

**Proceedings of the Livingston Parish Fire Protection District #4 Municipal Fire Civil Service Board's Special Meeting Held on Thursday, December 8, 2022 at Administration Headquarters located at 9760 Florida Blvd, Walker, LA 70785**

**Roll Call**

Chairperson Lisa Watts called the Special Meeting to order at 4:01 p.m. Roll call was taken by Chairperson Lisa Watts.

Present were: Lisa Watts, Chairperson (College List Member)  
Gary Boudreaux, Vice-Chairman (Fire Department Member)  
Howard Bonaventure, Board Member (Governing Authority Member)  
Brandi Wascom, Secretary  
Fire Department Personnel via Conference Call

**Approval of Minutes**

Board Secretary Brandi Wascom read the minutes of the previous Special Meeting of August 18, 2022. Gary Boudreaux made the motion, seconded by Howard Ward to adopt the minutes as written.

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

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

**New Business**

**1. Schedule 2023 Quarterly Board Meetings**

The Board reviewed the calendar for 2023 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 2023 calendar year:

Wednesday, January 11, 2023 – 1<sup>st</sup> Quarter  
Wednesday, April 5, 2023 – 2<sup>nd</sup> Quarter  
Wednesday, July 12, 2023 – 3<sup>rd</sup> Quarter  
Wednesday, October 11, 2023 – 4<sup>th</sup> Quarter

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

**2. Review and Approve any PAFs**

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

- a. Nathaniel Day has satisfactorily completed his working test period effective November 16, 2022. He is being confirmed in the position of Firefighter/Operator.
- b. Jordan Small will begin her working test period effective December 6, 2022 for Firefighter/Operator. She has an active test score of 87% valid until February 26, 2024 and meets all requirements set forth in the classification plan.

The Appointing Authority has confirmed these PAFs prior to this meeting. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve both of these PAFs.

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

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**3. Review Seniority Roster**

Secretary Brandi Wascom presented the Board with the 2023 Seniority Roster for their review. No errors were found. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve the 2023 Seniority Roster as presented.

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 4:12 p.m. Gary Boudreaux seconded the motion and all were in favor.

  
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Lisa Watts, Board Chairperson