

**PROCEEDINGS OF THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT #4 MUNICIPAL FIRE CIVIL SERVICE BOARD'S SPECIAL MEETING HELD November 29, 2021 located at 9760 Florida Blvd Walker, LA 70785**

**Roll Call**

Chairman Howard Ward called the Special Meeting to order at 15:02. 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 October 18, 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. Review proposed revisions to Deputy Fire Chief classification plan**

Secretary Brandi Wascom read aloud the Board's revisions to the classification plan as discussed at the October 18, 2021 board meeting. Chairman Howard Ward opened the floor for public comment. There was public comment regarding the exclusion of support classes from being eligible to take the Deputy Fire Chief promotional examination. Chairman Howard Ward and board member Gary Boudreaux responded to the concerns. As the department grows, more classification plans will be added which will change the dynamics of this classification plan and further revisions will be required.

A public comment was made regarding the ability to waive the qualification requirement to be in the class of Firefighter/Operator for a minimum of five years in order to take the promotional examination. Vice Chairman Lisa Watts responded to this comment. This qualification requirement would only be waived if there are no qualified applicants working in that classification or if none of the eligible applicants can pass the examination.

The Board reviewed the amendments to the Deputy Fire Chief classification plan. Lisa Watts made the motion, seconded by Gary Boudreaux to post these proposed revisions as written for a Public Hearing.

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

**New Business**

**1. Maintenance Officer class plan pages**

Secretary Brandi Wascom submitted the new classification plan pages for Maintenance Officer to the Board for review. Office of the State Examiner sent the new plan to the Board following approval at the

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October 18, 2021 board meeting. The Board reviewed the new class plan and found no errors. Copies will be distributed to the required parties by the Secretary.

**2. Chief of Maintenance class plan pages**

Secretary Brandi Wascom submitted the revised classification plan pages for the Chief of Maintenance to the Board for review. Office of the State Examiner sent the revised plan to the Board following approval at the October 18, 2021 board meeting. The Board reviewed the revised class plan and found no errors. Copies will be distributed to the required parties by the Secretary.

**3. Review Applications for Maintenance Officer examination**

The Office of State Examiner has concluded that the new classification plan of Maintenance Officer will require an Experience and Training Examination. Notice of Examination was posted November 4, 2021 through November 15, 2021.

Daniel Schmolke submitted his application to the Board. He was the only applicant. Mr. Schmolke meets all the qualifications set forth in the classification plan. He has been working in this classification as a provisional appointment since December 1, 2020.

The Board reviewed the submitted application. Gary Boudreaux made the motion, seconded by Lisa Watts to approve his application for examination in the class of Maintenance Officer.

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

**4. Review and Approve any PAFs**

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

- a. Nathaniel Day was hired as a Firefighter/Operator and begins his working test period on November 16, 2021. He has an active test score of 91%, valid until January 21, 2023 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

- b. Matthew Gallman is being confirmed in his position of Fire Prevention Officer, effective November 5, 2021. Mr. Gallman has completed his working test period and the Appointing Authority approved this PAF. Gary Boudreaux made the motion, seconded by Lisa Watts to approve this PAF.

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

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Chairman Howard Ward made a personal statement to the Board. Mr. Ward has submitted a written resignation to the Board of Commissioners and this Board to resign his position as the Governing Authority member of the Board. The Board of Commissioners meets on December 20, 2021 and they will review this at that time. Chairman Ward has spoken to the Appointing Authority, Chief James Wascom prior to this board meeting. The remaining board members thanked Mr. Ward for his exemplary service and the years he has given to this department.

There being no further business before the board, Gary Boudreaux made the motion to adjourn the meeting at 15:26. Lisa Watts seconded the motion and all were in favor.

  
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Lisa Watts, Board Vice-Chairman