

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, July 15, 2020, at 5:33 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 by Chairman Granger. Member Bourgeois proceeded with the Invocation, which was then proceeded by the Pledge of Allegiance. A roll call was 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
- Firefighter First Class, William White
- Fire Engineer, Cody Vincent

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Granger advised to add **7.F.** Review for approval exam scores for Competitive Police Records Clerk. 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.

Chairman Granger advised to add **7.G.** Discuss and approve to postpone-Appeal Hearing scheduled on 7/21/2020 to an unknown date-Due to Rise in COVID cases. Motion to add item to the agenda 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

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 was made by Member Bourgeois and seconded by Vice Chairman Vice. All members voted in favor, none opposed.

APPROVAL OF MINUTES FROM REGULAR MEETING HELD ON JUNE 10, 2020

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

NEW BUSINESS

Motion to approve (6) Personnel Action Forms and reject (1)-Missing Appointing Authority's signature was made by Chairman Granger and seconded by Member Bourgeois. All members voted in favor and none opposed.

FIRE: APPROVED

Joshua K. Clement/Termination of Sick Leave/06/24/2020/Permanent Fire Captain

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Richard B. Deville/Termination of Substitute Appointment/06/24/2020/Permanent Firefighter First Class
Richard B. Deville/Substitute Appointment for 30 days or more/07/05/2020/Substitute Fire Engineer
Jarred A. Miller/Sick Leave (Extended)/06/04/2020/Permanent Fire Captain
Nickolas N. Rogers/Termination of Sick leave/06/18/2020/Permanent Firefighter
Kevin P. White/Substitute Appointment for 30 days or more/07/05/2020/Substitute Fire Captain

FIRE-REJECTED:

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

Motion to approve all (13) Personnel Action Forms was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor and none opposed.

POLICE- APPROVED:

Alexandra N. Armstrong/Termination of Leave without pay/06/22/2020/Permanent Police Records Clerk
Alexandra N. Armstrong/Resignation/07/03/2020/Permanent Police Records Clerk
Alec T. Blatcher/Termination of Leave without pay/06/22/2020/Provisional Jailer
Justin C. Foster/Written Reprimand/06/15/2020/Permanent Police Officer
Vincent J. Gazzolo/Confirmation/07/01/2020/Permanent Jailer
Ronnie B. Guillory Jr/Confirmation/07/11/2020/Permanent Police Officer
Larry G. Guillotte/Confirmation/07/11/2020/Permanent Assistant Police Chief
Gregory P. Martin/Interruption of the Working Test Period (sick leave)/04/28/2020/Probational Police Captain
Deshawn L. Mouton/Resume Working Test Period (from leave w/o pay)/06/15/2020/Probational Police Officer
Rachel W. Richard/Confirmation/07/02/2020/Permanent Evidence Officer
Jason A. Thibodeaux/Resume Working Test Period (from leave w/o pay)/06/22/2020/Probational Police Records Clerk
Dianna M. Williams/Resume Working Test Period (from leave w/o pay)/06/22/2020/Probational Police Officer
Dianna M. Williams/Termination (Failed Working Test Period)/06/24/2020/Probational Police Officer

Motion to approve exam scores for Competitive Jailer was made by Vice Chairman Vice, motion was amended and motion made by Vice Chairman Vice to approve exam scores for Competitive Jailer and add names to the eligibility list and seconded by Member Bourgeois. All members voted in favor, none opposed.

Motion to approve posting for Public Hearing to revise education requirements 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 and set Public Hearing date to Wednesday, August 19, 2020, at 5:30pm. was made by Member Bourgeois and seconded by Member Caesar. All members voted in favor, none opposed. **(Posting Notice attached)**

Motion to approve posting for Public Hearing to add valid driver's license requirement 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 and set Public Hearing date to Wednesday, August 19, 2020, at 5:30pm. was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor, none opposed. **(Posting Notice attached)**

Motion to approve exam scores for Competitive Police Records Clerk was made by Vice Chairman Vice, motion was amended and motion made by Vice Chairman Vice to approve exam scores for Competitive Police Records Clerk and add names to the eligibility list and seconded by Member Caesar. All members voted in favor, none opposed.

Chairman Granger advised that with both parties Attorneys in agreement to reschedule the Appeal hearing, as well as the large crowd expected to attend and with (2) subpoenaed witnesses in quarantine due to the COVID. Motion to approve by Vice Chairman Vice to postpone the Appeal Hearing scheduled for July 21, 2020, at 5:30pm to an

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unknown date based on the health and welfare of the public, the board and all parties and the uptake in COVID cases and when it is safer for a large gathering for a hearing and seconded by Member Ceasar. All parties voted in favor, none opposed. Members also advised they will revisit the Appeal Hearing date at the next Public Hearing on 08/19/2020 if it is not rescheduled.

ADJOURN

With no further business before the Board a motion to adjourn was made by Member Bourgeois and seconded by Chairman Granger. All members voted in favor, none opposed. Meeting was adjourned at 6:12pm.

Minutes submitted by

Lee Ann Hebert, Board Secretary

Approved by the board

A handwritten signature in blue ink, appearing to be 'JL' followed by a large, stylized flourish.

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 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.

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

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NOTICE OF **RESCHEDULE** PUBLIC APPEAL HEARING

**DUE TO THE RISE IN COVID-19 CASES
THE BOARD HAS POSTPONED THE HEARING AT THIS TIME**

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

UNKNOWN DATE AT THIS TIME

**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 **07/16/2020 UNTIL NEW DATE IS SET**

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