

**RESOLUTION TO ADOPT SEVENTH AMENDED AND
RESTATED BOARD BYLAWS DATED SEPTEMBER 23, 2014**

BE IT KNOWN that on September 23, 2014 the Board of Commissioners (the "Board") for Fire Protection District Number Four St. Tammany Parish Louisiana (the "District"), held a regularly scheduled meeting to consider, among other things, amendment of Board Bylaws.

WHEREAS the Bylaws were last amended April 20, 1999;

WHEREAS the District experiences increased community demands coupled with economic challenges;

WHEREAS the Board sees predictable outcomes in its governance of District affairs as a function of standards, accountability, predictable processes and written controls;

WHEREAS it is the Board's goal to address organizational evolution through a top down approach; and

WHEREAS these proposed bylaws were measured and tested against for effectiveness, accuracy and completeness.

NOW THEREFORE, the undersigned Commissioners of the District, pursuant to Article VII, Section 1, of State of Louisiana, St. Tammany Parish, Fire Protection District #4, Mandeville, Louisiana, By-Laws, dated April 20, 1999, take the following action with regards to the Seventh Amended and Restated Bylaws of the Board of Commissioners for Fire Protection District Number Four St. Tammany Parish Louisiana:

RESOLVED, that the Board hereby approves the Seventh Amended and Restated Bylaws of the Board of Commissioners for Fire Protection District Number Four St. Tammany Parish Louisiana, dated September 23, 2014, subject to the following changes: i) Section 1.06 – change "701" to "709;" ii) strike Section 3.02 in its entirety; iii) strike Section 7.02(c) in its entirety; and iv) strike Annex B in its entirety, a copy conforming to the subject changes is annexed hereto for reference, and declares all prior and existing Board Bylaws superseded in their entirety;

RESOLVED FURTHER, that the Chairman of the District is hereby authorized and directed to do whatever acts are necessary to enter into the Seventh Amended and Restated Bylaws of the Board of Commissioners for Fire Protection District Number Four St. Tammany Parish Louisiana;

RESOLVED FURTHER, that the Chairman and/or Authorized Officers are hereby authorized and empowered in the name of the District to execute and deliver the Seventh Amended and Restated Bylaws of the Board of Commissioners for Fire Protection District Number Four St. Tammany Parish Louisiana and any and all documents contemplated thereunder, and the execution and delivery of the same by either to be conclusive evidence that the same was approved and authorized hereby.

RESOLVED FURTHER, that the Chairman and/or Authorized Officers be, and they hereby are, authorized and directed to take any and all additional actions and to execute any and all documents that may be necessary or appropriate to effectuate the foregoing resolutions and the actions described therein.

RESOLVED FURTHER, that either Authorized Officer or any officer of the District is hereby authorized and directed to certify these resolutions

The Commissioners who vote affirmatively to adopt this resolution indicate so by signing beside their name:

William Dobson, Chairman _____
Arthur Patron, Vice-Chairman _____
Jack Schell, Treasurer _____
Ambrose Amedee, Commissioner _____
David Lindsey, Commissioner _____

I HEREBY CERTIFY that the above and forgoing was duly recorded in the minutes of the Board for September 23, 2014.

Marlaine Peachy, Secretary

**SEVENTH AMENDED AND RESTATED BYLAWS
OF
THE BOARD OF COMMISSIONERS FOR
FIRE PROTECTION DISTRICT NUMBER FOUR
ST. TAMMANY PARISH, LOUISIANA**

Amended and Restated September 23, 2014



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**SEVENTH AMENDED AND RESTATED BYLAWS
OF
THE BOARD OF COMMISSIONERS FOR
FIRE PROTECTION DISTRICT NUMBER FOUR
ST. TAMMANY PARISH, LOUISIANA**

This Seventh Amended and Restated Bylaws of the Board of Commissioners for Fire Protection District Number Four, St. Tammany Parish, Louisiana (the “Bylaws”), dated effective as of September 23, 2014 (the “Effective Date”), is hereby adopted by Board upon majority vote of the undersigned Commissioners.

Article I. ORGANIZATION

Section 1.01 Name

The organization shall be identified as “Fire Protection District Number Four St. Tammany Parish Louisiana” (the “District”).

Section 1.02 Status

The District is a public corporation and political subdivision of the state and possess corresponding rights and powers including that of perpetual existence.

Section 1.03 Taxing, Debt and Bonds

As a political subdivision the District is authorized to vote and levy special maintenance taxes, incur debt and issue bonds.

Section 1.04 Boundary

The District boundaries are concurrent with Fourth Ward of St. Tammany Parish and as they have been amended from time to time.

Section 1.05 Existence

The District was created by St. Tammany Parish Police Jury in 1958 and afterwards also designated an Ambulance Service District in 1999.

Section 1.06 Corporate Offices

The District’s Corporate Offices shall be 709 Girod Street, Mandeville, Louisiana, 70448 or as the Board may otherwise designate from time to time.

Article II. PURPOSE

Section 2.01 Fire Protection

The District was created for the purpose of acquiring, maintaining and operating facilities, machinery, equipment and other resources necessary to provide for proper fire protection and control of property within the District.

Section 2.02 Ambulance Services

The District was created for the purpose of acquiring, maintaining and operating facilities, machinery, equipment and other resources necessary to provide emergency medical services and transportation within the District.

Article III. SEALS

Section 3.01 Fire District

The official seal of the District shall be based upon a Maltese Cross, outlined and accented in gold; the northern arrowhead of the cross shall read "Fire District" or "Fire Dist;" the eastern arrowhead shall have an image of a ladder and ax crossed over one another; the western arrowhead shall have an image of the Star of Life bisected by the Rod of Asclepius; the southern arrowhead shall have the words "No. 4." A round badge shall be centered over the Maltese Cross and bordered by a narrow accented ring reading on the northerly circumference "Proudly Serving" and on the southerly "Since 1958;" the badge's center shall contain an image of the sun setting on Lake Pontchartrain behind the Causeway Bridge with a Sailboat in the foreground all as viewed from a Mandeville shoreline and behind an adjacent Cyprus tree (See Annex A).

Article IV. GOVERNANCE

Section 4.01 Governing Body

The District shall be governed by a Board of Commissioners.

Section 4.02 Board Composition

The Board shall consist of five (5) Commissioners. Two (2) Commissioners shall be appointed by the St. Tammany Parish governing authority; two (2) Commissioners shall be appointed by the Mandeville City Council; and, one (1) Commissioner shall be selected by the other four and also serve as Chairman of the Board. Each Commissioner shall be a resident property taxpayer of the District.

Section 4.03 Responsibilities

The Board shall establish the policies of the Districts and shall be responsible for reviewing and monitoring whether Districts procedures and regulations and executive staff's financial, management and operational decisions and controls are in compliance with such overall policies. The Board shall also be responsible for adopting strategic plans, capital plans and budgets. In serving as a Commissioner of the District, each Commissioner shall act in a fiduciary capacity with a duty of loyalty and care owed to the District.

Section 4.04 Term

Commissioners shall serve two (2) year terms beginning from their date of appointment. If a vacancy occurs, it shall be filled by the body originally making the appointment for the unexpired term.

Section 4.05 Oath and Ethics

a) Oath. Each Commissioner, within thirty (30) days after receipt of his commission or within thirty (30) days after receipt of his commission certificate, whichever is later, shall take the oath of office prescribed by law and file the same as required by law.

b) Ethics Training. Each Commissioner and officer shall receive a minimum of one (1) hour of ethics education and training each year. Newly appointed officers and Commissioners must receive training within 90 days of taking the oath of office.

c) Code of Ethics. Newly appointed Commissioners shall receive and acknowledge receipt of a copy of the Louisiana Code of Governmental Ethics on or before being sworn in. Acknowledgment must be filed along with the oath of office with the Secretary of State.

Section 4.06 Compensation

Each Commissioner's compensation shall be one-hundred dollars (\$100.00) per Board meeting and fifty dollars (\$50.00) per committee meeting; neither to exceed two meetings in any one calendar month. Commissioners may be reimbursed for expenses incurred in performance of their duties. These amounts shall be paid from funds of the District.

Section 4.07 Duty to Comply with Laws and Ethical Rules

In conducting the District's business and internal affairs, Commissioners and officers shall comply with all applicable federal and state laws, regulations and ordinances.

Section 4.08 Indemnification

To the fullest extent not prohibited by law, the District shall indemnify and hold harmless each Commissioner and officer from and against any and all losses, claims, demands, costs, damages, liabilities (including joint and several liabilities), expenses (including attorneys' fees and disbursements), judgments, fines, settlements and other amounts arising from any and all claims, demands, actions, suits or proceedings, whether civil, criminal, administrative or investigative, in which the Commissioner or officer may be involved, or threatened to be involved in, as a party or otherwise, by reason of its status as a Commissioner or officer (other than those by the District); provided, however, no such indemnification shall apply unless each of the following requirements have been met: (i) the Commissioner or officer acted in good faith and in a manner the Commissioner or officer reasonably believed to be in, or not opposed to, the best interests of the District, and, with respect to any criminal proceeding, had no reasonable cause to believe the conduct was unlawful; (ii) the Commissioner's or officer's conduct did not constitute fraud or gross negligence; and (iii) the Commissioner's or officer's conduct was not intentionally and knowingly in violation of law, rule or ordinance. For purposes of this Agreement, any act or omission, if done or omitted to be done in reliance, in whole or in part, upon the advice of independent legal counsel or public accountants selected with reasonable care, will be presumed to have been done or omitted to be done in good faith and not to constitute gross negligence or an intentional or knowing violation of a material provision of this Agreement.

a) Payment of Expenses. To the fullest extent not prohibited by law, expenses (including legal fees and expenses) incurred by or on behalf of a Commissioner or officer in defending any claim, demand or action (other than those by the District) shall be paid by the District in advance of the final disposition of such proceeding upon the receipt of a written undertaking (which need not be secured) by or on behalf of the Commissioner or officer to repay such amount if it shall ultimately be determined, by a final, non-appealable judgment by a court of competent jurisdiction, that the Commissioner or officer is not entitled to be indemnified by the Company as authorized hereunder.

b) Provision of Liability Insurance. The District shall maintain applicable forms and coverages of insurance insuring Commissioners and officers for liabilities arising from performance of their duties.

Article V. MEETINGS

Section 5.01 Definition

A meeting is held when a quorum of Commissioners are present, at a properly noticed meeting at which they intend to deliberate or act on a matter or to receive information concerning the District.

Section 5.02 Condition Precedent

A properly convened meeting is necessary for the Board to act on any matter.

Section 5.03 Quorum

Quorum exists when a majority of the Commissioners (3) are present at a meeting.

Section 5.04 Procedure

Board and committee meeting procedure and decorum shall conform to Robert's Rules of Order ("Rules of Order").

Section 5.05 Open to Public

Board meetings shall be open to the public ("Open Session") unless otherwise closed ("Executive Session").

Section 5.06 Types

The Board may hold the following types of meetings:

- a) Regular Meetings shall held on the third Tuesday of every month at 1900 hours unless the date, time or place is otherwise modified by the Chairman in advance.
- b) Special Meetings may be held on any business day and time.
- c) Emergency Meetings may be held on any day and at any time wherever an extraordinary emergency presents. Emergency Meetings must comply as reasonably practicable to other meeting requirements set forth herein; however, any failure shall not be fatal to action taken by the Board therein.
- d) Rescheduled Meetings are any Regular, Special or Emergency Meeting which must be changed to another date, time or place for good reason.

Section 5.07 Notices

The Secretary shall cause written notice to be issued before every Regular, Special, Emergency and Rescheduled Meetings ("Notice"). This Notice shall be posted no less than twenty-four (24) hours before any meeting and shall express the following: i) agenda, date, time and place of the meeting [no changes to the published agenda are permitted less than twenty-four (24) hours prior to a meeting]; and ii) indicate whether or not the Board will discuss any agenda items in executive session.

- a) Tax Notice. Should a meeting concern the Board's intent to levy, increase, renew or continue any ad valorem property tax, sales or use tax or authorize the calling

of an election for submittal of such question to the voters (“Tax Matter”), notice shall be i) published in the official journal of the District no more than sixty (60) days nor less than thirty (30) days before said meeting; and ii) shall be announced to the public during the course of a preceding meeting no more than sixty (60) days nor less than thirty (30) days beforehand.

1) **Cancelled Tax Matter.** In the event a meeting which concerns a Tax Matter is cancelled, notice of the Rescheduled Meeting shall be published in the official journal of the District no less than ten (10) days beforehand.

2) **Postponed Tax Matter.** In the event consideration of or action upon a Tax Matter was postponed or no action or vote was taken during the scheduled meeting, then the Rescheduled Meeting to consider that same proposal shall be subject to the requirements of Section 5.07(a) unless the date, time, and place for the Rescheduled Meeting is announced to the public during the course of such meeting.

b) **Posting Notice.** The Secretary shall cause notices to be posted in one or more of the following manners: (i) at the Corporate Offices of the District; ii) publication in an official journal of the District no less than twenty-four (24) hours before any meeting; or iii) by providing notice via the Internet on the District’s website for no less than twenty-four (24) hours immediately preceding any meeting (*notice shall also be provided to any member of the news media who requests notice of such meetings and who shall be given notice of all meetings in the same manner as is given to members of the Board*).

Section 5.08 Agenda

The Chairman shall set the agenda for each meeting and the Secretary shall prepare it. Each item on the agenda shall be listed separately and be described in reasonable detail within the notice.

a) **Items on Agenda.** Before the Board may take action on any item appearing on an agenda, the Chairman shall read aloud the description of the item.

b) **Items not on Agenda.** The Board may take up matters not on the agenda upon unanimous approval of a motion to do so. Such a motion shall include a reasonable description of the item and purpose for the addition. The public shall have an opportunity to comment on the addition without regard to other formality set forth herein. The vote shall be recorded in the minutes of the meeting.

Section 5.09 Public Comment

The Board shall permit public comment on any agenda item upon which it intends to act during a meeting. The right to comment may be exercised only by those who have i) indicated their name on the written sign-in sheet; ii) identified next to their name the agenda item/s they would like to comment on; iii) agree to restrict their comments to five

(5) minutes or less; and iv) agree to observe the Rules of Order. Public comment on amendments to the agenda will be taken on an ad hoc basis without necessity of formality.

Section 5.10 Executive Session

The Board may hold executive session provided that i) the Board's intent do so during a meeting was attached to or included within the Notice of the respective meeting, ii) the Board votes affirmatively by a two-thirds (2/3) majority to enter executive session during the meeting and iii) there is a permissible basis for the executive session (no final or binding action shall be taken during an executive session). The vote shall be recorded in the minutes of the meeting.

a) Grounds:

1) **Character, Competence and Health.** To discuss character, competence or physical or mental health of a person. However, written notice to the person must be supplied at least twenty-four hours before the meeting. The person may require such discussion be held in open session. at an open meeting. This exception may not be used to discuss the award of a public contract. In cases of extraordinary emergency, the written notice described shall not be required; however, the public body shall give such notice as it deems appropriate and circumstances permit;

2) **Strategy.** To discuss strategy or negotiate with respect to collective bargaining, prospective litigation after formal written demand or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body;

3) **Security.** To discuss a report, development, or course of action regarding security personnel, plans, or devices;

4) **Investigation.** Investigative proceedings regarding allegations of misconduct;

5) **Emergency.** Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, the repelling of invasions or other matters of similar magnitude; and

6) any other exception provided by law.

Section 5.11 Minutes

The Secretary shall prepare written minutes of all open meetings. The minutes shall be maintained in accordance with the District's "Records Policy" and include, at a minimum, the i) date, time, and place of the meeting; ii) indication of the Commissioner as either present or absent; iii) the substance of matters decided; iv) Commissioners'

identity and vote on any matter decided; and v) any other information the Board requests be reflected in the minutes. Minutes shall be approved by the Board at the next subsequent meeting.

Section 5.12 Recording

Open session of all meetings shall be audio recorded by the Secretary. No other recording is authorized unless expressly permitted by the Chairman in advance. Audio recordings shall be maintained in accordance with the District's "Records Policy."

Section 5.13 Voting

a) Calling for Vote. Board action shall be taken by i) the question being called, ii) debate amongst the Commissioners if any, iii) public comment if any, iv) calling for a vote and v) announcement of the result.

b) Casting Votes. Each Commissioner is entitled to one vote on any action. The Chairman is limited to voting only in those instances when his vote will break or cause a tie or cause or block the attainment of a necessary majority.

(c) Recording Votes. Vote shall be via voice and the Secretary shall record the vote and identity of the Commissioner. Proxy voting and secret balloting are prohibited.

Article VI. POWERS

Section 6.01 Appointing Authority

The Board is the "appointing authority" and may expressly delegate this power to other District Officers from time to time. All prior express delegations are hereby ratified.

Section 6.02 Day to Day

Day-to-day management and control of the District's business and affairs including the right to make and control all ordinary and usual decisions are delegated by the Board to its officers unless otherwise specifically reserved.

Section 6.03 General

The Board possesses such powers as are customary of governing bodies over taxing districts and political subdivisions, including the right to levy taxes and to operate and control the property acquired by the District. It may do all things necessary to carry out the purposes for which the District was created and possesses all powers of a public corporation.

Section 6.04 Chairman

The Chairman shall be the chief executive officer of the District with authority and responsibility to see that all orders and resolutions of Board are carried into effect. In carrying out his duties, the Chairman shall follow the enabling statute and these Bylaws. All duties and powers vested in Commissioners are also vested to the Chairman who may exercise same at his prerogative. The Chairman shall establish the agenda, preside over all meetings of the Board and be responsible for District public relations.

Section 6.05 Signature of Documents

Except as otherwise provided by Board action, the Chairman shall be the authorized signatory of the District.

Article VII. OFFICER

Section 7.01 Appointments

The Board shall appoint and remove those officers necessary to carry into execution the fire protection and ambulance service laws, rules, and regulations. The fact that a person holds an officer positions shall not, in and of itself, mean that such person is an employee of the District. Vacancy of any officers shall be filled by a majority vote of the Commissioners. Any officer may be removed at any time with or without cause by a Majority Vote of the Commissioners; provided, however, that nothing contained in this Section shall limit the rights any such person may have under an employment agreement or civil service law. Each Officer shall act in a fiduciary capacity with a duty of loyalty and care owed to the District.

Section 7.02 Officers and Duties

a) Vice-Chairman. On or before the first Regular Meeting of every year, the Board may elect a Vice-Chairman from among its current Commissioners. The Vice-Chairman shall aid the Chairman in fulfilling his/her duties and responsibilities and have all authority, power and duties of the Chairman in the event the Chairman vacates his/her office or for any reason is unable to perform the duties of Chairman. If the Chairman is absent from a meeting or disqualified from participating in an agenda item, then the Vice-Chairman shall perform duties of the Chairman.

b) Fire Chief. The Board shall appoint a Fire Chief to serve for such term and upon such conditions, including compensation, as the Board may establish. The Fire Chief's responsibilities include oversight of those services directed towards efficient and effective fire prevention, control and protection within District. The Fire Chief shall perform all duties prescribed by the Chairman or Board.

c) Treasurer. On or before the first Regular Meeting of every year, the Board shall elect a Treasurer from among its current Commissioners. The Treasurer's responsibilities include, but are not limited to, chairing the Audit and Finance Committee and keeping or causing to be kept strict and accurate accounts of all money received by and disbursed on behalf of the District in permanent records. If the Chairman and Vice-Chairman are absent from a meeting or disqualified from participating in an agenda item, then the Treasurer shall perform duties of the Chairman. The Treasurer shall perform such other duties as may be incident to such office or as prescribed from time to time by the Chairman or Board.

d) Chief Financial Officer. The Board may appoint a Chief Financial Officer to serve for such term and upon such conditions, including compensation, as the Board may establish. The Chief Financial Officer shall be responsible for managing and directing the financial affairs of the District and keeping or cause to be kept full and accurate account of receipts and disbursements in books belonging to the District, shall render to the Chairman and Commissioners at regular meetings of the Board, or whenever they may require it, an account of all of his/her transactions as Chief Financial Officer and the financial condition of the District. The Chief Financial Officer shall perform such other duties as may be incident to such office or as prescribed from time to time by the Management Board.

e) Secretary. The Board shall appoint a Secretary to serve for such term and upon such conditions, including compensation, as the Board may establish. The Secretary need not be a member of the Board. He/she shall be the custodian of Board records, perform all acts customary of a Board Secretary, record all votes, compose a record of proceedings in minute form, maintain the official record of the Board and perform all duties incident to that office. The Secretary shall be the holder and the custodian of the District's Seal. The Secretary is authorized to attest to all contracts and documents executed by the Chairman or other authorized officer of the District. The Secretary shall perform such other duties as may be incident to such office or as prescribed from time to time by the Chairman or Board.

f) Board Counsel. The Board may appoint an attorney to serve for such term and upon such conditions, including compensation, as the Board may establish. The Board Counsel shall advise the Board and attend such meetings as the Board may request.

g) Other Consultants. The Board shall have the right to retain such additional agents, attorneys, engineers, auditors and consultants as it deems necessary to carry out the duties of the District. Such Other Consultants may be paid such compensation for their services as the Board may determine.

Article VIII. COMMITTEES

Section 8.01 Committees

The Board may from time to time, by motion or resolution of a majority of the Board, appoint one or more committees as will serve the interests of the District. The Board shall define the purpose and scope of each committee either within the motion or resolution and/or by way of charter. No committee shall act independently of or in lieu of the Board unless authority to perform a duty is expressly delegated by the Board to a committee. Committee recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure; nor may any committee direct the Fire Chief or any other District member to perform specific duties unless authorized by the Board. The committee chair is authorized to schedule committee meetings as deemed necessary and to preside at meetings.

Section 8.02 Standing Committees

There shall be two standing committees:

(a) Finance and Audit Committee. The Board shall charter a Finance and Audit Committee whose purpose is to assist the Board in fulfilling its oversight responsibilities in regards to financial matters and audits.

(b) Ethics and Compliance Committee. The Board shall charter a Compliance Committee whose purpose is to assist the Board in fulfilling its oversight responsibilities in regards to ethics and public organization and healthcare compliance.

Article IX. MISCELLANEOUS

Section 9.01 Suspension, Alteration or Amendment

A majority of the entire Board may amend, supplement, restate or repeal these Bylaws or adopt new Bylaws at any regular or special Board Meeting

Section 9.02 Superseded

All presently existing memorandums, rules and regulations in conflict with these Bylaws are hereby superseded.

Section 9.03 Savings Clause

The invalidity or unenforceability of any particular provision of these Bylaws shall not affect the other provisions herein and these Bylaws shall be construed in all respects as if such invalid or unenforceable provision was omitted.

Section 9.04 Governing Law

These Bylaws shall be governed by and construed in accordance with the laws of the State of Louisiana. Reference to specific chapters, sections and articles of law shall include any amendments thereto.

Certification

I, Marlane Peachy, Secretary of St. Tammany Parish Fire Protection District No. 4, certify the above and foregoing to be a true and correct copy of the Amended and Restated Bylaws adopted by the Board of Commissioners on September 23, 2014.

Marlane Peachy, Secretary

The Board

William Dobson, Chairman
Arthur Patron, Vice-Chairman
Jack Schell, Treasurer
Ambrose Amedee, Commissioner
David Lindsey, Commissioner

Version Tracking

Originally created October 6, 1986
Amended September 8, 1987
Amended March 7, 1988
Amended January 3, 1990
Amended June 18, 1990
Amended April 20, 1999
Amended and Restated September 23, 2014

Legal References

LARS art. § 33:2531 et seq.
LARS art. § 42:11 et seq.
LARS art. § 39:1593(C)(2)(c)
LARS art. § 40:1491 et seq.
LARS art. § 39:1011 et seq.
LARS art. § 33:1221 et seq.
LARS art. § 33:9053 et seq.
LARS art. § 42:1101 et. seq.
LARS art. § 42:141 et. seq.
Op. Atty. Gen. No. 94-162, Oct. 7, 1994
Op. Atty. Gen. No. 87-254, July 16, 1987

ANNEX A

Seal of the Fire District

