

MINUTES
SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

REGULAR BOARD MEETING

JULY 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 5:32 p.m. on Wednesday, July 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
Fire Chief Dan Selph
Assistant Fire Chief John Naquin
Captain Justin Davis
Engineer Seth Gilbert
Derick Franus

1. REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Motion to add Item 5. E. "Request to call for Promotional Assistant Fire Chief Exam with a waiver" was made by Vice Chairman Bourgeois.

SECONDED BY: Police Representative Wall and Member Mary Ceasar

ROLL CALL

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

Motion to add Item 5. F. "Review for approval/vote on Request Letter from Fire Chief Dan Selph regarding Reemployment of former Firefighter First Class Derick Franus" was made by Police Representative Wall.

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

2. APPROVAL OF AGENDA AS AMENDED

MOTION to approve the agenda as amended was made by Member Mary Ceasar.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

3. APPROVAL OF MINUTES FROM REGULAR MEETING ON JUNE 15, 2022

MOTION to approve the minutes was made by Police Representative Wall.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

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4. OLD BUSINESS

A. REVIEW FOR APPROVAL EXAM SCORES FOR PROMOTIONAL ASSISTANT FIRE CHIEF

MOTION to approve the exam scores was made by Police Representative Wall.

SECONDED BY: Member Mary Ceasar & Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

B. REVIEW FOR APPROVAL EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST FOR PROMOTIONAL DISTRICT FIRE CHIEF

MOTION to approve exam scores and add names to the eligibility list was made by Vice Chairman Bourgeois.

SECONDED BY: Police Representative Wall

EXCEPTION: Chairman Vice recused himself from voting.

Vice Chairman Bourgeois, Member Mary Ceasar,

VOTED IN FAVOR: Police Representative Wall, Member Colby Ceasar

ANY OPPOSED: NONE

C. REVIEW FOR APPROVAL EXAM SCORES FOR PROMOTIONAL POLICE SERGEANT EXAM

MOTION to approve exam scores was made by Police Representative Wall.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

D. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE SECRETARY TO THE POLICE CHIEF EXAM

MOTION to approve (4) applications was made by Member Colby Ceasar.

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED APPLICATIONS – SECRETARY TO THE POLICE CHIEF

CARLIN, MORGAN P. JOHNSON, CAITLEN P.

HAMMETT, CHRISTINE N. MILLER, KRISTI B.

E. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE POLICE RECORDS CLERK EXAM

MOTION to approve (6) applications was made by Vice Chairman Bourgeois.

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED APPLICATIONS – POLICE RECORDS CLERK

BATTISE, CHANTELE R. MCDANIEL, HALEY N.

BRUNO, TASHA G. MCNEIL, GEORGIA K.

FONTENOT, BRANDI R. REEVES, AMBER R.

5. NEW BUSINESS

A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS

MOTION to approve (3) Personnel Action Forms for Fire Department was made by Member Mary Ceasar.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT

Andrew Davidson 7/7/2022 Resignation

John Naquin 7/4/2022 Provisional Appointment (Renewal)

Herbert Satchell Jr 6/16/2022 Termination of Sick Leave

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B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS

MOTION to approve (5) Personnel Action Forms for Police Department was made by Member Colby Ceasar.

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – POLICE DEPARTMENT

Justin Duplechin	6/20/2022	Written Reprimand
Lydia Fontenot	6/28/2022	Confirmation
Larry Guillotte Jr	7/4/2022	Provisional Appointment
Rickie Littleton	7/4/2022	Substitute Appointment
Shaun Stewart	7/10/2022	Resignation

Chairman Vice advised for the record that the board received formal notification on July 11, 2022, from Attorney Daniel M. Landry III on behalf of Police Officer Rebecca LaFosse. Advising the board that his client is resigning from her position at the Sulphur Police Department and was withdrawing her pending Appeal Hearing scheduled for August 3, 2022.

C. REQUEST TO CALL FOR PROMOTIONAL POLICE MAJOR EXAM

MOTION to approve request was made by Chairman Vice.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

D. REQUEST TO CALL FOR PROMOTIONAL SUPERINTENDENT OF JAIL EXAM

MOTION to approve request was made by Member Mary Ceasar.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

E. REQUEST TO CALL FOR PROMOTIONAL ASSISTANT FIRE CHIEF EXAM WITH A WAIVER

MOTION to approve to call for Assistant Fire Chief exam and waive the requirement of being a regular and permanent District Fire Chief, as well as time in grade and associate's degree for this exam only, to allow any regular and permanent Fire Captain who meets all other requirements to take this exam, was made by Vice Chairman Bourgeois.

SECONDED BY: Member Colby Ceasar

EXCEPTION: Chairman Vice recused himself from voting

Vice Chairman Bourgeois, Member Mary Ceasar,

VOTED IN FAVOR: Police Representative Wall, Member Colby Ceasar

ANY OPPOSED: NONE

F. REVIEW FOR APPROVAL/VOTE ON REQUEST LETTER FROM FIRE CHIEF DAN SELPH REGARDING REEMPLOYMENT OF FORMER FIREFIGHTER FIRST CLASS DERICK FRANUS

Chairman Vice read aloud the letter and LA RS 33:2490 (D). Board members reviewed and discussed the request letter and supporting documents and verified that Mr. Franus meets the requirements of the Civil Service Board. MOTION to approve to the Reemployment of Firefighter Derick Franus to the class of Probational Firefighter First Class was made by Police Representative Wall.

SECONDED BY: Vice Chairman Bourgeois

ROLL CALL

Chairman Chris Vice	YES
Vice Chairman Thomas Bourgeois	YES
Member Mary Ceasar	YES

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Police Representative John Wall	YES
Member Colby Ceasar	YES

6. ADJOURNMENT

MOTION to ADJOURN was made by Vice Chairman Bourgeois.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

Meeting was adjourned at 6:34 pm.

Minutes submitted by

Lee Ann Hebert, Secretary

APPROVED BY THE BOARD





Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Chris Vice, Chairman

AGENDA

"TEMPORARY LOCATION"

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Wednesday, July 13, 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

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 JUNE 15, 2022

4. OLD BUSINESS

- A. REVIEW FOR APPROVAL EXAM SCORES FOR PROMOTIONAL ASSISTANT FIRE CHIEF (IF AVAILABLE)
- B. REVIEW FOR APPROVAL EXAM SCORES AND ADD NAMES TO THE ELIGIBILITY LIST FOR PROMOTIONAL DISTRICT FIRE CHIEF (IF AVAILABLE)
- C. REVIEW FOR APPROVAL EXAM SCORES FOR PROMOTIONAL POLICE SERGEANT (IF AVAILABLE)
- D. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE SECRETARY TO THE POLICE CHIEF EXAM
- E. REVIEW FOR APPROVAL APPLICATIONS FOR COMPETITIVE POLICE RECORDS CLERK EXAM

5. NEW BUSINESS

- A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS
- B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS
- C. REQUEST TO CALL FOR PROMOTIONAL POLICE MAJOR EXAM
- D. REQUEST TO CALL FOR PROMOTIONAL SUPERINTENDENT OF JAIL EXAM

6. ADJOURNMENT

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

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