

PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE BOARD'S PUBLIC HEARING AND SPECIAL MEETING HELD November 24, 2020 located at 9760 Florida Blvd, Walker, LA 70785

Roll Call

Chairman Howard Ward called the Public Hearing to order at 1:02 p.m. 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

New Business

1. Adopt Extension of Emergency Leave Rule for COVID-19

Pursuant to Governor's Proclamation 84-JBE-2020, the Board was directed to adopt an extension of the Emergency Leave Rule to allow for special leave due to illness from Coronavirus. This rule was effective for 120 days following its adoption on August 19, 2020, which made the rule effective until December 17, 2020. With its' expiration coming up, a new proclamation was made to extend the rule as the pandemic continues. This new rule will be effective from December 17, 2020 for 120 days which is April 16, 2021.

The Public Notice was posted from November 23, 2020 through November 24, 2020. Secretary Brandi Wascom read the Special Leave Rule out loud. The Board reviewed the Emergency Leave Rule and opened the floor for public comment. No Public Comment was made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the Special Leave Rule as posted. All were in favor.

The Public Hearing was closed.

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

Approval of Minutes

Board Secretary Brandi Wascom read the minutes of the previous meeting of November 5, 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. Request from Board of Commissioners for new classification

Board Secretary Brandi Wascom presented the Board with the Minutes from the November 16, 2020 Board of Commissioners regular meeting. The Board voted to fund a full-time Maintenance Officer position at this meeting. Howard Ward made the motion to request a job analysis from the Office of the State Examiner for the title of Maintenance Officer under the Chief of Maintenance. Gary Boudreaux seconded this motion. All were in favor.

The Board was notified that part-time employee Daniel Schmolke has been chosen to be provisionally appointed to this position while the classification plan is being created. A provisional appointment PAF will be needed for Mr. Schmolke.

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2. Approve any PAFs

Board Secretary Brandi Wascom presented the board with two personnel action forms for review:


- a. Daniel Schmolke was presented to the Board to begin working a Provisional Appointment to the pending classification plan of Maintenance Officer on December 1, 2020. Mr. Schmolke has been working part time with the maintenance department since September 9, 2019. The Personnel Action Form has been signed by the Appointing Authority, Fire Chief James Wascom. Howard Ward made the motion, seconded by Gary Boudreaux to accept this PAF as written.

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

- b. Clint J. Kimbel was presented to the Board with a PAF for resignation. Mr. Kimbel submitted his written resignation to Chief Wascom on November 12, 2020. His resignation was accepted and his final day is December 1, 2020. The Personnel Action Form has been signed by the Appointing Authority, Fire Chief James Wascom. Gary Boudreaux made the motion, seconded by Lisa Watts to accept this PAF as written.

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

There being no further business before the board, Gary Boudreaux made the motion to adjourn the meeting at 1:17 p.m. Howard Ward seconded the motion and all were in favor.



Howard Ward, Board Chairman