

**PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE  
BOARD'S REGULAR MEETING HELD April 12, 2021 located at 9760 Florida Blvd Walker, LA 70785**

**Roll Call**

Chairman Howard Ward called the Regular Meeting to order at 15:02. Roll call was taken by Chairman Howard Ward.

Present were:                               Howard Ward, Chairman  
  Lisa Watts, Vice Chairperson  
  Brandi Wascom, Secretary

Absent were:                                Gary Boudreaux, Fire Department Member (listened in via conference call)

**Approval of Minutes**

Board Secretary Brandi Wascom read the minutes of the previous Regular Meeting of January 21, 2021. Lisa Watts made the motion, seconded by Howard Ward to adopt the minutes as written.

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

**New Business**

**1. Review and Approve any PAFs**

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

- a. Board Secretary Brandi Wascom submitted a Personnel Action Form for Timothy Lennox to begin his working test period for Firefighter/Operator on March 1, 2021. Mr. Lennox meets all the qualifications set forth in the classification plan and has an active score of 97%. The PAF has been approved by the Appointing Authority. Howard Ward made the motion, seconded by Lisa Watts to approve this PAF.

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

- b. Board Secretary Brandi Wascom submitted a Personnel Action Form for Jordan Small to begin her working test period for Firefighter/Operator on May 1, 2021. Ms. Small meets all the qualifications set forth in the classification plan and has an active score of 90%. The PAF has been approved by the Appointing Authority. Howard Ward made the motion, seconded by Lisa Watts to approve this PAF.

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

- c. Board Secretary Brandi Wascom submitted a Personnel Action Form for John Mahoney to begin his working test period for Firefighter/Operator on May 1, 2021. Mr. Mahoney meets all the qualifications set forth in the classification plan and has an active score of 94%. The PAF has been approved by the Appointing Authority. Howard Ward made the motion, seconded by Lisa Watts to approve this PAF.

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

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**2. Update regarding pending classification plan of Maintenance Officer**

Board Secretary Brandi Wascom updated the Board with the latest information regarding the pending classification plan of Maintenance Officer. The Job Analysis was mailed back to the Office of the State Examiner on March 16, 2021. The State Examiner submitted a preliminary classification plan to Chief Wascom via e-mail on March 24, 2021. Chief Wascom will review the preliminary plan with Chief of Maintenance Blake Gilmore for any possible changes.

**3. Discuss Deputy Fire Chief classification plan revisions**

The Board reviewed the changes that were previously discussed at the October 22, 2019. The revisions were shelved at that meeting until additional classification plans were created. The Board discussed the revisions and were satisfied with the changes. There was a discussion held on whether they should move forward with these revisions. Howard Ward made a motion to table these revisions until the July 19, 2021 regularly scheduled meeting so that Chief Wascom would have a chance to review and give his opinion to the Board on these changes. Lisa Watts seconded the motion.

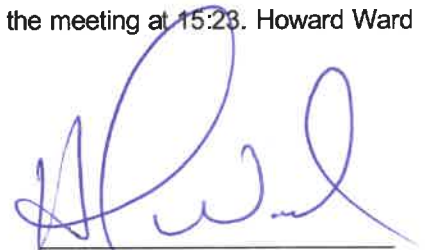
Ayes: Howard Ward, Lisa Watts

Nays: None

Absent: Gary Boudreaux

Abstain: None

There being no further business before the board, Lisa Watts made the motion to adjourn the meeting at 15:23. Howard Ward seconded the motion and all were in favor.



Howard Ward, Board Chairman