

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. BOX 1309,
SULPHUR, LOUISIANA 70664
Office: (337)888-5352

The Sulphur Municipal Fire and Police Civil Service Board met in Special Meeting on Wednesday, July 7, 2021, at 5:30 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 at 5:40 pm by Chairman Granger. Chairman Granger proceeded with the Invocation, which was then proceeded by the Pledge of Allegiance. A roll call was then made with the results below.

Present were:

- Chairman, Mike Granger
- Vice Chairman, Chris Vice
- Member, Mary Ceasar
- Police Representative, John Wall

Not Present:

- Member, Thomas Bourgeois

Also, Present:

- Board Secretary, Lee Ann Hebert
- Fire Chief, Dan Selph
- Mayor, Mike Danahay
- Police Officer, JR Trabler
- Police Chief, Lewis Coats
- Police Officer, Richard Jordan

REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Granger advised no items to be added.

APPROVAL OF AGENDA AS AMENDED

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

APPROVAL OF MINUTES FROM REGULAR MEETING ON JUNE 17, 2021

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

OLD BUSINESS

No applications were submitted for approval for Promotional Firefighter First Class Exam.

NEW BUSINESS

Motion to approve (4) Fire Personnel Action Forms was made by Police Representative Wall and seconded by Vice Chairman Vice. All members voted in favor, none opposed.

FIRE: APPROVED

Jacob L. Boyette/Termination of Provisional Appointment/6/21/2021/Permanent Firefighter First Class

Justin D. Davis/Termination of sick leave/6/21/2021/Permanent Fire Captain

Joseph B. Mereo/Termination of Sick Leave/6/17/2021/Permanent Firefighter First Class

Aaron P. Moody/Termination of Substitute Appointment/6/21/2021/Permanent Fire Engineer

Motion to approve (5) Police Personnel Action Forms was made by Police Representative Wall and seconded by Member Ceasar. All members voted in favor, none opposed.

POLICE- APPROVED:

Abigale N. Barks/Police Officer Recruit/6/10/2021/Police Officer Recruit

Benton P. Barnett/Sick Leave (Duty Injury)/6/17/2021/Permanent Police Officer

Alec T. Blatcher/Police Officer Recruit/3/1/2021/Police Officer Recruit *Corrected*

Chase A. Jardneaux/Police Officer Recruit/5/27/2021/Police Officer Recruit

Glenn M. Martin/Termination of sick leave/6/24/2021/Permanent Police Officer

Motion to approve the request to call for exam for Competitive Fire Prevention Officer was made by Vice Chairman Vice and seconded by Member Ceasar. All members voted in favor, none opposed.

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P.O. BOX 1309,
SULPHUR, LOUISIANA 70664
Office: (337)888-5352

Motion to approve request to call for exam for Competitive Police Jailer was made by Member Ceasar and seconded by Vice Chairman Vice. All members voted in favor, none opposed.

All board members discussed the paperwork received from Police Officer JR Trabler concerning a written consultation being placed in his file and requested it to be removed. Board members directed questions to Officer Trabler and Police Chief Coats, related to the paperwork the board received. Chief Coats advised that the document in question is in the Major's Office and is in the Supervisory file and not the employees Personnel File. Chief Coats advised the department purges the files based on their Retention Schedule and if purging the files on an annual basis is required, they will do that.

Chairman Granger also directed questions to Officer Trabler and Police Chief Coats regarding the request to be compensated when being placed on-call and be compensated for time that was lost. As well as requesting the board investigate the vacation and compensatory time penalties. If an officer using vacation or compensatory time during a pay period, and they are called in due to being on-call, they are being paid at a straight time rate. Chief Coats advised that all pay is followed by FLSA guidelines by the department and the city. Chief Coats advised that he was advised by the City Attorney that there's two types of on-call pay guidelines. One being "restrictive pay", which is when someone is stuck at work and cannot leave and they can't go about their daily business and they can't do so much, so they would be paid at an overtime rate or on-call pay. While they are waiting on their phone call. What the City Attorney advises that we fall under is "non-restrictive pay" which is when you are free to go about your life and your on-call and you can do your shopping and do whatever. But if we call you "You must answer and you must be here within the 60 minutes, 45 minutes or whatever. That's non-restrictive and that's the guidelines that we fall under. Our rule of thumb is, once we call you, we want you here within 60 minutes ready to work. Chief Coats advised that each shifts Supervisor assigns days to each person on their shift for on-call days.

Vice Chairman Vice advised Officer Trabler that since the file in question is not in his personnel file, the board cannot remove anything from the Supervisory file. Vice Chairman Vice also stated that the compensation discrepancies with the pay, that's a policy that the city and the board cannot dictate how they pay the employees. Vice Chairman Vice advised there are some grey areas when you consider time worked and time not worked that can be discussed at a future date. He advised there's some Attorney General opinions out there that vary on the matter that can be brought up, but that would definitely have to be something that would have to be changed in our board rules. Chief Coats advised that he will modify any sheets that he has to ensure the Supervisory files are purged every year. Police Representative Wall requested that the policy could state specifically where the Supervisory files will be located at and when the files will expire. Chief Coats stated that was a fair request and he didn't have a problem with that. Chairman Granger advised Chief Coats to include the incidents or actions be removed or expire after one year. Chairman Granger asked Officer Trabler if he had any other questions or concerns from the board. Officer Trabler advised that he didn't have any further questions. No other actions were taken by the board.

All board members discussed Board Rule XII, Section 1 (N) COVID-19 Special Emergency Leave with Pay. After discussion between board members and from Mayor Danahay. Chairman Granger made a motion to vote on Board Rule XII, Section 1 (N) COVID-19 Special Emergency Leave with Pay to expire on 7/15/2021 and to not extend the expiration. Vice Chairman Vice seconded. Chairman Granger asked Secretary Hebert to take a Roll Call. Votes went as follows:

Chairman Granger - YES TO EXPIRE

Vice Chairman Vice - YES TO EXPIRE

Member Ceasar - YES TO EXPIRE

Police Representative Wall - YES TO EXPIRE

Being a unanimous vote of all members, motion carried.

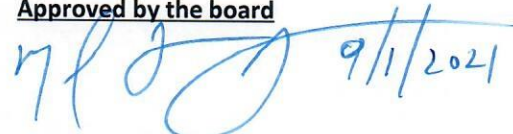
ADJOURN

Motion to adjourn was made by Chairman Granger and seconded by Vice Chairman Vice. All members voted in favor, none opposed. Meeting was adjourned at 6:41 pm.

Minutes submitted by

Lee Ann Hebert, Board Secretary

Approved by the board

 9/11/2021