

MINUTES
SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
REGULAR BOARD MEETING
MAY 19, 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 5:35 p.m. on Thursday, May 19, 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
Assistant Fire Chief, John Naquin

1. REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA

Motion to add Item 5. E. "Request to call for Competitive Police Chief Exam was made by Vice Chairman Bourgeois.

SECONDED BY: Member Colby 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

2. APPROVAL OF AGENDA AS AMENDED

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

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

3. APPROVAL OF MINUTES FROM REGULAR MEETING ON APRIL 13, 2022

MOTION to table the minutes to correct verbiage on item 4. D was made by Chairman Vice.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

4. OLD BUSINESS

A. DISCUSS AND VOTE ON THE ADOPTION OF THE PROPOSED REVISIONS TO BOARD RULE XII, SECTION 1: B. 1. SICK LEAVE, AS POSTED ON THE NOTICE OF PUBLIC HEARING & REVIEW RECOMMENDATION LETTER FROM THE OFFICE OF STATE EXAMINER

Chairman Vice read the current Board Rule, the Proposed Board Rule, and the Recommendation Letter from the Office of State Examiner aloud. Board members discussed the different options of the rule changes. Vice Chairman Bourgeois stated that he would like the same sick leave rule to apply to both the fire department employees and the police department employees. Vice Chairman Bourgeois advised he would like to see that the rules and laws are enforced more so they are not being taken advantage of. Chairman Vice stated that he would like the board rule to remain the same in its adopted form. Police Representative Wall advised he would also like the board rule to remain the same in its adopted form. Chairman Vice opened the floor to the public. No comments or questions from the public.

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MOTION to **reject the proposed amendment** and keep the current board rule the same was made by Police Representative Wall.

SECONDED BY: Member Colby 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

5. NEW BUSINESS

A. REVIEW FOR APPROVAL FIRE PERSONNEL ACTION FORMS

MOTION to approve (8) Personnel Action Forms for Fire Department was made by Member Mary Ceasar and Police Representative Wall.

SECONDED BY: Vice Chairman Bourgeois

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

APPROVED PERSONNEL ACTION FORMS – FIRE DEPARTMENT

Keith Broussard	3/29/2022	Sick Leave (Duty Injury)
Larry Findley III	3/25/2022	Sick Leave (Extended)
Aaron George	3/30/2022	Sick Leave (Extended)
Alex Latiolais	4/15/2022	Resignation *Corrected
Joseph Mereo	3/31/2022	Sick Leave (Extended)
Joshua Norwood	5/16/2022	Promotion (Probational)
Luke Oestrieher	5/16/2022	Promotion (Probational)
Herbert Satchell Jr	4/9/2022	Sick Leave (Extended)

B. REVIEW FOR APPROVAL POLICE PERSONNEL ACTION FORMS

MOTION to approve (9) 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

Lewis Coats	6/30/2022	Retirement
Christine Hammett	2/9/2022	Probational
Adam Hanson	5/8/2022	Resignation
Susan Hicks	5/3/2022	Sick Leave (Extended)
Tiffany Lanthier	3/13/2022	Probational Police Officer
Benjamin Morgan	4/3/2022	Provisional Appointment (Renewal)
Jonathan Plumley	3/17/2022	Confirmation
Shaun Stewart	12/20/2021	Termination of Sick Leave
Colby Wiersema	1/22/2022	Probational Police Officer

C. REQUEST TO CALL FOR PROMOTIONAL FIRE CAPTAIN EXAM

MOTION to approve request was made by Member Mary Ceasar.

SECONDED BY: Police Representative Wall

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

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D. REQUEST TO CALL FOR PROMOTIONAL FIRE ENGINEER EXAM

MOTION to approve request was made by Police Representative Wall.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

E. REQUEST TO CALL FOR COMPETITIVE POLICE CHIEF EXAM

MOTION to approve request was made by Chairman Vice.

SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

ANY OPPOSED: NONE

6. ADJOURNMENT

MOTION to ADJOURN was made by Vice Chairman Bourgeois.

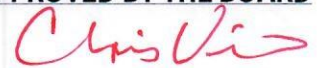
SECONDED BY: Member Colby Ceasar

VOTED IN FAVOR: ALL

Meeting was adjourned at 6:03 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 70663

Chris Vice, Chairman

REVISED AGENDA

"TEMPORARY LOCATION"

The Sulphur Municipal Fire and Police Civil Service Board will meet in **REGULAR MEETING** on **Thursday, May 19, 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 APRIL 13, 2022

4. OLD BUSINESS

- A. DISCUSS AND VOTE ON THE ADOPTION OF THE PROPOSED REVISIONS TO BOARD RULE XII, SECTION 1: B. 1. SICK LEAVE, AS POSTED ON THE NOTICE OF PUBLIC HEARING & REVIEW RECOMMENDATION LETTER FROM THE OFFICE OF STATE EXAMINER

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 FIRE CAPTAIN EXAM
- D. REQUEST TO CALL FOR PROMOTIONAL FIRE ENGINEER 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 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 Hebert

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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shall become effective upon approval of and by a majority of the board and filing of the same by the board with the State Examiner.

RULE XI

DISTRIBUTION OF BOARD RULES:

SECTION 1: A copy of the board rules shall be distributed to each board member, governing body one copy, Police Chief and Fire Chief one copy each, and police and fire station bulletin boards one copy each.

SECTION 2: A copy of the board rules shall be given on request to an appellant or his counsel prior to a hearing.

RULE XII

LEAVES OF ABSENCE, HOLIDAYS, AND BOARD RULES:

SECTION 1: Leaves of Absence--Police and Fire

A. Leaves of absence are classified as follows:

1. Leave of absence with pay
2. Leave of absence without pay
3. Absence without leave and pay
4. Administrative leave - The appointing authority may grant administrative leave with pay for periods not to exceed sixty (60) days when circumstances develop that would warrant the removal of an employee from the department without disadvantage in order for the appointing authority to conduct an investigation concerning the conduct of the employee or as may be otherwise required under department policies and procedures. This period may not be extended beyond sixty (60) days except with prior approval of the board, when circumstances warrant such extension. Administrative leave shall be terminated upon the employee being ordered to return to active duty or upon the appointing authority affecting disciplinary action, whichever occurs first.

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".

2. Sick leave may not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.
3. When an employee of the classified service is ill and cannot report for duty, it is the employee's responsibility to notify the supervisor or the person designated by the chief of the department not later than one (1) hour prior to the start of the assigned duty period. Failure to call, as indicated above, will result in the forfeit of pay, as it is classified as "absence without leave and pay" and may result in disciplinary action.
4. Sick leave is applicable to maternity claims. Maternity leave commences when a doctor certifies that the employee cannot perform all of the duties of her position and light duty within her classification is not available.
5. No cash payment may be made for accumulated sick leave. Should any illness last longer than two (2) calendar days, the employee is required to submit a doctor's certificate indicating the illness or condition which justified the absence, as well as the probable duration of the illness. For failure to produce a doctor's certificate for any illness over two (2) days, the employee will be classified as "absent without leave and pay." Should any employee of the classified service be frequently absent before or after their scheduled days off, or at any other time, the employee may be required to submit a doctor's certificate should the absence be for only one (1) calendar day, at the discretion of the Chief.

C. Funeral Leave/Family Emergency

1. An employee may be given time off without loss of pay, vacation leave, or sick leave in the event of a death or serious injury or illness in the employees' family, not to exceed a three (3) day period, except in extenuating circumstances



OFFICE of
STATE EXAMINER
FIRE & POLICE CIVIL SERVICE

April 26, 2022

Mr. Christopher Vice, Chairman
Sulphur Municipal Fire and
Police Civil Service Board
P.O. Box 1309
Sulphur, LA 70664

Dear Mr. Vice:


Thank you for forwarding the notice reflecting that your board will conduct a public hearing on May 19, 2022, to consider *revisions* to Rule XII, Section 1. B. of the Sulphur Civil Service Board Rules. This rule provides a sick leave benefit to classified fire and police employees. We appreciate the opportunity to review the proposed changes and respectfully request that this letter be read into the minutes of the hearing, so that those in attendance may be aware of our advice.

Upon review, we noted that Rule XII, Section 1 is entitled ***"Leaves of Absence – Police and Fire."*** The proposed amendment deletes the words "calendar year" as it relates to sick leave. Please note that LRS 33:2214 B.(1) specifically states: *"Each employee of the police departments of the municipalities covered by this Subpart, except the city of Westwego, shall be entitled to and given with full pay a sick leave aggregating not less than 52 weeks during any calendar year when the conditions actually warrant..."*

As it is statutorily mandated that police employees get an aggregate of 52 weeks of sick leave per calendar year, the Sulphur board rules should also reflect such. There is no such statutory mandate for fire employees. Therefore, it is OSE's recommendation that your board create separate sections (one for police and one for fire) addressing sick leave; or your board can make a clear distinction between the two sick leave entitlements within the proposed section. We suggest that your board refrain from adopting the proposed revision as posted, and instead vote to post revised language, as recommended above, for consideration at a new public hearing.

We hope that the information and recommendations provided here are helpful to your board. Please do not hesitate to contact us with any questions or concerns related to this advice.

Sincerely,



LaVon Raymond Johnson
General Counsel

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Mr. Christopher Vice, Chairman
Sulphur Municipal Fire and
Police Civil Service Board
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cc: Mr. Thomas Bourgeois, Vice-Chairman
Ms. Mary F. Ceasar, Board Member
Mr. Colby D. Ceasar, Board Member
Mr. Kenneth Wall, Board Member
Ms. Lee Ann Hebert, Board Secretary
Mr. Lewis Coates, Police Chief
Mr. Dan Selph, Fire Chief

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