

PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE BOARD'S PUBLIC HEARING AND REGULAR MEETING HELD July 20, 2020 located at 9760 Florida Blvd, Walker, LA 70785

Roll Call

Chairman Howard Ward called the Public Hearing 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

New Business

1. Adopt Competitive Fire Prevention Officer Classification Plan

The new competitive classification plan of Fire Prevention Officer was posted at all stations from February 19, 2020 through July 20, 2020. The Board reviewed the qualification requirements and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the new competitive classification plan of Fire Prevention Officer as posted. All were in favor. The Board allocated one (1) position to the class.

Gary Boudreaux made the motion, seconded by Lisa Watts to call for an examination, as the new class requires. All were in favor.

The Public Hearing was closed.

The *Regular Meeting* was opened by Mr. Ward.

Approval of Minutes

There were two sets of minutes due to the Coronavirus closure.

Board Secretary Brandi Wascom read the minutes of the previous meeting of February 18, 2020. 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

Board Secretary Brandi Wascom read the minutes of the previous meeting of March 29, 2020. 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

New Business

1. Oath of Office for Governing Authority Board Member

Howard Ward, Governing Authority Member, was approved by the Board of Commissioners at their June 15, 2020 meeting to continue serving in his post. Mr. Howard Ward took the Oath of Office in front of the Board and Fire Department Personnel and notarized by Sabrina Hawkins of Corey Leigh's Auto Title and Notary.

2. Approve any PAFs

Board Secretary Brandi Wascom submitted a Personnel Action Form for Randall McMorris. Mr. McMorris has completed his working test period effective March 12, 2020. The Appointing Authority has signed the PAF. Gary Boudreaux made the motion, seconded by Lisa Watts to approve this PAF.

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

3. Review new pages for classification plans

Board Secretary Brandi Wascom submitted copies of the changes to the classification plans following the February 18, 2020 board meeting. The Board reviewed the documents and found an error in the Chief of Maintenance classification plan. It was noted as a Promotional class but is in fact a Competitive class. Mrs. Wascom will ask the Office of the State Examiner to make the corrections and send out corrected copies.

4. Review and Approve Firefighter/Operator applications

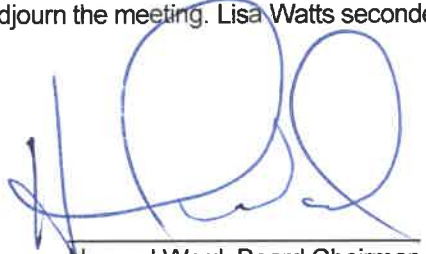
As there were no applications to review, the Board moved on to other business.

5. Proclamation 84 JBE 2020

Gary Boudreaux made the motion to add the discussion of Proclamation 84 JBE 2020 which discusses the Coronavirus Sick Leave Rule to the agenda. Lisa Watts seconded the motion and all were in favor.

Chairman Howard Ward reviewed the proclamation with the Board which states that the previous Sick Leave rule should be extended as the pandemic continues. The current rule is set to expire on July 27, 2020. Howard Ward made the motion to post a public hearing to extend this rule for another 120 days. 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. Lisa Watts seconded the motion and all were in favor.



Howard Ward, Board Chairman