

**MINUTES**  
**SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**REGULAR BOARD MEETING**  
**APRIL 13, 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 5:40 p.m. on Wednesday, April 13, 2022. Followed by the Invocation and the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** Chairman Chris Vice  
Vice Chairman Thomas Bourgeois  
Member Mary Ceasar  
Police Representative John Wall  
Member Colby Ceasar

**Also, Present:** Board Secretary, Lee Ann Hebert  
Mayor Mike Danahay  
Fire Chief, Dan Selph  
Assistant Fire Chief, John Naquin

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

Chairman Vice advised no items to be added to the agenda.

**2. APPROVAL OF AGENDA**

MOTION to approve the agenda was made by Vice Chairman Bourgeois.

SECONDED BY: Member Mary Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

**3. APPROVAL OF MINUTES FROM REGULAR MEETING ON MARCH 16, 2022**

MOTION to approve the minutes was made by Member Mary Ceasar.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

**4. OLD BUSINESS**

**A. REVIEW FOR APPROVAL COMPETITIVE POLICE JAILER EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST**

MOTION to approve was made by Member Colby Ceasar.

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

**B. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL ASSISTANT POLICE CHIEF EXAM**

No applications were submitted.

**C. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL ASSISTANT FIRE CHIEF EXAM**

MOTION to approve (2) applications was made by Police Representative Wall.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

## **MINUTES**

### **SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

#### **REGULAR BOARD MEETING**

**APRIL 13, 2022, 5:30 P.M.**

#### **APPROVED APPLICATIONS - ASSISTANT FIRE CHIEF**

Clark, Shannon J.      White, Robert T.

#### **D. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL DISTRICT FIRE CHIEF EXAM**

MOTION to approve (3) applications was made by Vice Chairman Bourgeois.

SECONDED BY:      Police Representative Wall

**EXCEPTION:**      **Chairman Vice recused himself from approving or voting.**

VOTED IN FAVOR:      Vice Chairman Bourgeois, Member Mary Ceasar, Member Colby Ceasar, Police Representative Wall

ANY OPPOSED:      NONE

#### **APPROVED APPLICATIONS - DISTRICT FIRE CHIEF**

Benoit, Wendell G.      Owen, Chad M.

Vice, Christopher M.

#### **E. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL POLICE SERGEANT EXAM**

MOTION to approve (1) application was made by Vice Chairman Bourgeois.

SECONDED BY:      Police Representative Wall

VOTED IN FAVOR:      ALL

ANY OPPOSED:      NONE

#### **APPROVED APPLICATIONS - POLICE SERGEANT**

Powell, AJ

### **5. NEW BUSINESS**

#### **A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS**

MOTION to approve (7) Personnel Action Forms for Fire Department was made by Vice Chairman Bourgeois.

SECONDED BY:      Member Mary Ceasar

VOTED IN FAVOR:      ALL

ANY OPPOSED:      NONE

#### **APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT**

Alex Latiolais	4/22/2022	Resignation
Jacob Linton	2/23/2022	Sick Leave (Extended)
Jacob Linton	3/31/2022	Termination of Sick Leave
Mark McClelland	4/1/2022	Retirement
John Naquin	4/4/2022	Provisional Appointment
David Richard	3/8/2022	Sick Leave (Extended)
Kevin White	4/7/2022	Confirmation

#### **B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS**

MOTION to approve (5) Personnel Action Forms for Police Department was made by Police Representative Wall.

SECONDED BY:      Member Colby Ceasar

VOTED IN FAVOR:      ALL

ANY OPPOSED:      NONE

#### **APPROVED PERSONNEL ACTION FORMS – POLICE DEPARTMENT**

John Beard	3/17/2022	Re-employment (probational) (after resignation)
Dylan Bedsole	3/15/2022	Suspension (1 day)
Trent Hanson	3/17/2022	Sick Leave (Extended)
Trent Hanson	4/7/2022	Termination of Sick Leave
Rebecca LaFosse	3/17/2022	Sick Leave (Extended)



## MINUTES

### SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

REGULAR BOARD MEETING

APRIL 13, 2022, 5:30 P.M.

#### C. DISCUSSION REGARDING BOARD RULE XII, SECTION 1: B. "SICK LEAVE" REQUESTED BY FIRE CHIEF DAN SELPH

Board members and Chief Selph discussed the board rule and the verbiage and how it can be misleading. Board members discussed changing the verbiage of the board rule by removing the **portion in bold** and post for the notice of public hearing.

**MOTION** to Post Notice for Public Hearing with the following amendments to **Board Rule XII, Section 1: B "Sick Leave"** was made by Police Representative Wall.

**RULE XII** LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES:

**SECTION 1:** Leaves of Absence—Police and Fire

##### B. SICK LEAVE

1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks ~~during a calendar year~~ for any sickness or injury, or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the forementioned will be "Leave" of Absence with Pay".

SECONDED BY: Vice Chairman Bourgeois

#### ROLL CALL

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

#### 6. ADJOURNMENT

MOTION to ADJOURN was made by Member Mary Ceasar.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

Meeting was adjourned at 6:29 pm.

Minutes submitted by

Lee Ann Hebert, Secretary

APPROVED BY THE BOARD





## Sulphur Municipal Fire and Police Civil Service Board

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### REVISED AGENDA "NEW LOCATION"

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Wednesday, April 13, 2022**. The meeting will be held at **5:30 P.M.** in the **"NEW"** CITY OF SULPHUR COUNCIL CHAMBERS, located at **1551 East Napoleon Street**, Sulphur, LA 70663.

#### CALL TO ORDER

#### INVOCATION

#### PLEDGE OF ALLEGIANCE

#### 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 MARCH 16, 2022

#### 4. OLD BUSINESS

- A. REVIEW FOR APPROVAL COMPETITIVE POLICE JAILER EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST
- B. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL ASSISTANT POLICE CHIEF EXAM
- C. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL ASSISTANT FIRE CHIEF EXAM
- D. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL DISTRICT FIRE CHIEF EXAM
- E. REVIEW FOR APPROVAL APPLICATIONS FOR PROMOTIONAL POLICE SERGEANT EXAM

#### 5. NEW BUSINESS

- A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS
- B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS
- C. DISCUSSION REGARDING BOARD RULE XII, SECTION 1: B. "SICK LEAVE" REQUESTED BY FIRE CHIEF DAN SELPH

#### 6. ADJOURNMENT

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





## Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70663

Chris Vice, Chairman

### NOTICE OF A PUBLIC HEARING (PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES)

The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to **Rule XII, Section 1: B. 1. Sick Leave** of the civil service board rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on **Thursday, May 19, 2022**, at **5:30 p.m.** at the City of Sulphur Council Chambers located at 1551 East Napoleon Street, Sulphur, LA 70663.

#### Proposed amendment:

#### **RULE XII**

LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES:

**SECTION 1:** Leaves of Absence—Police and Fire

#### **B. SICK LEAVE**

1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks for any sickness or injury, or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified service who draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the forementioned will be "Leave" of Absence with Pay".

By direction of the chairman:

*Lee Ann Habert*

Secretary

**POST THIS NOTICE FROM APRIL 18, 2022 THROUGH MAY 19, 2022**

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

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