

**PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE BOARD'S
PUBLIC HEARING AND SPECIAL MEETING HELD February 18, 2020 located at 9760 Florida Blvd, Walker, LA 70785**

Roll Call

Vice Chairperson Lisa Watts called the Public Hearing to order at 3:01 p.m. Roll call was taken by Vice Chairperson Lisa Watts.

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

Absent: Howard Ward, Chairman

New Business

1. Adopt Amendment to Firefighter/Operator classification plan (age requirement)

The revisions to the Firefighter/Operator classification plan will change the age requirement from twenty-one (current) to the legal age of eighteen (18) as required by current Civil Service Law.

These revisions were posted at all station from January 16, 2020 through February 18, 2020. The Board reviewed the revisions and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the revisions as posted.

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

2. Abolish Secretary to the Fire Chief classification plan

The recommendation to abolish the Secretary to the Fire Chief classification plan was made by the Office of the State Examiner in a letter dated December 06, 2019. The position has been vacant for two years, is not funded by the Board of Commissioners and there is no single person performing the duties of the position.

This request was posted at all station from January 16, 2020 through February 18, 2020. The Board reviewed the request and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to abolish the position of Secretary to the Fire Chief.

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

3. Adopt Revisions to Fire Records Clerk classification plan

The Office of the State Examiner revised the existing description to the Fire Records Clerk classification plan on December 06, 2019 as part of their recommendation to abolish the Secretary to the Fire Chief classification plan.

These revisions were posted at all station from January 16, 2020 through February 18, 2020. The Board reviewed the revisions and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the revisions as posted.

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

The Public Hearing was closed.

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The *Special Meeting* was opened by Mrs. Watts.

Approval of Minutes

Board Secretary Brandi Wascom read the minutes of the previous meeting of January 13, 2020. Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the minutes as written.

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

New Business

1. Approve any PAFs

As there were no PAFs, the Board moved on to the next order of business.

2. Review and Approve Firefighter/Operator applications

As there were no applications, the Board moved on to the next order of business.

3. Review changes to pending classification plan of Fire Prevention Officer

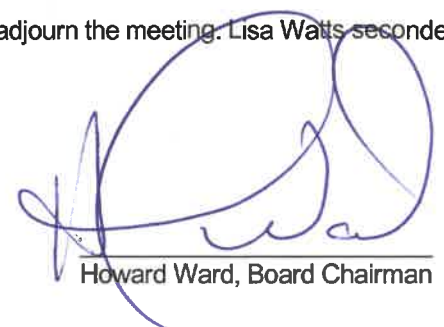
Board Secretary Brandi Wascom presented the Board and members present at the meeting with a revised Fire Prevention Officer classification plan. The changes discussed at the January 13, 2020 meeting were made, including the change to the title from Fire Prevention Coordinator to Fire Prevention Officer, and the employee reports to the Fire Chief instead of Deputy Fire Chief as originally stated. The two certifications discussed at the last meeting were added to the Qualification Requirements (Fire Investigator and Fire Inspector I). These certifications are required by the State Fire Marshal's Office and PIAL in order to work in this position.

There was a discussion between the Board and Fire Department members regarding the certifications and whether the classification plan was ready for posting.

Gary Boudreaux made the motion, seconded by Lisa Watts to post the classification plan as it is written for Public Hearing which will be held March 23, 2020 at 3:00 p.m.

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

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



Howard Ward, Board Chairman