



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

PO Box 1309  
Sulphur, LA 70664  
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**REVISED AGENDA**

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Wednesday, October 6, 2021**. The meeting will be held at **5:30 P.M.** in the **CITY OF SULPHUR COUNCIL CHAMBERS**, located at **500 N. Huntington Street, Sulphur, LA 70663**.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**1. INTRODUCE NEW BOARD MEMBER – COLBY CEASAR**

**2. NOMINATE AND ELECT A BOARD CHAIRMAN**

**3. NOMINATE AND ELECT A VICE-CHAIRMAN**

**4. ROLL CALL**

**5. REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

*If a matter is brought up at the meeting, a VOTE of the members is to be taken to determine if the item will be heard. It must be a UNANIMOUS decision to add an item to the agenda.*

**6. APPROVAL OF AGENDA**

**7. APPROVAL OF MINUTES FROM SPECIAL COVID BOARD RULE MEETING ON SEPTEMBER 1, 2021**

**8. APPROVAL OF MINUTES FROM SPECIAL MEETING HELD ON SEPTEMBER 1, 2021**

**9. OLD BUSINESS**

- A. DISCUSS AND VOTE ON THE EXTENSION OF BOARD RULE XII, SECTION 1, (N) - SPECIAL EMERGENCY LEAVE WITH PAY RELATED TO COVID-19 HEALTH PANDEMIC**

**10. NEW BUSINESS**

- A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS**
- B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS**
- C. REVIEW FOR APPROVAL THE RENEWAL OF CIVIL SERVICE BOARD'S RETENTION SCHEDULE**
- D. DISCUSS AND VOTE ON THE APPROVAL OF THE APPLICATION FORM FOR "REQUEST FOR APPEALS AND HEARINGS"**
- E. DISCUSSION REGARDING SCHEDULING MONTHLY BOARD MEETINGS**

**11. ADJOURNMENT**

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

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, October 6, 2021, 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 5:35 pm by Fire Representative Chris Vice. Member Bourgeois proceeded with the Invocation, which was then proceeded by the Pledge of Allegiance.

Fire Representative Chris Vice introduced new Board Member Colby Ceasar.

Member Bourgeois made a motion to nominate and elect Fire Representative Chris Vice as Board Chairman and was seconded by Member Mary Ceasar. Members voted as follows:

Member Bourgeois - YES

Member Mary Ceasar - YES

Police Representative Wall - YES

Member Colby Ceasar - YES

Being a unanimous vote of all eligible members, motion approved, carried

Chairman Vice made a motion to nominate and elect Member Thomas Bourgeois as Vice Chairman and was seconded by Police Representative Wall. Members voted as follows:

Chairman Vice - YES

Member Mary Ceasar - YES

Police Representative Wall - YES

Member Colby Ceasar - YES

Being a unanimous vote of all eligible members, motion approved, carried

A roll call was then made with the results below.

Present were:

- Chairman, Chris Vice
- Vice Chairman, Thomas Bourgeois
- Member, Mary Ceasar
- Police Representative, John Wall
- Member, Colby Ceasar

Also, Present:

- Board Secretary, Lee Ann Hebert
- City of Sulphur Finance Director, Jennifer Thorn

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

No items to be added to the agenda.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES FROM SPECIAL COVID BOARD RULE MEETING ON SEPTEMBER 1, 2021**

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

**APPROVAL OF MINUTES FROM SPECIAL MEETING ON SEPTEMBER 1, 2021**

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

**OLD BUSINESS**

**DISCUSS AND VOTE ON EXTENSION OF BOARD RULE XII, SECTION 1, (N)-SPECIAL EMERGENCY LEAVE WITH PAY RELATED TO COVID-19 HEALTH PANDEMIC**



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Motion to approve the Re-adoption of Board Rule XII, Section 1, (N) and extend the expiration date 45 days or at the expiration of the COVID-19 leave rule by the Governor's Proclamation was made by Police Representative Wall and seconded by Member Colby Ceasar. Member voted as follows:

Chairman Vice - APPROVE

Vice Chairman Bourgeois - APPROVE

Member Mary Ceasar - APPROVE

Police Representative Wall - APPROVE

Member Colby Ceasar – APPROVE

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

**NEW BUSINESS**

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

**FIRE: APPROVED**

Joshua W. Berry/Resignation/09/29/2021/Permanent Firefighter First Class

Jacob L. Boyette/Sick Leave (Extended)/09/09/2021/Permanent Firefighter First Class

Ricky A. Buller II/Sick Leave (Extended)/09/08/2021/Permanent Fire Captain

Roddy J. Dauzat/Provisional Appointment (Renewal)/ 09/09/2021/Provisional Fire Prevention Officer

Richard B. Deville/Interruption of the Working Test Period (sick leave)/08/15/2021/Probational Fire Engineer

John R. Naquin/Sick Leave (Duty Injury)/09/03/2021/Permanent Fire Captain

David P. Richard/Suspension/09/29/2021/Permanent Fire Captain

Aaron C. Savoie/Sick Leave (Extended)/08/27/2021/Permanent Fire Captain

Robert T. White/Sick Leave (Extended)/08/04/2021/Permanent District Fire Chief

William R. White/Resignation/09/09/2021/Permanent Firefighter First Class

Motion to approve (11) Police Personnel Action Forms was made by Vice Chairman Bourgeois and seconded by Member Mary Ceasar. All members voted in favor, none opposed.

**POLICE- APPROVED:**

Benton P. Barnett/Termination of Sick Leave/08/23/2021/Permanent Police Officer

Dylan S. Bedsole/Administrative Leave with pay/09/23/2021/Permanent Police Officer

Jason P. Gully/Promotion (Probational)/09/13/2021/Probational Police Major

Wilton A. Harmon/Probational Police Officer/08/30/2021/Probational Police Officer

Chase A. Jardneaux/Resignation/10/04/2021/Recruit Police Officer

Tiffany L. Lanthier/Police Officer Recruit/09/13/2021/Recruit Police Officer

Dakota R. Manning/Provisional Appointment/08/02/2021/Provisional Police Jailer

Jason A. Thibodeaux/Interruption of the Working Test Period (leave w/o pay)/04/26/2020/Probational Police Records Clerk

\*Corrected

Jason A. Thibodeaux/Resume Working Test Period (from leave w/o pay)/06/22/2020/Probational Police Records Clerk

\*Corrected

Shannon D. Veillon/Termination of Sick Leave/09/28/2021/Permanent Police Officer

Anthony J. Virgadamo/Military Leave with pay/09/06/2021/Permanent Police Sergeant

Motion to approve the renewal of Civil Service Board's Retention Schedule was made by Member Mary Ceasar and seconded by Vice Chairman Bourgeois. All members voted in favor, none opposed.

Motion to approve the Application Form to be used as the Official Application for Appeals and Hearings was made by Vice Chairman Vice and seconded by Police Representative Wall. Members voted as follows.

Chairman Vice - APPROVE

Vice Chairman Bourgeois - APPROVE

Member Mary Ceasar - APPROVE

Police Representative Wall - APPROVE

Member Colby Ceasar – APPROVE

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

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Board members discussed scheduling monthly board meetings and decided on scheduling them for the 2<sup>nd</sup> Wednesday of each month as long as a quorum is present.

**ADJOURN**

Motion to adjourn was made by Member Mary Ceasar and seconded by Vice Chairman Bourgeois. All members voted in favor, none opposed. Meeting was adjourned at 6:26 pm.

**Minutes submitted by**

Lee Ann Hebert, Board Secretary

**Approved by the board**

A handwritten signature in blue ink, appearing to be 'C. H. S.', is written below the 'Approved by the board' heading.





## Sulphur Municipal Fire and Police Civil Service Board

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Chris Vice, Chairman  
Thomas Bourgeois, Vice Chairman  
Mary Caesar, Member  
John Wall, Police Representative  
Colby Ceasar, Member

October 6, 2021

The Sulphur Municipal Fire and Police Civil Service Board met in Regular Meeting at the City of Sulphur Council Chambers, located at 500 N. Huntington Street, Sulphur, LA 70663 on October 6, 2021. The board approved the re-adoption of the rule in and extended the expiration date for Sulphur Board Rule XII, Section 1, N. as indicated below.

### **RULE XII**

#### **SECTION 1:**

#### **N. SPECIAL EMERGENCY LEAVE WITH PAY RELATED TO COVID-19 HEALTH PANDEMIC**

An employee who suffers an injury or illness arising out of and in the course of employment, shall receive time off with pay and not be required to use sick leave, annual leave, or compensatory leave if the employee meets one of the following criteria:

- a) An employee is placed on quarantine or isolation at the direction of the employer due to confirmed or suspected COVID-19 exposure;
- b) An employee receives a COVID-19 diagnosis from a health care provider;
- c) An employee receives a presumptive positive COVID-19 test;
- d) An employee receives a laboratory-confirmed COVID-19 diagnosis.

#### **Duration of Rule:**

The provisions of this rule shall expire 45 days upon adoption by the board or at the expiration of the COVID-19 leave rule by the Governor's Proclamation.

Should anyone have any questions or concerns, feel free to reach out to any board member or the board secretary.

By direction of the Chairman:

Lee Ann Hebert  
Board Secretary

# SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

## REQUEST FOR HEARING OF APPEAL

LEGAL NAME OF APPELLANT:		TELEPHONE:	
ADDRESS:		EMAIL:	
CITY:		STATE:	ZIP:

DATE OF PERSONNEL ACTION FORM:	DISCIPLINARY ACTION:	EFFECTIVE DATE OF DISCIPLINARY ACTION:

REASON FOR DISCIPLINARY ACTION:	

PROVIDE A CLEAR AND CONCISE STATEMENT FOR THE BASIS OF THE APPEAL:	

RELIEF SOUGHT:	

**\* SHALL PROVIDE COUNSEL INFORMATION, IF APPLICABLE\***

NAME OF COUNSEL:		TELEPHONE:	
FIRM:		EMAIL:	
ADDRESS:			
CITY:		STATE:	ZIP:

SIGNATURE:		DATE:	
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*Please be advised that under LA RS. 33:2501, any regular Civil Service employee has the right to appeal his or her Personnel Action. Also see Sulphur Board Rules for more information. No appeal shall be effective unless the above stated notice is filed, in writing, to the Civil Service Board, within 15 calendar days, which begins the day after the employee has been notified of or given the notice of action. Submit written Appeals to the Civil Service Board, at PO Box 1309, Sulphur, LA 70664 or in-person to the Civil Service Board Secretary.*

ADOPTED:  
APL APP FORM

*C. S. Y. J.*  
*10/6/2021*

APPROVED

OCT 06 2021