

MINUTES

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

REGULAR BOARD MEETING

MARCH 16, 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 5:34 p.m. on Wednesday, March 16, 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

1. REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Chairman Vice advised we have several requests.

- **MOTION TO REMOVE ITEM 5.C. (REQUEST TO CALL FOR PROMOTIONAL FIREFIGHTER FIRST CLASS EXAM)** from the agenda was made by Vice Chairman Bourgeois.

SECONDED BY: Member Mary Ceasar

ROLL CALL

Chairman Vice	YES
Vice Chairman Bourgeois	YES
Member Mary Ceasar	YES
Police Representative Wall	YES
Member Colby Ceasar	YES

- **MOTION TO ADD ITEM 5.E. (REQUEST TO CALL FOR PROMOTIONAL ASSISTANT FIRE CHIEF EXAM)** was made by Police Representative Wall.

SECONDED BY: Member Colby Ceasar

ROLL CALL

Chairman Vice	YES
Vice Chairman Bourgeois	YES
Member Mary Ceasar	YES
Police Representative Wall	YES
Member Colby Ceasar	YES

- **MOTION TO ADD ITEM 5.F. (REQUEST TO CALL FOR PROMOTIONAL DISTRICT FIRE CHIEF EXAM)** was made by Vice Chairman Bourgeois.

SECONDED BY: Police Representative Wall

ROLL CALL

Chairman Vice	YES
Vice Chairman Bourgeois	YES
Member Mary Ceasar	YES
Police Representative Wall	YES
Member Colby Ceasar	YES

- **MOTION TO ADD ITEM 5.G. (REQUEST TO CALL FOR PROMOTIONAL POLICE SERGEANT EXAM)** was made by Member Colby Ceasar.

SECONDED BY: Police Representative Wall

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ROLL CALL

Chairman Vice	YES
Vice Chairman Bourgeois	YES
Member Mary Ceasar	YES
Police Representative Wall	YES
Member Colby Ceasar	YES

2. APPROVAL OF AGENDA AS AMENDED

MOTION to approve the agenda as amended 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 FEBRUARY 9, 2022

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

SECONDED BY: Member Mary Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

4. OLD BUSINESS

A. DISCUSSION RELATED TO BOARD RULE XII, SECTION 1, N. VERBIAGE ADOPTED ON 1/5/2022

Chairman Vice advised that Governor Jon Bel Edwards is not expected to renew or extended the COVID-19 Proclamation. If the Proclamation is not extended, then the COVID-19 Board Rule will expire on 3/17/2022.

5. NEW BUSINESS

A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS

MOTION to approve (4) Personnel Action Forms for Fire Department was made by Police Representative Wall.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT

Joshua Clement	2/18/2022	Termination (Expiration of Leave)
Aaron George	2/27/2022	Suspension
Scott Kuhlthau	2/18/2022	Termination of Sick Leave
Scott Kuhlthau	2/18/2022	Resignation

B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS

MOTION to approve (1) Personnel Action Forms for Police Department was made by Member Mary Ceasar.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – POLICE DEPARTMENT

Shannon Veillon	2/16/2022	Resignation
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C. REQUEST TO CALL FOR PROMOTIONAL FIREFIGHTER FIRST CLASS EXAM

Item was removed from the agenda.

D. REQUEST TO CALL FOR PROMOTIONAL ASSISTANT POLICE CHIEF EXAM

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

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SECONDED BY: Vice Chairman Bourgeois
VOTED IN FAVOR: ALL
ANY OPPOSED: NONE

E. REQUEST TO CALL FOR PROMOTIONAL ASSISTANT FIRE CHIEF EXAM

MOTION to approve exam request was made by Vice Chairman Bourgeois.

SECONDED BY: Chairman Vice
VOTED IN FAVOR: ALL
ANY OPPOSED: NONE

F. REQUEST TO CALL FOR PROMOTIONAL DISTRICT FIRE CHIEF EXAM

MOTION to approve exam request was made by Vice Chairman Bourgeois.

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

G. REQUEST TO CALL FOR PROMOTIONAL POLICE SERGEANT EXAM

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

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

6. ADJOURNMENT

MOTION to ADJOURN was made by Vice Chairman Bourgeois.

SECONDED BY: Member Mary Ceasar
VOTED IN FAVOR: ALL

Meeting was adjourned at 5:55 pm.

Minutes submitted by

Lee Ann Hebert, Secretary

APPROVED BY THE BOARD



**SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL EXAMINATION
ASSISTANT POLICE CHIEF**

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **ASSISTANT POLICE CHIEF** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **MARCH 29, 2022, at 4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Must possess a valid driver's license.
- Must be a regular and permanent employee in the class of Police Major with at least one (1) year in that class immediately preceding closing date for application to the board.

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM MARCH 17, 2022 THROUGH MARCH 29, 2022

PLEASE SEE ATTACHED CLASS PLAN

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL EXAMINATION
ASSISTANT FIRE CHIEF

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **ASSISTANT FIRE CHIEF** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

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QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
 - After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
 - Must possess a valid driver's license.
- EITHER**
- Must be a regular and permanent employee in the class of District Fire Chief for at least three (3) years immediately preceding closing date for application to the board.
- OR**
- Must be a regular and permanent employee in the class of District Fire Chief with at least one (1) year in that class immediately preceding closing date for application to the board, and have an Associate Degree in Fire Science or Fire Service Management.

By direction of the Chairman:

Lee Ann Hebert, Secretary

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DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL EXAMINATION
DISTRICT FIRE CHIEF

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **DISTRICT FIRE CHIEF** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **MARCH 29, 2022, at 4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Must possess a valid driver's license.
- Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding the closing date for application to the board.
- Prior to closing date for application to the board, must have obtained IFSAC Certification or Pro Board (NPQS) Certification meeting NFPA Standards, for Officer II Certification.

By direction of the Chairman:

Lee Ann Hebert, Secretary

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SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL EXAMINATION
POLICE SERGEANT

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **POLICE SERGEANT** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **MARCH 29, 2022, at 4:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
- Must possess a valid driver's license.
- Must be a regular and permanent employee in the class of Police Officer for a period of at least two (2) years immediately preceding the application deadline.

By direction of the Chairman:

Lee Ann Hebert, Secretary

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