

**PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE
BOARD'S REGULAR MEETING HELD July 26, 2021 located at 9760 Florida Blvd Walker, LA 70785**

Roll Call

Chairman Howard Ward called the Regular Meeting to order at 15:04. 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 April 12, 2021. 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. Discuss Revisions to the Deputy Fire Chief classification plan

Chairman Ward informed the Board that Chief Wascom was unable to attend today's meeting and he would like to wait until the Board can hear the Chief's opinion on these revisions before moving forward. Gary Boudreaux made a motion to table this item until the next meeting. Chairman Ward seconded the motion and all were in favor.

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

New Business

1. Review and approve any PAFs

There were two Personnel Action forms for review:

- a. Board Secretary Brandi Wascom submitted a Personnel Action Form to confirm Scott Ballard in his position of Firefighter/Operator, effective July 28, 2021. Mr. Ballard has completed his working test period and the Appointing Authority approved this PAF. Howard Ward made the motion, seconded by Gary Boudreaux to approve the PAF.

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

- b. Board Secretary Brandi Wascom submitted a Personnel Action Form for Austin Williams to begin his working test period May 18, 2021 for Firefighter/Operator. He has an active test score of 93%, valid until June 23, 2022 and has met all requirements set forth in the classification plan. The Appointing Authority has already approved this PAF. 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

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2. Review proposed classification plan of Maintenance Officer

Secretary Wascom presented the Board with copies of the proposed classification plan of Maintenance Officer. The Office of the State Examiner sent this proposal at the end of April 2021. The Board reviewed the class plan as written by the OSE. There was a discussion held regarding the qualifications in the proposed plan and how they fit with the current provisional appointment. Gary Boudreaux made the motion to post the proposed classification plan as written for a Public Hearing. Lisa Watts seconded the motion and all were in favor.

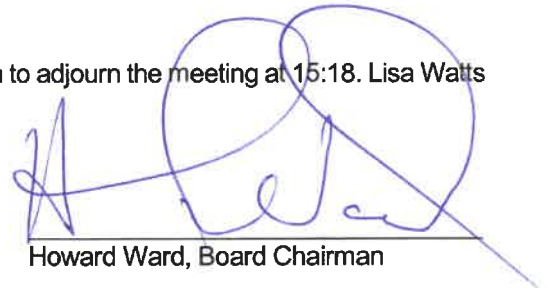
Ayes: Howard Ward, Lisa Watts, Gary Boudreaux
Nays: None
Absent: None
Abstain: None

3. Review proposed revisions to Chief of Maintenance classification plan

Secretary Wascom presented the Board with copies of the proposed revisions to the Chief of Maintenance classification plan. Due to the addition of the Maintenance Officer classification plan, the Chief of Maintenance will need to be revised as a Promotional classification plan instead of Competitive. The OSE sent over their recommended revisions with the proposal of Maintenance Officer. The Board reviewed the revisions and held a discussion on the number of years proposed for the Maintenance Officer classification. Gary Boudreaux made the motion to post the proposed revisions to the Chief of Maintenance classification plan as written for a Public Hearing. Lisa Watts seconded the motion and all were in favor.

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 15:18. Lisa Watts seconded the motion and all were in favor.



Howard Ward, Board Chairman