the quotes as presented. Motion passed.

The Chairman discussed a resolution prepared by Danna Schwab regarding employee Civil Service Representative. It was motioned by, Mr. Gravois, seconded by Mr. Page to accept the resolution prepared by Danna Schwab allowing the Fire Chief to appoint a Civil Service Representative. Motion passed.

Chief Himel discussed the Fire Chief's report. There were 152 calls for the month of December and 1,763 YTD. The chief also reported on permits, fire prevention events and inspections. Fire Prevention was also briefly discussed.



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It was motioned by Mr. Lawson, seconded by Mrs. Carlos, to approve the December financials. Motion passed.

Mr. Lawson apologized for arriving late.

A motion was offered by Mr. Lawson, seconded by Mr. Gravois to adjourn the meeting at 11:58 am. Motion passed. The next regular scheduled meeting is February 11, 2019 at 11:30 am.

Travis Gravois, Secretary

Sonja Labat, Accountant