

**UNAPPROVED MINUTES OF A CIVIL SERVICE BOARD REGULAR MEETING
HELD FEBRUARY 10, 2016**

The St. Tammany Fire District No.3 Civil Service Board met in regular session at 4:30 p.m. February 10, 2016 at the Administration building located at 27690 Main St. Lacombe, LA.

Present were: Eugenie Simpson, Chairman
Michael Geissler, Vice Chairman
Bud Lusch,
Theresa McCarthy, Board Secretary

Others present: Chief Sicard, Mark Waniewski (PMI), Audience sign in attached.

Ms. Simpson wanted to open the agenda and ask that Mr. Geissler run the meeting. No objections to change.

APPROVAL OF MINUTES:

The minutes from the November 10, 2015 regular meeting were submitted to the board. Ms. Simpson made a motion to accept. Mr. Lusch seconded. A vote was taken and approved.

The minutes from the December 15, 2015 special meeting were submitted to the board. Mr. Lusch made a motion to accept. Ms. Simpson seconded. A vote was taken and approved.

The minutes from the January 13, 2016 special meeting were submitted to the board. Ms. Simpson made a motion to accept. Mr. Lusch seconded. A vote was taken and approved.

The minutes from the appeal hearing held on January 20, 2016 were submitted to the board. Mr. Lusch had concerns of approving the minutes without official transcripts of the hearing. Ms. McCarthy explained that the recording of the hearing was available. Ms. Simpson asked if the board could hold on to the minutes until they had the transcripts. Mr. Waniewski explained that the board could adopt the recording as the official minutes and that the submitted minutes could be a representation of that recording. Ms. Simpson made a motion to table the minutes from the appeal hearing on January 20, 2016, until Ms. Cummings at OSE could be contacted. Mr. Lusch seconded. A vote was taken as follows:

Ms. Simpson: Aye.

Mr. Geissler: Abstained.

Mr. Lusch: Aye.

OLD BUSINESS:

Administrative classifications posted from November 16, 2015 through February 10, 2016.

The classification of Budget and Accounting Administrator and Fire Records Clerk were submitted to the board. Mr. Lusch asked the new business of the letter from the Fire Chief was concerning the classification plans. Mr. Waniewski explained some changes that need to be made to the classification plans to re-submit the proposed changes and for the civil service board to table any action on the classifications pending the approval of the Fire Board. Chief Sicard went over the changes that Ms. Landry felt should be added to the Budget and Accounting

Administrator classification plan. Chief Sicard also discussed the proposed three tiered educational requirements to both the Budget and Accounting Administrator and the Fire Records Clerk.

Mr. Geissler asked the reason PMI was hired and why the District would need their services. Mr. Waniewski explained that PMI provides a level of Human Resource and Fire Services to multiple Departments in the state. PMI assists in daily protocol and strengthening those protocols and compliance events and other issues not typically handled on a day to day basis. PMI assists with Civil Service compliance, assist with anything from Investigations to speaking on behalf of the board. Mr. Waniewski explained that he was at the meeting on the behalf of the Fire Board to ask that the Civil Service Board table the classifications pending possible revisions.

Mr. Geissler made a motion not to accept the Budget and Accounting Administrator and the Fire Records Clerk classifications as posted. Mr. Lusch seconded. No other comments. A vote was taken and approved.

The administration recommendations will be discussed when it is official with the Board of Commissioners and a discussion with OSE. Once approved by the Board of Commissioners and OSE has looked over the proposed changes, the classifications will be discussed and reposted for the required thirty days.

New Business:

Letter from Chief to Board re: Budget and Accounting Administrator Job classification and Fire Records Clerk classification. This topic was discussed in the previous topic of old business. The letter from the Chief to Ms. Simpson dated November 18, 2015 was read aloud with proposed changes. Letter attached.

Chief Sicard explained that the letter only discusses the Budget and Accounting Administrator. The letter to the commissioners which was submitted tonight was determined after more meetings and discussion on both classifications. Letter attached.

Provisional Captain: There was an email from Danny Rodriguez to Mr. Geissler concerning his provisional status. Mr. Geissler asked that Mr. Rodriguez summarize his concerns with the board. Mr. Rodriguez explained that he had met with Chief Sicard concerning his confirmation date and anniversary date and his current position in reference to his 2% raise. Mr. Rodriguez explained his concern with being in a provisional position and asked if he should receive his annual 2% raise on his current position. Mr. Geissler explained that he had contacted OSE and was told it was a board decision and that no definite answer was given by OSE. Ms. Simpson asked the Chief to explain the process. Chief explained that he, Danny and Mary met on this and he understood that Danny is a driver operator in a provisional Captain spot and should be paid as driver operator with upgrade status. Mr. Rodriguez stated that he did receive a 2% raise but not at a Captain level, it was at an operator level. Chief explained that he didn't know this question was coming up tonight. He could run it by legal and get back with him because he thought after the meeting between himself, Danny and Mary, it was over. Chief explained that Danny is getting his 15% increase as a Captain but in 2015 received his 2% raise as a Firefighter/Operator. Chief explained that if OSE came back and stated there was an issue, corrections would be made.

Mr. Waniewski explained that this is part of what PMI does, resolving these types of issues. Mr. Waniewski would like to go over the facts and make a recommendation. Mr. Lusch stated that the pay comes from the Board of Commissioners.

Ms. Simpson asked how long it would take to make recommendations. Mr. Waniewski stated he would like 7-10 business days, he also stated if there is retro pay, there needs to be a date of when that time starts. Mr. Waniewski explained if the remedy is pay, he would ask the administration to move on that recommendation and notify the board. Mr. Lusch made a motion to table this to ascertain all facts and to get the recommendation from Jackie and PMI to give the department and Captain Rodriguez the right decision. Mr. Geissler seconded. A vote was taken and approved.

Approval of Captain Exam Score:

The sealed Captain score was submitted to the board. Ms. Simpson opened the envelope and stated that Mr. Rodriguez had passed his exam. Ms. Simpson made a motion to accept. Mr. Lusch seconded. A vote was taken and approved. Score attached.

NAME	PARISH ADMINISTERING TEST	DATE OF TEST/CERT DATE	TEST SCORE	TEST EXPIRES	APPROVAL DATE
Daniel Rodriguez	St. Tammany Fire Dist. 3	January 13, 2016	88%	February 10, 2020	February 10, 2016

PAF's

Reginald Haile – Confirmed

Mr. Geissler made a motion to confirm. Ms. Simpson seconded. Vote passed.

Abe Dawson – Reinstatement by board of 60 days

Mr. Geissler made a motion to accept. Mr. Lusch seconded. Vote passed.

Abe Dawson – Suspension of 2 weeks

Mr. Geissler made a motion to accept. Mr. Lusch seconded. Vote passed.

Scott Lober – Confirmation

Mr. Lusch made a motion to accept. Ms. Simpson seconded. A vote was taken as follows.

Ms. Simpson – Aye

Mr. Geissler – Abstained

Mr. Lusch – Aye.

Daniel Rodriguez – Probational Captain

Ms. Simpson made a motion to accept. Mr. Lusch seconded. A vote was taken as follows.

Ms. Simpson – Aye.

Mr. Geissler – Abstained.

Mr. Lusch – Aye.

No further discussion. Mr. Geissler made a motion to adjourn the meeting. Ms. Simpson seconded.

Meeting was adjourned at 5:52 p.m.

Minutes submitted by

Theresa McCarthy, Secretary
May 18, 2016

Approved by the board

May 18, 2016