

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 WILL MEET IN **REGULAR SESSION** ON MONDAY, APRIL 27, 2020 IMMEDIATELY FOLLOWING THE REGULAR MEETING OF THE TPC, TANGIPAHOA PARISH EMERGENCY OPERATIONS CENTER, 114 NORTH LAUREL STREET, AMITE, LA.

**AGENDA
TANGIPAHOA PARISH
RURAL FIRE PROTECTION DISTRICT NO. 2
REGULAR MEETING APRIL 27, 2020**

VIRTUAL MEETING

CALL TO ORDER

ROLL CALL

PUBLIC INPUT - *Anyone Wishing to Address any Agenda Item*

ADOPTION OF MINUTES- Regular meeting dated February 24, 2020

HAMMOND FIRE MATTERS

- [1.](#) Adoption of Resolution to allow City of Hammond Fire Prevention Bureau to be lead fire investigators in Hammond Rural Fire District

HUSSER FIRE MATTERS

- [2.](#) Ratification of Approval of a Full Time Position

WILMER FIRE MATTERS

- [3.](#) Ratification of Approval of a Full Time Position
- [4.](#) Ratification of Approval of Part Time Positions
- [5.](#) Ratification of Approval of Chief's Position and Salary

NATALBANY FIRE MATTERS

- [6.](#) Approval to Purchase eDraulic Combination Tool

MONTHLY REPORTS AND REGISTERS

ADMINISTRATORS REPORT

- [7.](#) Approval to Purchase APR Adapters and P100 Filters
- [8.](#) Motorola
- [9.](#) Approval of an Intergovernmental Agreement Between Tangipahoa Parish Rural Fire District No. 2 and The Village of Tickfaw in Regards to Fire Protection and Emergency Services
- [10.](#) Approval of Louisiana Audit Compliance Questionnaire

OTHER FIRE MATTERS

ADJOURN

**The Tangipahoa Parish Rural Fire Protection District No. 2 will be conducted via video conference in compliance with Proclamation Numbers JBE 2020-30 and 2020-33 issued by Governor John Bel Edwards. The virtual meeting will be viewable at <https://tangipahoa.org/government/council/meeting-calendar>, Charter channel 197, or Uverse channel 99.

Public comments will be accepted by the following two options:

1. By email to kpecararo@tangipahoa.org including your full name, address, agenda item number, and your comments/questions. The secretary will then read all submitted input during the meeting. Emails must be received by Monday, April 27, 2020 at 12 noon.

2. If you wish to appear in person, there will be a sign-up sheet in the EOC lobby. Anyone wishing to speak in person must sign up no later than 5:15pm on Monday, April 27, 2020. No more than three (3) people at a time will be allowed in the lobby and no more than one (1) person at a time will be allowed in the EOC at a time to speak

Thank you for your help and cooperation during this unprecedented time.**

S/David P. Vial, President
T. P. Rural Fire District No. 2

POSTED April 23, 2020

S/Kristen Pecararo, Secretary
T. P. Rural Fire District No. 2

PUBLISHED DAILY STAR April 23, 2020

TPRFPD No. 2
RESOLUTION No 20-01

RESOLUTION OF THE TANGIPAHOA PARISH RURAL FIRE PROTECTION DISTRICT NO. 2 ESTABLISHING THE CITY OF HAMMOND FIRE PREVENTION BUREAU AS THE LEAD AGENCY IN FIRE AND ARSON INVESTIGATIONS FOR THE HAMMOND RURAL FIRE DEPARTMENT

BE IT RESOLVED; that the Tangipahoa Parish Rural Fire Protection District No. 2 hereby establishes that the City of Hammond Fire Prevention Bureau is the lead agency in fire and arson investigations for the Hammond Rural Fire Department.

On motion by _____ and seconded by _____, the foregoing resolution was hereby declared adopted on this the 23rd Day of March, 2020 by the following roll-call vote:

YEAS:

NAYS:

ABSENT:

NOT VOTING:

ATTEST:

David P. Vial, President
Tangipahoa Parish Rural
Fire Protection District No. 2

Kristen Pecararo, Secretary
Tangipahoa Parish Rural
Fire Protection District No. 2

TANGIPAHOA PARISH RURAL FIRE # 2
POSITION RATIFICATION FORM

This form is to be used for all position replacements or additions. Any change to the job description for this position may be forwarded with this form.

Position Title: Firefighter Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: _____	<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: <u>5</u>	<input type="checkbox"/> Monthly
<input type="checkbox"/> Reg P/T		
<input type="checkbox"/> Temp F/T		
<input type="checkbox"/> Temp P/T		
FLSA Status:	<input checked="" type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: _____	Date: _____
Fire Board President: _____	Date: _____
Administrator: _____	Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) <u>Bennie Spears</u>	Date: _____
Compensation: <u>\$540</u> <input type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input checked="" type="checkbox"/> Other <u>Wkly</u>	Start Date: <u>4/8/2020</u>

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.

Louisiana State University

AND AGRICULTURAL AND MECHANICAL COLLEGE

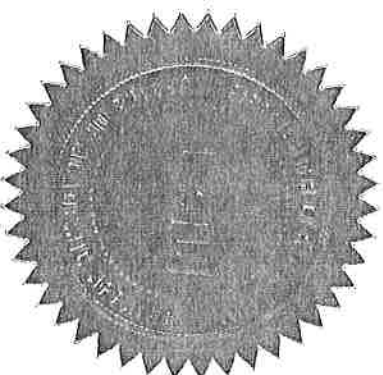
Office of Academic Affairs Firefighter and Emergency Responder Certification

as accredited by the
International Fire Service Accreditation Congress

Bennie W Spears

has demonstrated, through examination, attainment of
the objectives of the National Fire Protection
Association Professional Qualification
Standards and is, therefore, certified

FIRE FIGHTER I



Granted on this 22nd day of August, 2012

Alan E. Joos
Assistant Director
Certification and Accreditation

James Fernandez
Executive Director
National Center for Security Research and Training

Office

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISITION/APPROVAL TO HIRE FORM

This form is to be used for all position replacements or additions. Any change to the job description for this position may be forwarded with this form.

Position Title: Firefighter/Operator Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: _____		<input checked="" type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: _____		<input type="checkbox"/> Monthly
<input type="checkbox"/> Reg P/T			
<input type="checkbox"/> Temp F/T			
<input type="checkbox"/> Temp P/T			
FLSA Status:	<input type="checkbox"/> Exempt (Salary)	<input type="checkbox"/> Non Exempt (Hourly)	

Recruiting Information:

Job Availability Date: _____

Recruiting Source desired: Job Posting Newspaper Files Other: _____

Approvals:

Chief: James E. Vest Date: 4/6/20 Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Stephen Roguin Date of Hire: 4/6/20

Compensation: \$10⁰⁰ Per hour Per Year Other: _____ Start Date: 5/2/20

Date forwarded to payroll for processing: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION RATIFICATION FORM

This form is to be used for all position replacements or additions. Any change to the job description for this position may be forwarded with this form.

Position Title: Firefighter Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: _____	<input checked="" type="checkbox"/> Biweekly
<input type="checkbox"/> Reg F/T	Days per week: _____	<input type="checkbox"/> Monthly
<input checked="" type="checkbox"/> Reg P/T		
<input type="checkbox"/> Temp F/T		
<input type="checkbox"/> Temp P/T		
FLSA Status:	<input type="checkbox"/> Exempt (Salary) <input checked="" type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: <u>Amoel E. Worley</u>	Date: <u>3-11-2020</u>
Fire Board President: _____	Date: _____
Administrator: _____	Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) <u>Dylan Mitchell</u>	Date: <u>3-11-2020</u>
Compensation: <u>\$10⁰⁰</u> <input checked="" type="checkbox"/> Per hour <input type="checkbox"/> Per Year <input type="checkbox"/> Other: _____	Start Date: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION RATIFICATION FORM

This form is to be used for all position replacements or additions. Any change to the job description for this position may be forwarded with this form.

Position Title: Fire Fighter/Operator Position Number: _____

Location: Kentwood Independence Husser Wilmer
 Loranger Natalbany Hammond Ponchatoula
 8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: _____		<input checked="" type="checkbox"/> Biweekly
<input type="checkbox"/> Reg F/T	Days per week: _____		<input type="checkbox"/> Monthly
<input checked="" type="checkbox"/> Reg P/T			
<input type="checkbox"/> Temp F/T			
<input type="checkbox"/> Temp P/T			
FLSA Status:	<input type="checkbox"/> Exempt (Salary)	<input checked="" type="checkbox"/> Non Exempt (Hourly)	

Approvals:

Chief: [Signature] Date: 3-26-2020

Fire Board President: _____ Date: _____

Administrator: _____ Date: _____

New Position Information: Complete this form before attending Fire Board meeting to request approval to ratify position.

Name of Person: (please print) Clair Braun Date: 3-26-2020

Compensation: \$10⁰⁰ Per hour Per Year Other: _____ Start Date: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.

(Office)

TANGIPAHOA PARISH RURAL FIRE # 2 POSITION REQUISTION/APPROVAL TO HIRE FORM

This form is to be used for all position replacements or additions. Any change to the job description for this position may be forwarded with this form.

Position Title: Chief Position Number: _____

Location: Kentwood Independence Husser Wilmer

Loranger Natalbany Hammond Ponchatoula

8th Ward (Robert) Manchac Other _____

Position Information: Replacement For: _____

Is the Job description current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payroll Mode:
Status: Employment Category	Hours per week: _____	<input type="checkbox"/> Biweekly
<input checked="" type="checkbox"/> Reg F/T	Days per week: _____	<input type="checkbox"/> Monthly
<input type="checkbox"/> Reg P/T		
<input type="checkbox"/> Temp F/T		
<input type="checkbox"/> Temp P/T		
FLSA Status:	<input type="checkbox"/> Exempt (Salary) <input type="checkbox"/> Non Exempt (Hourly)	

Recruiting Information:

Job Availability Date: _____

Recruiting Source desired: Job Posting Newspaper Files Other: _____

Approvals:

Chief: Timothy Verberne Date: _____ Chairman Fire Board: _____ Date: _____

Dist. Councilman: _____ Date: _____ Board Commissioner: _____ Date: _____

New Hire Information: Complete this form before attending Fire Board meeting to request approval to hire.

Name of Person Hired: (please print) Timothy Verberne Date of Hire: _____

Compensation: \$34,000⁰⁰ Per hour Per Year Other: _____ Start Date: _____

Date forwarded to payroll for processing: _____

Start date should be the beginning of a pay period. This allows enough time to schedule drug screens, physicals and the processing of paperwork.



Quote

MES - Texas
600 Century Plaza Dr.
Suite C-180
Houston, TX 77073

Date 03/02/2020
Quote # QT1343448
Expires 04/01/2020
Sales Rep Hedden, Patrick
PO # TBD
Shipping Method FedEx Ground

Bill To
Natalbany Volunteer Fire dept.
PO Box 37
Natalbany LA 70451
United States

Ship To
Natalbany Volunteer Fire dept.
48028 Galafora Rd.
Tickfaw LA 70466
United States

Item #	Units	Description	Qty	Unit Sales Price	Amount
272288000-1		S 788EWXT Cutter - TOOL ONLY	1	9,482.14	9,482.14
271255000-1		SP 555EWXT Spreader - TOOL ONLY	1	10,535.71	10,535.71
274285000-1		R 521EWXT Ram - TOOL ONLY	1	8,953.57	8,953.57
90-53-15		EWXT 9 Ah battery	5	670.07	3,350.35
90-53-21		EWXT Charger (110V)	5	455.14	2,275.70
273049000		Hydraulic 2.0 SC 758E2 Combination Tool Package (includes SC 758E2, Charger, and 2 EXL Batteries)	1	12,299.23	12,299.23

Thank you for choosing MES. If you have any questions, please contact Chris Barrios at 504.512.2618 or cbarrios@mesfire.com or Patrick Hedden at 225.436.0788 or phedden@mesfire.com

Subtotal	44,896.70
Shipping Cost (FedEx Ground)	350.00
Total	\$45,246.70

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimates and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1343448



HURST Jaws of Life, Inc.
711 North Post Road
Shelby, NC 28150
www.jawsoflife.com



Dinglee
Hurst
Lukas
Vetter

April 15, 2020

Tangipahoa Fire District 2
P.O. Box 818
Amite, LA 70422

This will confirm that, as of the date hereof, the following Hurst Jaws of Life® dealer is the only Hurst® dealer whose sales territory for Hurst® Low Pressure (5,000 PSI), Hurst® High Pressure (10,000 PSI), Hurst® eDRAULIC® and Hurst® StrongArm® rescue equipment includes the State of Louisiana and whose personnel have been factory trained and certified by Hurst Jaws of Life, Inc. on operation, maintenance and service and are approved by Hurst Jaws of Life, Inc. to perform warranty repairs, warranty required annual maintenance and other service on Hurst® Low Pressure (5,000 PSI), Hurst® High Pressure (10,000 PSI), Hurst® eDRAULIC® and Hurst StrongArm® rescue equipment:

MES - Texas
Houston, TX 77060
Phone Number: 800-784-0404
Fax Number: 281-442-9199

Thank you for your interest in our rescue equipment. Feel free to contact us at 1-800-537-2659 or 704-487-6961 should you have any further questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Canon".

Mike Canon
Vice President of Sales
Hurst Jaws of Life, Inc.

tar

Cc: Mike Faught, South Central Regional Sales Manager, Hurst Jaws of Life, Inc.

INTERGOVERNMENTAL AGREEMENT

UNITED STATES OF AMERICA

BETWEEN TANGIPAHOA PARISH

STATE OF LOUISIANA

RURAL FIRE PROTECTION DISTRICT

PARISH OF TANGIPAHOA

NO. 2

AND THE VILLAGE OF TICKFAW

AND NATALBANY VOLUNTEER FIRE

DEPARTMENT, INC.

This **AGREEMENT** is made and entered into this 1st day of April, 2020, by and between the Tangipahoa Parish Rural Fire Protection District No. 2 (hereinafter referred to as the Fire District), represented by its President, David P. Vial, duly authorized by Resolution of the said Fire District, adopted at a regular meeting on the ____ day of March, 2020, a certified copy of which is annexed hereto AND the Village of Tickfaw (hereinafter referred to as the Village), represented by its Mayor, Anthony “Tony” Lamonte, duly authorized by Resolution of the Village Council adopted a regular meeting on the 10th day of March, 2020, a certified copy of which is annexed hereto.

WITNESSETH:

That in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1.

This agreement shall be for three (3) years beginning on April 1, 2020 and ending March 31, 2023.

2.

This agreement sets forth the terms and conditions by which in return for the sums herein received by the Fire District, the Natalbany Volunteer Fire Department, Inc. shall provide fire protection and emergency services to and for the entire Village, including but not limited to firefighting equipment, vehicles, supplies and such employees as are available from the Department.

3.

The Village expressly agrees to pay the Fire District \$2,100.00 every quarter (January, April, August and December) of each year for the duration of this agreement.

4.

The Fire District does hereby agree that the monies received by it from the Village shall be disbursed to the Natalbany Volunteer Fire Department, Inc. solely for the purpose of operating, maintaining and/or the purchasing of equipment and supplies for fire protection, thereby strengthening the Natalbany Volunteer Fire Department, Inc.’s ability to provide fire protection.

5.

In return for the monies received from the Village through the Fire District, the Natalbany Volunteer Fire Department, Inc. agrees and binds itself to include the Village of Tickfaw into the responding area of the Natalbany Volunteer Fire Department, Inc.

6.

The Fire District further agrees and has authorized all the fire departments associated with it to provide equipment, vehicles and manpower in whatever amounts needed to respond to any and all fire calls from the Village of Tickfaw.

In consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

That the Natalbany Volunteer Fire Department, Inc. does hereby agree to supply the following items:

- a) Manpower
- b) Fire, Rescue and Service Trucks
- c) Radios
- d) Telephones and Recorders
- e) Pre-Plans and yearly Fire Hydrant Inspections
- f) Maintain insurance on fire trucks and firefighters
- g) Make monthly reports to the Village of Tickfaw Council

That the Village does hereby agree to provide the following:

- a) Supply the fire station
- b) Pay all utility bills
- c) Maintain insurance on property and building
- d) Water
- e) Maintenance associated with the fire station, except such maintenance as may be necessitated by acts or omissions (negligence) of the firefighters or occupants of the fire station, which said maintenance shall be the responsibility of the Fire District and/or the Natalbany Volunteer Fire Department

7.

This agreement provides that in return for the sums paid to the Fire District, the Village shall be treated as part of the Fire District and shall become part of the Natalbany Volunteer Fire Department, Inc.'s service area and shall be added to the official map attached to the contract with the Natalbany Volunteer Fire Department, Inc.

8.

Any amendments to this contract shall be approved by vote of the Fire District Board of Commissioners upon mutual agreement by all parties.

THUS, DONE AND SIGNED on the ____ day of _____, 2020, in duplicate originals at Tickfaw, Louisiana.

WITNESSES:

VILLAGE OF TICKFAW

BY: _____
Anthony “Tony” Lamonte, Mayor

THUS, DONE AND SIGNED on the ____ day of _____, 2020, in duplicate originals at _____, Louisiana.

WITNESSES:

NATALBANY VOLUNTEER
FIRE DEPARTMENT, INC

BY: _____
Frank Gerarve, Chief

THUS, DONE AND SIGNED on the ____ day of _____, 2020, in duplicate originals at _____, Louisiana.

WITNESSES:

TANGIPAOA PARISH RURAL
FIRE PROTECTION DISTRICT NO. 2

BY: _____
David P. Vial, President

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

Enclosure

6. Briefly describe the public services provided.

7. Expiration date of current elected/appointed officials' terms.

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$157,700 have been publicly bid.

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [] No []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [] No []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [] No []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or

equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes [] No []

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes [] No []

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes [] No []

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes [] No []

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [] No []

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [] No []

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [] No []

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [] No []

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes [] No []

PART VI. MEETINGS

19. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes [] No []

PART VII. ASSET MANAGEMENT LAWS

20. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes [] No []

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

21. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes [] No []

PART IX. DEBT RESTRICTION LAWS

22. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [] No []

23. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes [] No []

24. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes [] No []

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

25. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes [] No []

26. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [] No []

27. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [] No []

PART XI. ISSUERS OF MUNICIPAL SECURITIES

28. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes [] No []

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

29. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [] No []

School Boards

30. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [] No []

31. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [] No []

32. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [] No []

Tax Collectors

33. We have complied with the general statutory requirements of R.S. 47.

Yes [] No []

Sheriffs

34. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No []

35. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No []

District Attorneys

36. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No []

Assessors

37. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No []

38. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No []

Clerks of Court

39. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No []

Libraries

40. We have complied with the regulations of the Louisiana State Library. Yes [] No []

Municipalities

41. Minutes are taken at all meetings of the governing authority (R.S. 42:20). Yes [] No []

42. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [] No []

43. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28). Yes [] No []

Airports

44. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802. Yes [] No []

45. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [] No []

46. All project funds have been expended on the project and for no other purpose (R.S. 2:810). Yes [] No []

47. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [] No []

Ports

48. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [] No []

49. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No []

50. All project funds have been expended on the project and for no other purpose (R.S. 34:3460). Yes [] No []

51. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No []

52. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No []

Sewerage Districts

53. We have complied with the statutory requirements of R.S. 33:3881-4159.10. Yes [] No []

Waterworks Districts

54. We have complied with the statutory requirements of R.S. 33:3811-3837. Yes [] No []

Utility Districts

55. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No []

Drainage and Irrigation Districts

56. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.
Yes [] No []

Fire Protection Districts

57. We have complied with the statutory requirements of R.S. 40:1491-1509.
Yes [] No []

Other Special Districts

58. We have complied with those specific statutory requirements of state law applicable to our district.
Yes [] No []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date

President _____ Date