MINUTES OF A CIVIL SERVICE BOARD REGULAR MEETING HELD FEBRUARY 15, 2017

The St. Tammany Fire District No.3 Civil Service Board met in regular session at 4:30 p.m. February 15, 2017 at the Administrative Building located at 27690 Main St. Lacombe, LA.

Present were: David Broughton, Vice Chairman
Carol Whelan
Michael Guillot

Theresa McCarthy, Board Secretary

No others present.

NEW BUSINESS

Approve minutes from regular meeting held November 17, 2016.
Approve minutes from special meeting held January 4, 2017.
The minutes from special meeting held January 25, 2017 were not available for approval.

Ms. Whelan made a motion to approve the minutes from November 17, 2016 and January 4, 2017. Mr. Guillot seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

New Civil Service Board member:

New Civil Service Board member Michael Guillot was introduced. He was sworn in at the Board of Commissioners meeting held February 8, 2017.

Elect Officers:

Mr. Broughton opened the floor for discussion. Mr. Broughton stated that he had been a board member for six months and planned on serving his full term and he is fully retired and would be available and would not mind being Chairman.

Mr. Guillot agreed that Mr. Broughton did have more tenure and knowledge and experience. He stated that his advantage would be his experience dealing with the guys and Administration.

Mr. Broughton made a motion that he be the Chairman of the Civil Service Board. Mr. Guillot seconded. A vote was taken.

Mr. Broughton- Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

A discussion of Vice Chairman took place.

Ms. Whelan made a motion for Mr. Guillot as Vice Chairman. Mr. Broughton seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

Update Seniority List (Suspensions added):
Discussion took place in reference to the changes. The one day suspension of Chief Sicard was added. The five day suspension of Michael Geissler was added.

Ms. Whelan made a motion to approve the updated seniority list. Mr. Guillot seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

Approve Employment Application:
One application was submitted to the board. Mr. Broughton made a motion to approve the application below. Mr. Guillot seconded.

NAME	PARISH ADMINISTERING TEST	DATE OF TEST/CERT. DATE	TEST SCORE	TEST EXPIRES	APPROVAL DATE
Richard Serigne, Jr.	St. Bernard	October 26, 2016	78%	5/22/2018	2/15/17

A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot –Aye

Motion passed.

There were no further items on the agenda for discussion.

Mr. Guillot made a motion to amend the agenda to add revising the 2017 regular meeting schedule. Mr. Broughton seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

A discussion took place for the reason for changing the regular meeting dates to fall on Mr. Guillots shift dates as they were for the previous elected members shift.

Mr. Broughton made a motion to revise the 2-17 regular quarterly dates as May 8, 2017, August 21, 2017, and November 13, 2017 all at 4:30 p.m. to be held at the Administrative meeting. Ms. Whelan seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

Ms. Whelan made a motion to adjourn. Mr. Guillot seconded. A vote was taken.

Mr. Broughton – Aye
Ms. Whelan – Aye
Mr. Guillot – Aye

Motion passed.

Meeting was adjourned at 5:26 p.m.

Minutes submitted by
Theresa McCarthy, Secretary
March 1, 2017

Approved by the board
March 1, 2017