

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

P.O. BOX 1309

SULPHUR, LOUISIANA 70664

Office: (337)527-2058

The Sulphur Municipal Fire and Police Civil Service Board met in Regular Meeting on Wednesday, August 19, 2020, at 5:30pm. The meeting was held at the City of Sulphur Council Chambers, located at 500 North Huntington Street, Sulphur, LA 70663.

After the meeting was called to order at 5:40pm by Chairman Granger. Member Bourgeois proceeded with the Invocation, which was then proceeded by the Pledge of Allegiance. Chairman Granger introduced and welcomed the re-elected College List Board Members, Mary Ceasar and Thomas Bourgeois back to the board. A roll call was then made with the results below.

Present were:

- Chairman, Mike Granger
- Vice Chairman, Chris Vice
- Member, Mary Ceasar
- Member, Thomas Bourgeois
- Police Representative, Ryan Arnold

Also, Present:

- Board Secretary, Lee Ann Hebert

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Granger advised to add **10.D.** Approval of minutes from Special Meeting held on July 29, 2020. Motion to add item to the agenda was made by Vice Chairman Vice and seconded by Member Bourgeois. Votes went as follows:

Chairman Granger- YES

Vice Chairman Vice- YES

Member Ceasar- YES

Member Bourgeois- YES

Police Representative Arnold- YES

Being a unanimous vote of all members, motion approved, carried and added to the agenda.

APPROVAL OF AGENDA AS AMENDED

Motion to approve agenda as amended with one item added was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor, none opposed.

APPROVAL OF MINUTES FROM REGULAR MEETING HELD ON JULY 15, 2020

Motion to approve the minutes was made by Member Bourgeois and seconded by Police Representative Arnold. All members voted in favor, none opposed.

OLD BUSINESS

After Chairman Granger read the Notice of Public Hearing aloud. The board members discussed the Proposed Revisions to the Education Requirements and opened the floor for public comments. With no public in attendance for comments. A motion to Approve the adoption, as posted on the Notice of Public Hearing, with Minor revisions added (**see attached Revision**) for Competitive Firefighter, Competitive Training Officer, Competitive Fire Prevention Officer, Competitive Research and Statistical Analysis Officer, Competitive Secretary to the Fire Chief, Competitive Police Officer, Competitive Jailer, Competitive Secretary to the Police Chief, Competitive Police Records Clerk, Competitive Police Communications Officer and Competitive Evidence Officer was made by Member Bourgeois and seconded by Member Ceasar. Votes went as follows:

Chairman Granger- YES

Vice Chairman Vice- YES

Member Ceasar- YES

Member Bourgeois- YES

Police Representative Arnold- YES

Being a unanimous vote of all members, motion approved, carried. (**Posting Notice attached**)

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After Chairman Granger read the Notice of Public Hearing aloud. The board members discussed the Proposed Additional Driver's License requirements and opened the floor for public comments. With no public in attendance for comments. A motion to Approve the adoption, as posted on the Notice of Public Hearing for Competitive Firefighter, Competitive Research and Statistical Analysis Officer, Competitive Secretary to the Fire Chief, Competitive Jailer, Competitive Secretary to the Police Chief, Competitive Police Records Clerk and Promotional Fire Captain was made by Member Bourgeois and seconded by Vice Chairman Vice. Votes went as follows:

Chairman Granger- YES

Vice Chairman Vice- YES

Member Ceasar- YES

Member Bourgeois- YES

Police Representative Arnold- YES

Being a unanimous vote of all members, motion approved, carried. **(Posting Notice attached)**

Board members discussed setting a new date for the Appeal Hearing for Firefighter Joshua Berry. Secretary Hebert advised the board that both Attorneys had agreed on two dates they are available for the hearing. A motion to approve the Appeal Hearing date on Tuesday, September 15, 2020, at 5:30pm at the Sulphur Council Chambers and to notify all parties of the new date was made by Chairman Granger and seconded by Member Bourgeois. All members voted in favor, none opposed.

NEW BUSINESS

Motion to approve (7) Fire Personnel Action Forms was made by Member Bourgeois and seconded by Vice Chairman Vice. All members voted in favor and none opposed.

FIRE: APPROVED

Richard B. Deville/Termination of Substitute Appointment/08/10/2020/Permanent Firefighter First Class

Ryan C. Guidry/Confirmation/08/13/2020/Permanent Firefighter First Class

Derrick J. Kellar/Confirmation/08/13/2020/Permanent Firefighter First Class

Jarred A. Miller/Termination of Sick Leave/08/10/2020/Permanent Fire Captain

Joshua K. Norwood/Military Leave with pay/07/15/2020/Permanent Fire Engineer

Kevin P. White/Termination of Substitute Appointment/06/24/2020/Permanent Fire Engineer*CORRECTED PAF*

Kevin P. White/ Termination of Substitute Appointment /08/10/2020/Permanent Fire Engineer

Motion to approve (5) Police Personnel Action Forms was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor and none opposed.

POLICE- APPROVED:

Alec T. Blatcher/Probational/07/16/2020/Probational Jailer

Justin C. Foster/Termination of Military Leave with pay/07/26/2020/Permanent Police Officer

Fred A. Martin/Resignation/08/16/2020/Permanent Police Officer

Sean C. Smith/Resignation/07/23/2020/Permanent Police Officer

Anthony J. Virgadamo/Military Leave with pay/08/10/2020/Permanent Police Sergeant

Motion to approve the removal of names from the Competitive Jailer Eligibility List was made by Chairman Granger and seconded by Police Representative Arnold. All members voted in favor, none opposed.

Motion to approve the minutes from Special Meeting held on July 29, 2020 was made by Member Bourgeois and seconded by Police Representative Arnold. All members voted in favor, none opposed

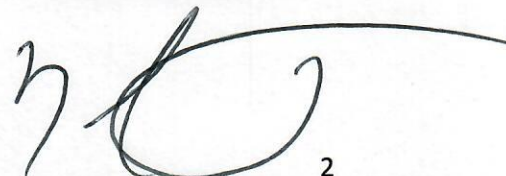
ADJOURN

With no further business before the Board a motion to adjourn was made by Member Bourgeois and seconded by Police Representative Arnold. All members voted in favor, none opposed. Meeting was adjourned at 6:30pm.

Minutes submitted by

Lee Ann Hebert, Board Secretary

Approved by the board



NOTICE OF PUBLIC HEARING

In accordance with the provisions of the Municipal Fire and Police Civil Service Law, The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider revising the education requirements to the following competitive classifications:

FIRE: Firefighter, Training Officer, Fire Prevention Officer, Research and Statistical Analysis Officer and Secretary to the Fire Chief

POLICE: Police Officer, Jailer, Secretary to the Police Chief, Police Records Clerk, Police Communications Officer and Evidence Officer

Present Education Requirement is as follows:

- *Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.*

Proposed Revision to the Education Requirement is as follows:

- *Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.*

This hearing will be held at **5:30 pm** on **Wednesday, August 19, 2020**, in the **City of Sulphur Council Chambers** located at **500 North Huntington Street, Sulphur, LA 70663**.

Unless cause is shown at this time why these changes should not be adopted, the board will proceed to adopt the changes in their proposed or revised form.

POST THIS NOTICE FROM 07/16/2020 THROUGH 08/19/2020

**DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

NOTICE OF PUBLIC HEARING

In accordance with the provisions of the Municipal Fire and Police Civil Service Law, The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider revising the education requirements to the following competitive classifications:

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Proposed Revision to the Education Requirement is as follows:

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Board approved the Posting Notice of the proposed revisions with a Minor revision at the Public Hearing on 8/19/2020. Minor changes are Marked in RED & highlighted

This hearing will be held at **5:30 pm on Wednesday, August 19, 2020**, in the City of Sulphur Council Chambers located at **500 North Huntington Street, Sulphur, LA 70663.**

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NOTICE OF PUBLIC HEARING

In accordance with the provisions of the Municipal Fire and Police Civil Service Law, The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider adding driver's license requirements to the following competitive and promotional classifications:

FIRE: Firefighter, Research and Statistical Analysis Officer, Secretary to the Fire Chief and Promotional Fire Captain

POLICE: Jailer, Secretary to the Police Chief and Police Records Clerk

Proposed addition for each classification will be as follows:

- *Must possess a valid driver's license.*

This hearing will be held at **5:30 pm** on **Wednesday, August 19, 2020**, in the **City of Sulphur Council Chambers** located at **500 North Huntington Street, Sulphur, LA 70663**.

Unless cause is shown at this time why these changes should not be adopted, the board will proceed to adopt the changes in their proposed or revised form.

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NOTICE OF **RESCHEDULED** PUBLIC APPEAL HEARING

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SEPTEMBER 15, 2020 @ 5:30pm

**The City of Sulphur Council Chambers
500 N. Huntington Street, Sulphur, LA. 70663**

*NOTE: Notice of the **July 21, 2020, @ 5:30pm**, public hearing was posted from 06/14/2020, through 07/21/2020. The public hearing was not held on **July 21, 2020, @ 5:30pm**, due to the rise in COVID-19 cases. The board approved to postpone the meeting to a future date. The rescheduled public hearing is to be held on **UNKNOWN DATE AT THIS TIME**.*

*NOTE: Notice of the **March 30, 2020, @ 5:30pm**, public hearing was posted from 01/21/2020, through 03/30/2020. The public hearing was not held on **March 30, 2020, @ 5:30pm**, due to the Coronavirus Pandemic, the board approved to postpone the meeting to a future date. The rescheduled public hearing is to be held on **UNKNOWN DATE AT THIS TIME**.*

*NOTE: Notice of the **January 22, 2020, @ 5:30pm**, public hearing was posted from 01/10/2020, through 01/22/2020. The public hearing was not held on **January 22, 2020**, at the request of the Appellant's Attorney and approval by the board. The rescheduled public hearing is to be held on **March 30, 2020, @ 5:30pm**.*

IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD WILL HOLD A PUBLIC HEARING AND INVESTIGATION CONCERNING THE APPEAL OF FIREFIGHTER FIRST CLASS JOSHUA BERRY:

Employee received disciplinary action taken against him from the City of Sulphur Fire Department, effective 12/21/2019.

In the form of the following:

- **one (1) day suspension without pay**
- **one (1) day loss of seniority**

Reasons given were as follows:

- **Sulphur Fire Department Rules and Regulations Chapter II, Section 4, d. (1); Chapter IV, Section A, Line 1 & 2; Chapter IV, Section D, Line 1 & 2**
- **Civil Service Law RS 33:2500, Section A, (1), (2) and (3)**

POST FROM 08/20/2020 THROUGH 09/15/2020

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