

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

P.O. BOX 1309

SULPHUR, LOUISIANA 70664

Office: (337)888-5352

The Sulphur Municipal Fire and Police Civil Service Board met in Regular Meeting on Wednesday, November 4, 2020, at 5:30 pm. 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 5:42 pm by Chairman Granger. Member Bourgeois proceeded with the Invocation, which was then proceeded by the Pledge of Allegiance. 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

Not Present:

- Police Representative, Ryan Arnold

Also, Present:

- Board Secretary, Lee Ann Hebert
- Fire Chief, Dan Selph

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Granger advised to add **8.I. Discussion regarding the board and secretary having a separate phone number than sharing with the Fire Department.** 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

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 Ceasar. All members voted in favor, none opposed.

APPROVAL OF MINUTES FROM REGULAR MEETING HELD ON AUGUST 19, 2020

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

OLD BUSINESS

Board members discussed setting a new date for the Appeal Hearing for Firefighter Joshua Berry. Secretary Hebert advised the board that both attorneys have agreed on multiple dates they are available for the hearing. A motion to approve the Appeal Hearing date for Tuesday, December 8, 2020, at 5:30 pm at the Sulphur Council Chambers and to notify all parties of the new date was made by Member Bourgeois and seconded by Member Ceasar. All members voted in favor, none opposed.

NEW BUSINESS

Motion to approve (10) Fire Personnel Action Forms was made by Member Bourgeois and seconded by Vice Chairman Vice. All members voted in favor, none opposed.

FIRE: APPROVED

Ronald W. Doucett/Termination of Sick Leave/9/16/2020/Permanent District Fire Chief

Larry L. Findley III/Sick Leave (Extended)/9/6/2020/Permanent Firefighter First Class

Larry L. Findley III/Termination of Sick Leave/10/27/2020/Permanent Firefighter First Class

Terry G. Harvey/Termination of Substitute Appointment/9/16/2020/Permanent Fire Engineer

Scott A. Kuhlthau/Termination of Substitute Appointment/10/27/2020/Permanent Firefighter First Class

Andrew M. LaFosse/Termination of Substitute Appointment/9/6/2020/Permanent Firefighter First Class

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Aaron P. Moody II/Termination of Sick Leave/10/27/2020/Permanent Fire Engineer
Mark A. Rozas/Termination of Substitute Appointment/9/6/2020/Permanent Fire Captain
Aaron G. Sermon/Sick Leave (Extended)/8/21/2020/Permanent Firefighter First Class
Kaleb M. Tallman/Confirmation/8/28/2020/Permanent Firefighter

Motion to approve (10) Police Personnel Action Forms was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor, none opposed.

POLICE- APPROVED:

Jasper J. Doucett/confirmation/9/16/2020/Permanent Police Sergeant
Justin C. Foster/Military Leave with pay/07/09/2020/Permanent Police Officer
Justin C. Foster/Military Leave with pay/07/28/2020/Permanent Police Officer
Justin C. Foster/Military Leave without pay/07/28/2020/Permanent Police Officer
Justin C. Foster/Military Leave without pay/09/30/2020/Permanent Police Officer
Justin C. Foster/Termination of Military Leave without pay/09/30/2020/Permanent Police Officer
Randolph K. Langley/Resignation/9/7/2020/Permanent Jailer
Caitlen M. Patin-Johnson/Confirmation/8/22/2020/Permanent Police Records Clerk
Shaun B. Stewart/Sick Leave (Extended)/6/14/2020/Permanent Police Sergeant
Jason A. Thibodeaux/Confirmation/9/30/2020/Permanent Police Records Clerk

Motion to approve the request to call for exam for Promotional Assistant Fire Chief was made by Member Ceasar and seconded by Member Bourgeois. All members voted in favor, none opposed.

Motion to approve the request to call for exam for Promotional District Fire Chief was made by Member Ceasar and seconded by Member Bourgeois. All members voted in favor, none opposed.

Motion to approve the request to call for exam for Promotional Assistant Police Chief was made by Vice Chairman Vice and seconded by Member Ceasar. All members voted in favor, none opposed.

Motion to approve the request to call for exam for Promotional Police Captain was made by Member Ceasar and seconded by Vice Chairman Vice and Member Bourgeois. All members voted in favor, none opposed.

Motion to approve the request to call for exam for Competitive Police Jailer was made by Member Ceasar and seconded by Vice Chairman Vice. All members voted in favor, none opposed.

Discuss and vote on Special Leave requested by Police Officer Nick Nash. All board members reviewed and discussed the letter from Police Officer Nick Nash, leave approval letter from Police Chief Lewis Coats and Board Rule XII (L). After the discussion, a motion was made by Member Bourgeois to Approve the Special Leave Request without pay from (9/13/2020 – 3/13/2021) and Police Officer Nick Nash's departmental seniority will be interrupted while on Special Leave and seconded by Vice Chairman Vice. Roll call was made with the following votes:

Chairman Granger- YES- APPROVE

Vice Chairman Vice- YES- APPROVE

Member Ceasar- YES- APPROVE

Member Bourgeois- YES- APPROVE

Being a unanimous vote of all members, motion approved and carried.

Discussion regarding the board secretary position having a separate phone number than sharing the number with the Fire Department. All board members discussed the importance of the separation of Board business with City business. Board Secretary Hebert advised that she has had many issues with some of the City's Administration when trying to separate the job duties. Chairman Granger asked Fire Chief Dan Selph what his thoughts were related to this? Chief Selph agreed and felt that it should have been taken care of many years ago, or at least when Ms. Hebert took over the position. Board members agreed that all board related correspondence and business shall be kept separate than the City's business. Chairman Granger made a motion to send the Appointing Authority

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a letter requesting the board secretary's position be granted a smartphone with a new phone number and adding the phone number to the Fire Departments auto-attendant and updating all websites with the updated phone number. Then seconded by Member Bourgeois. All members voted in favor, none opposed.

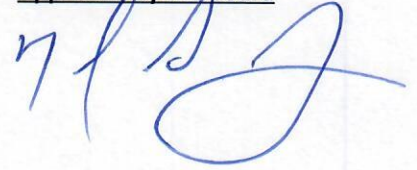
ADJOURN

Motion to adjourn was made by Member Bourgeois and seconded by Chairman Granger. All members voted in favor, none opposed. Meeting was adjourned at 6:31 pm.

Minutes submitted by

Lee Ann Hebert, Board Secretary

Approved by the board

A handwritten signature in blue ink, appearing to be 'n/BJ', is written over the 'Approved by the board' text.



**Sulphur Municipal Fire and Police
Civil Service Board**

P.O. Box 1309

Sulphur, LA 70664

Phone: (337) 527-2058 Fax: (337) 533-9318

Email: CivilServiceSecretary@sulphur.org



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

November 5, 2020

RE: Special Leave Request-Police Officer Nick Nash

To whom it may concern,

The Sulphur Municipal Fire and Police Civil Service Board met on November 4, 2020, at 5:30 pm at the City of Sulphur Council Chambers. The board members read the Special Leave request letter from Police Officer Nick Nash and the Special Leave approval letter from Police Chief Lewis Coats. The board members discussed the Special Leave requested by Officer Nash.

The board members then unanimously voted to approve the special Leave request from 09/13/2020 until 03/13/2021, without pay and Police Officer Nash's departmental seniority will be interrupted while he is out on the special leave.

If you have any questions or concerns regarding this matter. Feel free to contact the Board Secretary or any board member.

By direction of the Chairman, Mike Granger:

A handwritten signature in blue ink that reads "Lee Ann Hebert".

Lee Ann Hebert
Board Secretary

CC: via email

Board Members
Mayor Danahay
Police Chief Coats
Police Officer Nash
Office of State Examiner

15. Christmas Day

December 25th

Should a member of the classified service work assignment be such that the employee is scheduled to work on a legal holiday as set by this board, the employee will be paid an additional compensation of one and one half (1½) times the normal rate of pay. However, governing authorities, at their option, may grant employees time off from work for which such additional compensation would be due and payable to said employees.

L. Special Leave - Seniority

Special leave without pay up to thirty (30) days may be granted by the appointing authority when such leave would be in the departmental interest. Any special leave, with or without pay, exceeding thirty (30) days must first be approved by the civil service board and if approval is granted the board will determine, at that time, if departmental seniority is to be interrupted or continued.

M. Expiration of Leave

Any employee who fails to report for duty upon the expiration of any authorized leave will be considered to have resigned from the departmental service on the calendar day following leave expiration.

RECEIVED

OCT 26 2020

SU	05-21-71
Rev	03-08-90
	11-26-01
	02-12-08
	06-23-09
	04-06-11
	10-26-11
	04-25-12



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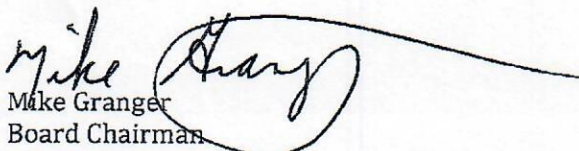
November 5, 2020

Mayor Mike Danahay,

The Sulphur Municipal Fire and Police Civil Service Board met in a Regular Meeting on November 4, 2020. The board members discussed whether or not it was in the best interest for the board for the Board Secretary position to have a separate phone number. Currently the Board Secretary position shares a phone number with the Fire Prevention Department at the Fire Department. The board feels that this would be very beneficial to all applicants and employees, as they would be able to contact the Board Secretary after normal business hours. After the discussion, the board voted unanimously to request that the Board Secretary position be granted a smartphone that can be used for email access as well as telephone correspondence. This phone number would be placed on all Civil Service correspondence, the City's website and the Office of State Examiner's website for all applicants and employees to contact. The Board also requests that the new number be added to the auto-attendant when calling the Fire Department.

The Board Members thank you for your assistance in this matter. Should you have any questions or concerns, contact me at (337) 302-9036.

Sincerely,


Mike Granger
Board Chairman