

**Proceedings of the Livingston Parish Fire Protection District #4 Municipal Fire Civil Service Board's
Special Meeting Held on Wednesday, July 12, 2023 at Administration Headquarters located at 9760
Florida Blvd, Walker, LA 70785**

Roll Call

Chairperson Lisa Watts called the Special Meeting to order at 3:01 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

Approval of Minutes

Board Secretary Brandi Wascom read the minutes of the previous Regular Meeting of May 4, 2023. Gary Boudreaux made the motion, seconded by Howard Bonaventure 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. Review and Approve any PAFs

Secretary Brandi Wascom submitted two Personnel Action Forms for the Board to review. All personnel action forms were approved by the Appointing Authority prior to this meeting.

- a. Firefighter/Operator Matthew Lennox has satisfactorily completed his working test period effective July 18, 2023. He is being confirmed in his position as Firefighter/Operator.
- b. Kainnon Champagne begins his working test period as Firefighter/Operator beginning July 14, 2023. He has an active test score of 83% valid until January 7, 2025. He meets all the qualification requirements set forth in the class plan.

Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve both personnel actions forms as presented.

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

2. Review Maintenance Officer test scores

Secretary Brandi Wascom gave Chairperson Lisa Watts the sealed envelope from the Office of the State Examiner containing the test scores for the Maintenance Officer competitive examination that was held on June 14, 2023. Chairperson Watts opened the envelope and reviewed the test scores with the board members.

One of the three applicants passed the examination. Motion was made by Howard Bonaventure and seconded by Gary Boudreaux to approve the test scores and certify the eligibility list for the Appointing Authority.

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

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3. Review proposed Assistant Chief promotional classification plan

Secretary Brandi Wascom reviewed the letter sent by the Office of the State Examiner regarding the new classification plans that was sent on June 19, 2023. The Board then reviewed the proposed Assistant Chief promotional classification plan.

A discussion was held regarding the qualification requirements. Chief Wascom reviewed the class plan prior to the meeting and agrees with the requirements. He recommended no changes.

Gary Boudreaux made the motion to post this proposed Assistant Chief classification plan as written for a Public Hearing on August 16, 2023 at 3:00 p.m. Howard Bonaventure seconded this motion and all were in favor.

4. Review proposed Battalion Chief promotional classification plan

The Board reviewed the proposed Battalion Chief promotional classification plan. A discussion was held regarding the qualification requirements. Chief Wascom noted that the Investigator certification and Safety Officer certification are not listed with the other certification requirements. The Board discussed the listed certifications and compared with the other classification plans.

Gary Boudreaux made the motion to post the proposed Battalion Chief classification plan with the addition of these two certifications for a Public Hearing on August 16, 2023 at 3:00 p.m. Howard Bonaventure seconded this motion and all were in favor.

5. Review proposed revisions to Firefighter/Operator classification plan

The Board reviewed the proposed revision to the Firefighter/Operator competitive classification plan. There were no comments made.

Howard Bonaventure made the motion to post the proposed revision to the Firefighter/Operator classification plan for a Public Hearing on August 16, 2023 at 3:00 p.m. Gary Boudreaux seconded the motion and all were in favor.

6. Review proposed revisions to Deputy Fire Chief classification plan

The Board reviewed the proposed revisions to the promotional Deputy Fire Chief classification plan. A discussion was held regarding the qualification requirements. Currently, the Officer II certification must be obtained within one year of employment. The revisions will add Officer III as a required certification which will void the option to obtain Officer II within one year.

Howard Bonaventure made the motion to post the proposed revisions to the Deputy Fire Chief classification plan after removing the one-year option from the proposal for a Public Hearing on August 16, 2023 at 3:00 p.m. Gary Boudreaux seconded the motion and all were in favor.

There being no further business before the board, Gary Boudreaux made the motion to adjourn the meeting at 3:18 p.m. Howard Bonaventure seconded the motion and all were in favor.

Lisa Watts, Board Chairperson