

**ST. TAMMANY FIRE PROTECTION DISTRICT #8**  
**Civil Service Board**  
**November 15, 2023**

**Call to Order:** 5:08 pm

**Roll Call:**

John Colley, Board Member  
John Garcia, Board Chair  
Daniel Fuselier, Fire Captain, Firefighter Representative  
Sue Ellen Stewart, Board Secretary  
Mike Anderson  
Chief Brandon Stein

**Absent:**

**Pledge of Allegiance:** Recited

**Public Hearing or concerns:** None

**Modification of Agenda:**

J Colley motioned to accept the agenda without changes, seconded by J Garcia and unanimously accepted.

**Review & Approve Minutes:**

Upon motion by J Colley, seconded by J Garcia, the minutes from August 15, 2023, meeting were unanimously approved.

**Overview of New Position, Chief of Operations:**

Chief B Stein presented plans to hire a Chief of Operations for 2024. This will be an administrative position over operations responsible for shifts, scheduling, training, reports and truck maintenance. This added position will prepare the district for the planned new growth in the community.

Job studies were done by the OSE on the job descriptions for the Chief, Chief of Operations and Captains. Once the OSE review is completed, the job descriptions will be sent to Chief Stein and Mike Anderson for final approval.

The OSE will send the proposed classification plan and recommendations for the new position to the Civil Service Board. A CSB meeting will be called to discuss and vote to post for public hearing, allocation of the positions to the new class and call for an exam.

A Special Meeting will be called as soon as possible so the new classification plan can be finalized by year end.

**Review and Accept 2024 Meeting Schedule:**

The 2024 meeting schedule was presented. J Garcia motioned to approve the 2024 schedule, seconded by J Colley.

**Adjournment:**

Upon motion by J Garcia, seconded by J Colley, it was unanimously approved to adjourn the meeting at 5:33 pm.

**Next Meeting:** February 21, 2024