

MINUTES
SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
REGULAR BOARD MEETING
OCTOBER 12, 2022, 5:30 P.M.

CITY OF SULPHUR COUNCIL CHAMBERS, 1551 EAST NAPOLEON STREET (Temporary), SULPHUR, LA 70663

The Sulphur Municipal Fire and Police Civil Service Board convened its regular meeting at 5:42 p.m. on Wednesday, October 12, 2022. Followed by the Invocation and the Pledge of Allegiance.

Chairman Bourgeois introduced Jeremy Cain the Police Department Representative that will fulfill the unexpired term of John Wall and thanked John Wall for his service and wished him good luck on being the Police Chief.

Chairman Bourgeois advised the board members that a Vice Chairman must be elected since the position is now vacant. Fire Representative Mark Rozas nominated Member Colby Cesar and Member Mary Cesar as Vice Chairman.

Chairman Bourgeois made a motion to elect Member Mary Cesar as the Vice Chairman.

SECONDED BY: Member Colby Cesar

ROLL CALL

| | |
|-----------------------------------|-----|
| Chairman Thomas Bourgeois | YES |
| Member Mary Cesar | YES |
| Member Colby Cesar | YES |
| Fire Representative Mark Rozas | YES |
| Police Representative Jeremy Cain | YES |

ROLL CALL

Members Present: Chairman Thomas Bourgeois
Vice Chairman Mary Cesar
Member Colby Cesar
Fire Representative Mark Rozas
Police Representative Jeremy Cain

Also, Present: Board Secretary Lee Ann Hebert
Assistant Fire Chief John Naquin
Police Chief John Wall

1. REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Bourgeois advised no items to be added.

2. APPROVAL OF AGENDA

MOTION to approve the agenda was made by Police Representative Cain.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

3. APPROVAL OF MINUTES FROM REGULAR MEETING ON SEPTEMBER 14, 2022

MOTION to approve the minutes was made by Member Colby Cesar.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

4. OLD BUSINESS

A. REVIEW FOR APPROVAL EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST FOR:

1. PROMOTIONAL ASSISTANT FIRE CHIEF

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Vice Chairman Mary Cesar.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

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2. PROMOTIONAL POLICE MAJOR

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Vice Chairman Mary Ceasar.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

3. PROMOTIONAL SUPERINTENDENT OF JAIL

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Member Colby Ceasar.

SECONDED BY: Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

4. PROMOTIONAL FIREFIGHTER FIRST CLASS

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Fire Representative Rozas.

SECONDED BY: Vice Chairman Mary Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

5. COMPETITIVE FIRE PREVENTION OFFICER

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Police Representative Cain.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

6. COMPETITIVE POLICE COMMUNICATIONS OFFICER

MOTION to approve the exam scores administered on September 29, 2022 and add names to the eligibility list was made by Police Representative Cain.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

B. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE POLICE JAILER EXAM

MOTION to approve (2) applications was made by Vice Chairman Mary Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED APPLICATIONS - JAILER

Dickens, Robert B. Richard, Daxx A.

5. NEW BUSINESS

A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS

MOTION to approve (7) Personnel Action Forms for Fire Department was made by Member Colby Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT

| | | |
|-----------------|-----------|--|
| Keith Broussard | 10/7/2022 | Termination of Sick Leave |
| Aaron George | 9/14/2022 | Administrative Leave with pay |
| Aaron George | 9/24/2022 | Termination of Administrative Leave with pay |
| Aaron George | 9/25/2022 | Demotion and Suspension (Disciplinary) |

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| | | |
|----------------------|------------|---------------------------|
| Joseph Mereo | 10/10/2022 | Termination of Sick Leave |
| Joseph Mereo | 10/11/2022 | Suspension |
| Christopher Pressley | 9/7/2022 | Sick Leave (Extended) |

B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS

MOTION to approve (8) Personnel Action Forms for Police Department was made by Police Representative Cain.

SECONDED BY: Vice Chairman Mary Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – POLICE DEPARTMENT

| | | |
|-----------------------|-----------|--|
| John Beard | 9/17/2022 | Confirmation |
| Lydia Fontenot | 6/28/2022 | Pay Change |
| Larry Guillotte | 9/26/2022 | Termination of Provisional Appointment |
| Brant Landry | 10/3/2022 | Resignation |
| Rickie Littleton | 9/26/2022 | Termination of Substitute Appointment |
| Caitlen Patin-Johnson | 10/3/2022 | Probational |
| Kenneth Wall | 9/26/2022 | Probational |
| Kristen Welch | 9/7/2022 | Probational Police Officer *Corrected* |

C. REQUEST TO REMOVE NAMES FROM ELIGIBILITY LIST FOR POLICE RECORDS CLERK

MOTION to approve request was made by Vice Chairman Mary Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

D. REQUEST TO CALL FOR POLICE RECORDS CLERK EXAM

MOTION to approve request was made by Police Representative Cain.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

6. ADJOURNMENT

MOTION to ADJOURN was made by Fire Representative Rozas.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

Meeting was adjourned at 6:16 pm.

Minutes submitted by

Lee Ann Hebert, Secretary

APPROVED BY THE BOARD

Thomas Bourgeois



Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Thomas Bourgeois, Chairman

AGENDA

"TEMPORARY LOCATION"

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Wednesday, October 12, 2022**. The meeting will be held at **5:30 P.M.** in the CITY OF SULPHUR COUNCIL CHAMBERS, located at **1551 East Napoleon Street**, Sulphur, LA 70663.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

INTRODUCE NEW POLICE DEPARTMENT REPRESENTATIVE JEREMY CAIN

NOMINATE AND ELECT VICE CHAIRMAN

ROLL CALL

1. 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.

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES FROM REGULAR MEETING HELD ON SEPTEMBER 14, 2022

4. OLD BUSINESS

A. REVIEW FOR APPROVAL EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST FOR: (IF AVAILABLE)

1. PROMOTIONAL ASSISTANT FIRE CHIEF
2. PROMOTIONAL POLICE MAJOR
3. PROMOTIONAL SUPERINTENDENT OF JAIL
4. PROMOTIONAL FIREFIGHTER FIRST CLASS
5. COMPETITIVE FIRE PREVENTION OFFICER
6. COMPETITIVE POLICE COMMUNICATIONS OFFICER

B. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE POLICE JAILER EXAM

5. NEW BUSINESS

- A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS
- B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS
- C. REQUEST TO REMOVE NAMES FROM ELIGIBILITY LIST FOR POLICE RECORDS CLERK
- D. REQUEST TO CALL FOR POLICE RECORDS CLERK EXAM

6. ADJOURNMENT

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

M: 337.888.5352 ♦ F: 337.533.9318 ♦ Civilservicesecretary@sulphur.org ♦ www.sulphur.org