

MINUTES
SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
REGULAR BOARD MEETING
NOVEMBER 9, 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 5:33 p.m. on Wednesday, November 9, 2022, with a quorum present. Followed by the Invocation and the Pledge of Allegiance.

ROLL CALL

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

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

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 Vice Chairman Mary Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

3. APPROVAL OF MINUTES FROM REGULAR MEETING ON OCTOBER 12, 2022

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

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

4. OLD BUSINESS

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

MOTION to approve (10) applications and reject (1) application was made by Vice Chairman Mary Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED APPLICATIONS – POLICE RECORDS CLERK

ALANIZ, KALEIGH M.	LANTHIER, CONNIE S.
GIBBS, EMILEE R.	MILLER, VICTORIA K.
GOODWIN, SAMANTHA D.	MOODY, LEHA M.
HAGER, TAMRA A.	PATTON, STEPHANIE, A.
LANE, ELLEN V.	TRAHAN, DELICIA C.

REJECTED APPLICATIONS – POLICE RECORDS CLERK

RICHARD, KIRA – MISSING EDUCATION REQUIREMENTS

5. NEW BUSINESS

A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS

MOTION to approve (17) Personnel Action Forms for Fire Department was made by Member Colby Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

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APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT

Dennis Bickham	10/13/2022	Promotion (Probational)
Roddy Dauzat	10/3/2022	Interruption of the Working Test Period (sick leave)
Evan Farque	10/11/2022	Probational Firefighter
Larry Findley, III	10/31/2022	Promotion (Probational)
Devan Flowers	10/31/2022	Promotion (Probational)
Gabriel Kemp	10/11/2022	Probational Firefighter
Andrew LaFosse	10/31/2022	Promotion (Probational)
Kevin Manuel	11/12/2022	Resignation
Mason McDonald	10/11/2022	Probational Firefighter
Aaron Moody, II	10/31/2022	Promotion (Probational)
Austin Mosack	10/11/2022	Probational Firefighter
John Naquin	10/13/2022	Promotion (Probational)
David Richard	11/7/2022	Retirement
Manuel Rodriguez	10/11/2022	Probational Firefighter
Aaron Sermon	10/31/2022	Promotion (Probational)
Christopher Smith	10/13/2022	Promotion (Probational)
Christopher Smith	11/7/2022	Suspension

B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS

MOTION to approve (2) Personnel Action Forms for Police Department was made by Police Representative Cain.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – POLICE DEPARTMENT

Trent Hanson	11/3/2022	Sick Leave
Jason Robbins	11/8/2022	Sick Leave

C. REVIEW FOR APPROVAL POSTING NOTICE FOR 2023 BOARD MEETINGS

MOTION to approve Posting Notice with changes to the dates was made by Member Colby Ceasar.

SECONDED BY: Police Representative Cain

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

D. REQUEST TO CALL FOR PUBLIC HEARING TO REVIEW AND APPROVE FIRE DEPARTMENT AND POLICE DEPARTMENT SENIORITY ROSTERS

MOTION to approve request and set Public Hearing to 12/14/2022, at 5:30pm was made by Vice Chairman Mary Ceasar.

SECONDED BY: Fire Representative Rozas

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

E. REQUEST TO CALL FOR COMPETITIVE FIRE TRAINING OFFICER EXAM

MOTION to approve request was made by Fire Representative Rozas.

SECONDED BY: Vice Chairman Mary Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

F. REQUEST TO REMOVE NAMES FROM ELIGIBILITY LIST FOR COMPETITIVE FIRE PREVENTION OFFICER

MOTION to approve request to clear the eligibility list was made by Police Representative Cain.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

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- G. REQUEST TO CALL FOR COMPETITIVE FIRE PREVENTION OFFICER EXAM
MOTION to approve request was made by Vice Chairman Mary Ceasar.

SECONDED BY: Member Colby Ceasar
VOTED IN FAVOR: ALL
ANY OPPOSED: NONE

6. ADJOURNMENT

MOTION to ADJOURN was made by Chairman Bourgeois.

SECONDED BY: Police Representative Cain
VOTED IN FAVOR: ALL

Meeting was adjourned at 6:31 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

Thomas Bourgeois, Chairman

AGENDA

"TEMPORARY LOCATION"

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Wednesday, November 9, 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 OCTOBER 12, 2022

4. OLD BUSINESS

- A. 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. REVIEW FOR APPROVAL POSTING NOTICE FOR 2023 QUARTERLY BOARD MEETINGS
- D. REQUEST TO CALL FOR PUBLIC HEARING TO REVIEW AND APPROVE FIRE DEPARTMENT AND POLICE DEPARTMENT SENIORITY ROSTERS
- E. REQUEST TO CALL FOR COMPETITIVE FIRE TRAINING OFFICER EXAM
- F. REQUEST TO REMOVE NAMES FROM ELIGIBILITY LIST FOR COMPETITIVE FIRE PREVENTION OFFICER
- G. REQUEST TO CALL FOR COMPETITIVE FIRE PREVENTION OFFICER 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



Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Thomas Bourgeois, Chairman

NAMES OF INDIVIDUALS ON THE COMPETITIVE ELIGIBILITY LIST FOR THE CLASS OF FIRE PREVENTION OFFICER

11/9/2022

City of Sulphur
101 N. Huntington St.
Sulphur, LA 70663

Dear Mayor Danahay:

Please be advised that the Sulphur Civil Service Board met on **11/9/2022** and approved the eligibility list for the class of Fire Prevention Officer.

The eligibility list does not have any individuals eligible for employment.

Number	Name	Score %	Date board added name to list	Date Score Expires
1				
2				
3				

V = Veterans' Points

If you have any questions, please contact the civil service board.

Sincerely,


Thomas Bourgeois, Chairman



Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

Thomas Bourgeois, Chairman

October 31, 2022

REMOVAL OF NAMES FROM ELIGIBILITY LIST

TO: Office of State Examiner
FROM: Secretary of the Civil Service Board

The Sulphur Municipal Fire and Police Civil Service Board has received a written statement from the Appointing Authority/Chief of the Fire or Police Department as to the reasons for removal of these names. All names listed below have been removed from the current eligible employment lists and were not appointed for the reasons indicated:

- A. Declined an offer of appointment.
- B. Was interviewed by the appointing authority and rejected. The civil service board found the reasons sufficient to remove the name. (SEE R.S. 33:2553(5) or R.S. 33:2493(5))
- C. After offer of employment, applicant failed to pass the required physical examination necessary to perform the job with or without accommodation.
- D. After repeated attempts, unable to contact applicant by phone or written communications.
- E. List and explain any others.

SIGNATURE OF THE CHAIRMAN:

DATE THE BOARD CLEARED THE ELIGIBILITY LIST: 11/9/2022

NAME OF APPLICANT	EXAM TAKEN (CLASS)	DATE OF BOARD'S APPROVAL OF GRADES	REASON FOR BOARD'S REMOVAL	DATE OF BOARD'S REMOVAL
THOMAS A. GRAY	FIRE PREVENTION OFFICER	10/12/2022	D	11/9/2022