**Proceedings of the Livingston Parish Fire Protection District #4 Municipal Fire Civil Service Board’s Public Hearing and Special Meeting Held on Wednesday, February 10, 2022 at Administration Headquarters located at 9760 Florida Blvd, Walker, LA 70785**

**Roll Call**

College List board member Lisa Watts called the Public Hearing to order at 12:33 p.m. Roll call was taken by Lisa Watts.

Present were: Lisa Watts, College List Board Member

Howard Bonaventure, Governing Authority Board Member

Gary Boudreaux, Fire Department Board Member

Brandi Wascom, Board Secretary

Fire Department Personnel via Conference Call

**New Business**

1. **Adopt Revisions to Deputy Fire Chief classification plan**

The proposed revisions to the Deputy Fire Chief classification plan were read aloud by Secretary Brandi Wascom.

These proposed revisions were posted at all stations from December 2, 2021 through February 10, 2022.

The Board reviewed the revisions and opened the floor for public comment. No comments were made. The Board discussed how these revisions would affect the qualification requirements for this position.

After a brief discussion, Gary Boudreaux made the motion, seconded by Howard Bonaventure to adopt the revisions to the Deputy Fire Chief classification plan as posted.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

The Public Hearing was closed.

The *Special Meeting* was opened by Mrs. Watts at 12:40 p.m.

**Approval of Minutes**

Board Secretary Brandi Wascom read the minutes of the previous meeting of November 29, 2021. Gary Boudreaux noted the hire date for Daniel Schmolke under New Business line item #3 was incorrect. The minutes read his hire date to be *“December 1, 2021”*; however, the correct hire date for Mr. Schmolke is December 1, 2020.

Gary Boudreaux made the motion, seconded by Howard Bonaventure to adopt the minutes with the correction to the hire date for Mr. Schmolke to December 1, 2020.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

As there was no Old Business, the Board moved on to the next agenda item.

**New Business**

1. **Oaths of Office**
   1. **Governing Authority Board Member:**

Howard Ward resigned his position as the Governing Authority board member on November 9, 2021. The Board of Commissioners accepted his resignation at their December 20, 2021 board meeting. They voted to elect Mr. John Howard Bonaventure to fulfill Mr. Ward’s unexpired term.

Mr. Bonaventure took the Oath of Office in front of the Board and it was Notarized by Sabrina Hawkins of Corey Leigh’s Auto Title and Notary. His term will expire January 24, 2023.

* 1. **Fire Department Representative:**

Mr. Boudreaux’s term expired on January 24, 2022. Nominations were accepted by Fire Chief James Wascom from January 3, 2022 through January 14, 2022 for any confirmed fire department member who is willing to serve as the fire department’s representative. The only nominations received were for Mr. Boudreaux to continue serving as representative and Mr. Boudreaux is willing to continue.

Mr. Boudreaux took the Oath of Office in front of the Board. It was notarized by Sabrina Hawkins of Corey Leigh’s Auto Title and Notary. His new term will expire January 24, 2025.

1. **Election of Chairman and Vice-Chairman**

The Board Members discussed who would serve as Board Chairman and Vice-Chairman now that Mr. Bonaventure has joined the Board. Gary Boudreaux nominated Lisa Watts to serve as Chairwoman. Howard Bonaventure nominated Gary Boudreaux to serve as Vice-Chairman. All members were in agreement. The Board will review next year when Mr. Bonaventure’s term expires.

1. **Schedule 2022 Quarterly Board Meetings**

The Board reviewed the calendar for 2022 and had a brief discussion about best day of the week and time to hold meetings. The Board chose to schedule the following meetings for the 2022 calendar year:

Monday, April 4, 2022 – 2nd Quarter

Monday, July 11, 2022 – 3rd Quarter

October 3, 2022 – 4th Quarter

Other meetings may be scheduled as the need arises throughout the year.

1. **Review Maintenance Officer Test Scores**

Board Secretary Brandi Wascom gave Vice-Chairman Lisa Watts the sealed envelope from the Office of the State Examiner containing the test scores for the Fire Prevention Officer Experience and Training examination. Vice-Chairman Lisa Watts opened the envelope and reviewed the scores with the board members. Motion was made by Gary Boudreaux and seconded by Lisa Watts to approve test scores and certify the eligibility list to be given to the Appointing Authority.

1. **Approve any PAFs:**

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

* 1. PAF for Daniel Schmolke to begin his working test period immediately for Maintenance Officer. Mr. Schmolke has been working provisionally in this position since December 1, 2020. Howard Bonaventure made the motion, seconded by Gary Boudreaux to approve the PAF.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

* 1. PAF to confirm Timothy Lennox in his position as Firefighter/Operator, effective March 1, 2022. Mr. Lennox has satisfactorily completed his working test period and the Appointing Authority has approved this PAF. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve this PAF.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

* 1. Randall McMorris has been deployed with the Texas Army National Guard starting November 3, 2021. The Appointing Authority has approved this PAF showing Mr. McMorris receiving military leave with pay until his return or his leave is exhausted. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve this PAF.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

* 1. Connor Juneau will begin his working test period beginning January 25, 2022 as a Firefighter/Operator. He has an active test score of 83%, valid until January 21, 2023 and meets all requirements set forth in the classification plan. The Appointing Authority has approved this PAF. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve this PAF.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

* 1. Brian Jackson will begin his working test period beginning February 8, 2022 as a Firefighter/Operator. He has an active test score of 90%, valid until July 10, 2023 and meets all requirements set forth in the classification plan. The Appointing Authority has approved this PAF. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve this PAF.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

1. **Review Seniority Roster**

Secretary Brandi Wascom presented the Board with the 2022 Seniority Roster for their review. Mr. Boudreaux noted the incorrect hire date under Daniel Schmolke as December 1, 2021. The correct hire date is December 1, 2020. No other errors were found.

Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve the 2022 Seniority Roster with the correction to Mr. Schmolke’s hire date.

Ayes: Howard Bonaventure, Gary Boudreaux, Lisa Watts

Nays: None

Absent: None

Abstain: None

There being no further business before the board, Howard Bonaventure made the motion to adjourn the meeting at 1:06 p.m. Gary Boudreaux seconded the motion and all were in favor.

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Lisa Watts, Board Chairwoman