

**Proceedings of the Livingston Parish Fire Protection District #4 Municipal Fire Civil Service Board's
Special Meeting Held on Thursday, January 25, 2024 at Administration Headquarters located at 9760
Florida Blvd, Walker, LA 70785**

Roll Call

Chairperson Lisa Watts called the Special Meeting to order at 1:02 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 Special Meeting of October 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 on to the next agenda item.

New Business

A. Oath of Office

Lisa Watts was approved by the Board of Commissioners at their January 15, 2024 meeting to serve another three-year term as the College List board member. Mrs. Watts took the Oath of Office in front of the board and it was notarized by Frank Dellucky, ex-officio notary. Her term will expire January 24, 2027.

B. Review and Approve any PAFs

Board Secretary Brandi Wascom presented thirty-one personnel action forms along with all required documentation for the board to review. All personnel action forms were approved by the Appointing Authority prior to this meeting.

1. Firefighter/Operator Bradford Larimore resigned his full-time position effective December 31, 2023. His resignation was accepted by Chief Wascom on December 26, 2023 and his last shift was December 31, 2023.
2. Louis J Relle, III began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 84% valid until May 17, 2025. He meets all qualification requirements set forth in the class plan.
3. Brian Jackson satisfactorily completed his working test period effective January 8, 2023. This was overlooked by Secretary Brandi Wascom and is now being corrected. Mr. Jackson is being confirmed in his position of Firefighter/Operator.
4. Jordan Small satisfactorily completed her working test period effective December 6, 2023. She is being confirmed in her position of Firefighter/Operator.
5. Justin Woolfolk satisfactorily completed his working test period effective January 2, 2024. He is being confirmed in his position of Firefighter/Operator.
6. Steven Achord satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
7. Matthew Adams satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
8. Zachary Ballard satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
9. Tyler Fleming satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
10. Kade Freeman satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.

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11. Stephen Getscher satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
12. Kenneth Hutchinson satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
13. Gary Ryan Kuhn satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
14. Axl LaCour satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
15. Joshua Laviolette satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
16. Brian Richard, Jr. satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
17. Daniel Seymour satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
18. Jacob Stafford satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
19. Jason Populus satisfactorily completed his working test period effective January 10, 2024. He is being confirmed in his position of Firefighter/Operator.
20. Mark Burgess has three separate personnel action forms:
 - a. PAF #1 is to terminate the provisional appointment effective August 17, 2023. This provisional appointment was for a pending classification plan which was adopted at the August 16, 2023 board meeting.
 - b. PAF #2 is to resume his previous working test period that began on August 9, 2022 until it was interrupted by the provisional appointment on January 10, 2023. Five months will be computed into the total working test period.
 - c. PAF #3 is to confirm him in his position of Firefighter/Operator effective September 17, 2023. He has satisfactorily completed his working test period.
21. Robert Rainwater, Jr. has three separate personnel action forms:
 - a. PAF #1 is to terminate the provisional appointment effective August 17, 2023. This provisional appointment was for a pending classification plan which was adopted at the August 16, 2023 board meeting.
 - b. PAF #2 is to resume his previous working test period that began on September 6, 2022 until it was interrupted by the provisional appointment on January 10, 2023. Four months will be computed into the total working test period.
 - c. PAF #3 is to confirm him in his position of Firefighter/Operator effective October 17, 2023. He has satisfactorily completed his working test period.
22. Mark Adams began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 86% valid until June 15, 2025. He meets all qualification requirements set forth in the class plan.
23. Kenneth Desselle began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 95% valid until June 12, 2025. He meets all qualification requirements set forth in the class plan.
24. Kirk Duffy began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 78% valid until June 15, 2025. He meets all qualification requirements set forth in the class plan.
25. Marcus Kenworthy began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 90% valid until June 12, 2025. He meets all qualification requirements set forth in the class plan.
26. Jared Richardson began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 98% (+5 Veteran points) valid until June 15, 2025. He meets all qualification requirements set forth in the class plan.
27. Craig Roberts began his working test period effective December 15, 2023 for Firefighter/Operator. He has an active test score of 82% valid until June 8, 2025. He meets all qualification requirements set forth in the class plan.

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Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve all thirty-one personnel action forms as presented.

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

C. Review Seniority Roster

Secretary Brandi Wascom presented the Board with the 2024 Seniority Roster for their review. No errors were found. No comments were made. Gary Boudreaux made the motion, seconded by Howard Bonaventure to approve the 2024 Seniority Roster as written.

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

D. Request for Maintenance Officer examination

The Appointing Authority, Chief Wascom, is requesting a Competitive Maintenance Officer examination be held. The current eligibility list has been exhausted and the position remains open. A discussion was held regarding the plan's requirements. Gary Boudreaux made a motion to request the Office of the State Examiner to give the competitive examination of Maintenance Officer with a waiver for years of experience. Howard Bonaventure seconded the motion.

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

E. Schedule 2024 Quarterly Board Meetings

The Board reviewed the calendar for 2024 along with an overview of this year's activities. The Board scheduled the following meetings for the 2024 calendar year. Additional meetings shall be held as needed.

Wednesday, February 14, 2024 – 1st Quarter
Wednesday, June 19, 2024 – 2nd Quarter
Wednesday, August 21, 2024 – 3rd Quarter
Tuesday, November 12, 2024 – 4th Quarter

There being no further business before the board, Gary Boudreaux made the motion to adjourn the meeting at 1:27 p.m. Howard Bonaventure seconded the motion and all were in favor.



Gary Boudreaux, Board Vice-Chairman