

PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE BOARD'S REGULAR MEETING HELD January 13, 2020 located at 9760 Florida Blvd Walker, LA 70785

Roll Call

Chairman Howard Ward called the Regular Meeting to order. Roll call was taken by Chairman Howard Ward.

Present were: Howard Ward, Chairman
 Lisa Watts, Vice Chairperson
 Gary Boudreaux, Fire Department Member
 Brandi Wascom, Secretary
 Fire Department Personnel

Approval of Minutes

Board Secretary Brandi Wascom read the minutes of the previous Regular Meeting of October 22, 2019. Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the minutes as written.

Ayes: Howard Ward, Lisa Watts, Gary Boudreaux
Nays: None
Absent: None
Abstain: None

Old Business

1. Continue discussions regarding revisions to Deputy Fire Chief classification plan

The Board discussed possible revisions to the Deputy Fire Chief classification plan. Specifically, regarding the current Qualification Requirements and what changes should be made. The Board asked for input from fire department personnel. Howard Ward made a motion to table the revisions to the Deputy Chief classification plan until there is a meeting with the Appointing Authority. Lisa Watts seconded the motion and all were in favor.

New Business

1. Review and Approve any PAFs

Board Secretary Brandi Wascom submitted a Personnel Action Form for Ronald Duncan, who resigned his position effective December 25, 2019. Gary Boudreaux made the motion, seconded by Lisa Watts to approve the PAF.

Ayes: Howard Ward, Lisa Watts, Gary Boudreaux
Nays: None
Absent: None
Abstain: None

2. Review applications for Firefighter/Operator eligibility list

Jared Rainey submitted his application to the Board to be added to the eligibility list for Firefighter/Operator. Mr. Rainey has an active score of 93% from the City of Baton Rouge taken on July 9, 2019 and valid through February 15, 2021. He meets all the qualification requirements set forth in the class plan and has submitted a complete application. Gary Boudreaux made the motion to add Mr. Rainey to the eligibility list. Lisa Watts seconded the motion.

Ayes: Howard Ward, Lisa Watts, Gary Boudreaux
Nays: None
Absent: None
Abstain: None

3. Review proposed competitive classification plan for Fire Prevention Coordinator and letter from Appointing Authority

Board Secretary Brandi Wascom provided copies of the proposed classification plan and letter from the Office of the State Examiner to the Board and fire department personnel. The letter and classification plan were reviewed by the Board. A letter from the Appointing Authority regarding this classification plan was provided to the Board. There was a discussion regarding the classification plan. Lisa Watts made the motion to correct that the employee reports directly to the Fire Chief. Gary Boudreaux seconded the motion. All were in favor. Gary Boudreaux made the motion to add the certifications

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of Fire Investigator and Fire Inspector I as required by the Office of State Fire Marshal. Lisa Watts seconded the motion. All were in favor.

4. Review letter from Appointing Authority regarding Age Requirement for Firefighter/Operator

Board Secretary Brandi Wascom provided the Board with copies of a letter from the Appointing Authority. The Appointing Authority is asking the Board to review the Age Requirement under the Qualification Requirements for Firefighter/Operator. The current Qualification Requirement states an applicant "Must not be less than twenty-one (21) years of age." The Appointing Authority is asking the Board to revise the classification plan to advise legal age of eighteen (18) only in order to be in step with all other classification plans within the department. There was a discussion regarding the effects of making this change. Gary Boudreaux made the motion to revise the age requirement to legal age of eighteen (18) for the Firefighter/Operator classification plan and post for public hearing. Lisa Watts seconded the motion and all were in favor.

5. Consider posting to abolish the classification plan of Secretary to the Fire Chief

Board Secretary Brandi Wascom submitted to the Board a letter from the Office of the State Examiner dated December 6, 2019. A review of the open classification plan of Secretary to the Fire Chief has been completed. As the department has no plans to fill this position and any other duties have been reassigned to the current Fire Records Clerk positions. Gary Boudreaux made the motion to post for public hearing to abolish the position of Secretary to the Fire Chief. Howard Ward seconded the motion. All were in favor.

6. Review revisions to the Fire Records Clerk classification plan

The Office of the State Examiner is recommending changes to the Fire Records Clerk classification plan due to the abolishing of the Secretary to the Fire Chief classification plan. The Board reviewed the changes and asked if there was any public input or objection to these changes. There was none. Gary Boudreaux made the motion to post the changes to the Fire Records Clerk classification plan for public hearing. Lisa Watts seconded the motion and all were in favor.

There being no further business before the board, Gary Boudreaux made the motion to adjourn the meeting. Howard Ward seconded the motion and all were in favor.


Lisa Watts, Board Vice-Chairperson