



Kenneth P. Himel, Jr.  
Fire Chief

# BAYOU CANE FIRE PROTECTION DISTRICT

6166 WEST MAIN STREET · HOUMA, LA 70360



## ADMINISTRATIVE DIVISION

### MINUTES

#### REGULAR BOARD MEETING January 27, 2020

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 27, 2020 at 11:30 AM.

The Chairman, Nick Hebert called the meeting to order at 11:30 a.m. Upon roll call by Angela Hidalgo, the following Commissioners were present: Nick Hebert, Robert Page, Ed Lawson, Travis Gravois and Suzanne Carlos (11:37 a.m.). Kellie Graffagnino was recorded as absent. Others in attendance were Kenny Hill, Kay Hebert, Adam Schmitt, Brian Boudreaux, Gregory Boudreaux, Mike Palmer, Mike Delaune, Sonja Labat, Angela Hidalgo, and Danna Schwab.

Motion by Mr. Page, seconded by Mr. Gravois to approve the minutes of December 9, 2019 meeting. Motion passed.

No one from the public addressed the board.

Under New Business, a motion offered by Mr. Page, seconded by Mr. Lawson to approve Nick Hebert to serve as Chairman. Motion passed. A motion was offered by Mr. Gravois, seconded by Mr. Lawson to approve Robert Page to serve as Vice-Chairman. Motion passed. A motion by Mr. Lawson, seconded by Mr. Page to approve Mr. Gravois to serve as Secretary. Motion passed.

A motion was offered by Mr. Lawson, seconded by Mr. Page to engage Martin & Pellegrin as the auditor of the District and approve the engagement agreement. Motion passed. A motion was offered by Mr. Gravois, seconded by Mr. Page to approve the engagement agreement with Martin & Pellegrin for the AUP Agreement. Motion passed.

After a brief discussion, a motion was offered by Mr. Page, seconded by Mr. Lawson to approve the change order for the generator transfer switch in the amount of \$3,317.00. Motion passed.

A motion was offered by Mr. Lawson, seconded by Mr. Gravois to approve the purchase of a vehicle for the fire prevention officer under state contract. Motion passed.

Chief Himel discussed the need to modify the Public Request Policy. This item will be drafted and placed on a future meeting agenda for consideration.

Under Fire Chief's report, there have been 109 calls for the month of December, and 1,675 calls year-to-date. Chief Himel discussed the District's prep work for the upcoming fire rating.

A motion was offered by Mr. Page, seconded by Mr. Gravois to accept the Financial Reports as presented.



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Under Board Members, Mr. Hebert asked Ms. Schwab to continue to update the Auto Policy and Public Records Policy for the board to consider at a future meeting.

Motion by Mr. Page, seconded by Mr. Gravois to adjourn the meeting at 12:06 p.m. Motion passed. The next regular scheduled meeting is Monday, February 10, 2020 at 11:30 a.m.

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Travis Gravois, Secretary

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Angela Hidalgo, Accountant