

Proceedings of the Livingston Parish Fire Protection District #4 Municipal Fire Civil Service Board's Public Hearing and Special Meeting held on Wednesday, August 16, 2023 at Administration Headquarters located at 9760 Florida Blvd, Walker, LA 70785

Roll Call

Chairperson Lisa Watts called the Public Hearing to order at 3:03 p.m. Roll call was taken Chairperson Lisa Watts.

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

Absent were: Howard Bonaventure, Board Member (Governing Authority Member)

New Business

1. Adopt new promotional Assistant Chief classification plan

The new Assistant Chief classification plan was posted from July 14, 2023 through August 16, 2023. The Board reviewed the new classification plan including the qualification requirements and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the Assistant Chief classification plan as posted.

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

The Board allocated three (3) positions to this class.

A discussion was held regarding the State Examiner's request to call for examination for the new classification plan. Provisional appointments to the pending classification plan were started on January 10, 2023 and employees have been working in these positions since then. The State Examiner has notified the Board that they are requesting to hold a full examination in accordance with promotional class plan rules rather than giving an Experience and Training Rating examination for a newly adopted classification plan.

Gary Boudreaux made a motion, seconded by Lisa Watts to not call for an examination at this time.

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

2. Adopt new promotional Battalion Chief classification plan

The new Battalion Chief classification plan was posted from July 14, 2023 through August 16, 2023. The Board reviewed the new classification plan including the qualification requirements and opened the floor for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the Battalion Chief classification plan as posted.

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

The Board allocated nine (9) positions to this class.

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A discussion was held regarding the State Examiner's request to call for examination for the new classification plan. Provisional appointments to the pending classification plan were started on January 10, 2023 and employees have been working in these positions since then. The State Examiner has notified the Board that they are requesting to hold a full examination in accordance with promotional class plan rules rather than giving an Experience and Training Rating examination for a newly adopted classification plan.

Gary Boudreaux made a motion, seconded by Lisa Watts to not call for an examination at this time.

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

3. Adopt Revisions to Firefighter/Operator classification plan

The adoption of the Battalion Chief classification plan changes the rank to which this class reports to. The revisions to this classification plan were posted from July 14, 2023 through August 16, 2023. The Board reviewed the revisions to this classification plan. The floor was opened for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the revisions to the Firefighter/Operator classification plan as posted.

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

4. Adopt Revisions to Deputy Fire Chief classification plan

The Board reviewed the proposed revisions to the Deputy Fire Chief classification plan. With the adoption of the Assistant Chief classification plan, the Deputy Fire Chief class plan is being revised to include additional certification requirements and update the promotional requirement to Assistant Chief. These revisions were posted from July 14, 2023 to August 16, 2023. The floor was opened for public comment. No comments were made.

Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the revisions to the Deputy Fire Chief classification plan as posted.

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

The Public Hearing was closed.

The Special Meeting was opened by Mrs. Watts.

Approval of Minutes

Board Secretary Brandi Wascom read the minutes of the previous meeting of July 12, 2023. Gary Boudreaux made the motion, seconded by Lisa Watts to adopt the minutes as written.

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

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New Business

1. 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. Training and Safety Officer Frank Dellucky has satisfactorily completed his working test period effective August 18, 2023. He is being confirmed in his position as Training and Safety Officer.
- b. Daniel Church begins his working test period as Firefighter/Operator beginning August 11, 2023. He has an active test score of 84% valid until January 7, 2025. He meets all the qualification requirements set forth in the class plan.

Gary Boudreaux made the motion, seconded by Lisa Watts to approve both personnel action forms as presented.

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

There being no further business before the board, Lisa Watts made the motion to adjourn the meeting at 3:11 p.m. Gary Boudreaux seconded the motion and all were in favor.



Lisa Watts, Board Chairperson