

**BOSSIER CITY MUNICIPAL
FIRE & POLICE CIVIL SERVICE BOARD
PO BOX 5337
BOSSIER CITY, LOUISIANA 71171-5337
PHONE: 318/741-8621
FAX: 318/741-8893**

**WILLIAM SCHWARTZ
CHAIRMAN**

**KAREN MAXWELL
SECRETARY**

**CIVIL SERVICE BOARD SPECIAL MEETING
NOVEMBER 4, 2019
9:00 AM
BOSSIER POLICE CONFERENCE ROOM
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

**ON NOVEMBER 4, 2019, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD HELD
A SPECIAL BOARD MEETING AT THE BOSSIER CITY POLICE DEPARTMENT, CONFERENCE ROOM,
620 BENTON ROAD, BOSSIER CITY, LA. 71111**

AGENDA

I. CALL TO ORDER AND ROLL CALL 9:00 AM

BOARD CHAIRMAN WILLIAM SCHWARTZ CALLS THE MEETING TO ORDER AT 9:00 AM

**MEMBERS PRESENT: WILLIAM SCHWARTZ, CHAIRMAN/CLBM
CAPT.JASON SHELTON, FDBM
CHARLIE DAVIS, GABM
LOU CHANDLER, CLMB
OTHERS PRESENT: KAREN MAXWELL, BOARD SECRETARY**

II. APPROVAL OF AGENDA FOR NOVEMBER 4, 2019

BY BILL SCHWARTZ

MOTION MADE TO APPROVE THE AGENDA FOR NOVEMBER 4, 2019

**SECOND BY CAPT. SHELTON
COMMENTS: NONE
VOTING IN FAVOR: ALL**

III. APPROVAL OF BOARD MINUTES OF SEPTEMBER 27, 2019 BOARD MEETING

BY BILL SCHWARTZ

**MOTION MADE TO APPROVE AND DISPENSE WITH THE READING OF
BOARD MINUTES OF SEPTEMBER 27, 2019**

**SECOND BY CAPT. SHELTON
COMMENTS: NONE
VOTING IN FAVOR: ALL**

IV. UNFINISHED BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF APPLICATIONS FOR JAILER I

BY BILL SCHWARTZ

MOTION MADE TO APPROVE THE APPLICATIONS FOR JAILER I

SECOND BY: CAPT SHELTON

COMMENTS: NONE

VOTING IN FAVOR: ALL

THERE ARE 15 APPLICATIONS

2. APPROVAL OF APPLICATIONS FOR POLICE OFFICER AND POLICE COMMUNICATIONS OFFICER

BY BILL SCHWARTZ

MOTION MADE TO APPROVE THE APPLICATIONS FOR POLICE OFFICER AND POLICE COMMUNICATIONS OFFICER

SECOND BY: CAPT SHELTON

COMMENTS: NONE

VOTING IN FAVOR: ALL

THERE ARE 24 COMMUNICATION APPLICANTS AND 69 FOR POLICE OFFICER

FIRE DEPARTMENT

NONE

V. NEW BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS

BY CAPT SHELTON

MOTION MADE TO APPROVE THE PERSONNEL ACTION FORMS FROM THE POLICE DEPARTMENT

SECOND BY: LOU CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: ALL

APPROVED PERSONNEL ACTION FORMS:

**COMEAX, STEPHEN
GRAY, BILLY
GRAY, BILLY
HUNT, DION
MEANS, KRISTIE
MESSINA, WILLIAM
MESSINA, WILLIAM
SANCHEZ, REBECCA**

**CONFIRMATION
SICK LEAVE
TERMINATION OF SICK LEAVE
SICK LEAVE
CONFIRMATION
SICK LEAVE
TERMINATION OF SICK LEAVE
SICK LEAVE**

SOSA, KEVIN
THOMPSON, ZACHARY
TIMMS, SARAH

CONFIRMATION
RESIGNATION
RESIGNATION

2. APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR POLICE OFFICER BE REPORTED TO THIS JURISDICTION

BY: CAPT SHELTON

MOTION MADE TO APPROVE APPLICANTS GRADE RESULTS FOR POLICE OFFICER

SECOND: LOU CHANDLER
COMMENTS: NONE
VOTING IN FAVOR: ALL

APPLICANTS:

NAME:	WILSON, DEONDREA
EXAM SCORE:	87
JURISDICTION TESTED:	BATON ROUGE
DATE CERTIFIED:	SEPTEMBER 19, 2019

3. APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR POLICE COMMUNICATIONS OFFICER I BE REPORTED TO THIS JURISDICTION

BY CAPT SHELTON

MOTION MADE TO APPROVE THE APPLICANTS GRADE RESULTS FOR POLICE COMMUNICATIONS OFFICER 1

NAME:	BRANCH, ALECIEA
EXAM SCORE:	77
JURISDICTION TESTED:	MONORE
DATE CERTIFIED:	OCTOBER 16, 2019

NAME:	DORMAN, BETTY
EXAM SCORE:	95
JURISDICTION TESTED:	LAKE CHARLES
DATE CERTIFIED:	OCTOBER 4, 2019

SECOND BY: LOU CHANDLER
COMMENTS: NONE
VOTING IN FAVOR: ALL

4. APPROVAL OF A LETTER FROM CHIEF MCWILLIAMS REQUESTING THAT WE ADVERTISE FOR THE PROMOTIONAL POSITIONS OF POLICE CAPTAIN, POLICE LIEUTENANT, POLICE SERGEANT AND JAILER II

BY LOU CHANDLER

MOTION MADE TO APPROVE THE LETTER FROM CHIEF MCWILLIAMS REQUESTING THAT WE ADVERTISE FOR THE PROMOTIONAL POSITIONS OF POLICE CAPTAIN, POLICE LIEUTENANT, POLICE SERGEANT AND JAILER II

SECOND BY: CAPT. SHELDON
COMMENTS: NONE
VOTING IN FAVOR: ALL

**WE WILL ADVERTISE FOR ALL PROMOTIONAL POSITIONS BETWEEN NOVEMBER 5, 2019
AND DECEMBER 4, 2019.**

FIRE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS FROM THE FIRE DEPARTMENT

BY CAPT. SHELTON

**MOTION MADE TO APPROVE THE PERSONNEL ACTION FORMS
FROM THE FIRE DEPARTMENT**

SECOND BY LOU CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: ALL

APPROVED PERSONNEL ACTION FORMS:

BERNTH, ROBERT	SUBSTITUTE FIRE DRIVER
BERRY, DEWAYNE	PROBATIONAL DIST. FIRE CHIEF
BRAGG, KEVIN	TERMINATION OF SICK LEAVE
BRAGG, KEVIN	RESUMED WORKING TEST PERIOD
BROWN, JASON	PERMANENT FIREFIGHTER
FLEMING, JALEN	PERMANENT FIREFIGHTER
FONDREN, JOHN	PERMANENT FIREFIGHTER
GREER, KENNETH	SUBSTITUTE FIRE DRIVER
GREER, KENNETH	TERMINATION OF SUBSTITUTE APPT.
GUIN, TAYLOR	PERMANENT FIREFIGHTER
HALSELL, CHAD	SUBSTITUTE FIRE CAPTAIN
HALSELL, CHAD	TERMINATION OF SUBSTITUTE APPT.
HART, CHAD	PROBATIONAL FIRE DRIVER
KINNEY, MATTHEW	PROBATIONAL FIRE CAPTAIN
MCCOY, MACK	SICK LEAVE EXTENDED
MCCOY, MACK	INTERRUPTED WORKING TEST PERIOD
MOSS, COLBY	PERMANENT FIREFIGHTER
SMILEY, ADRIAN	SICK LEAVE EXTENDED
SMITH, SCOTT	PROBATIONAL ASSIST. FIRE CHIEF

**2. APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR FIREFIGHTER BE
REPORTED TO THIS JURISDICTION**

BY CAPT. SHELTON

**MOTION MADE TO APPROVE THE APPLICANTS REQUESTING
THEIR EXAM RESULTS FOR FIREFIGHTER BE REPORTED TO
THIS JURISDICTION**

SECOND BY LOU CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: ALL

APPROVED APPLICANTS:

NAME:	IDOM, WELDON
EXAM SCORE:	87
JURISDICTION TESTED:	DESOTO
DATE CERTIFIED:	SEPTEMBER 20, 2019

NAME: LEWIS, LANDON
EXAM SCORE: 81
JURISDICTION TESTED: SHREVEPORT
DATE CERTIFIED: OCTOBER 9, 2019

NAME: MATTSON, ANDREW
EXAM SCORE: 77
JURISDICTION TESTED: RUSTON
DATE: CERTIFIED: AUGUST 8, 2019

3. **APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR FIRE COMMUNICATIONS OFFICER BE REPORTED TO THIS JURISDICTION.**

BY CAPTAIN SHELTON

A MOTION MADE TO APPROVE APPLICANTS REQUESTING EXAM RESULTS FOR FIRE COMMUNICATIONS OFFICER BE REPORTED TO THIS JURISDICTION.

THERE ARE NO APPLICANTS

- VI. **APPROVAL TO POST THE PROPOSED RULE REVISIONS FROM THE OFFICE OF STATE EXAMINER LETTER DATED DECEMBER 17, 2018 AND TO SET A DATE FOR A PUBLIC HEARING TO ADOPT THE REVISIONS.**

BY SGT. CAPT. SHELDON

A MOTION MADE TO POST THE PROPOSED RULE REVISIONS FROM THE OFFICE OF STATE EXAMINER LETTER DATED DECEMBER 17, 2018 AND SET A DATE FOR A PUBLIC HEARING TO ADOPT THE REVISIONS.

WE WILL POST THE PROPOSED RULE REVISIONS FROM DECEMBER 16, 2019 THROUGH JANUARY 22, 2020 AND WILL HAVE THE PUBLIC HEARING TO ADOPT THE REVISIONS ON JANUARY 22, 2020.

**SECOND: LOU CHANDLER
COMMENTS: NONE
VOTING IN FAVOR: ALL**

- VII. **APPROVAL OF CALENDAR DATES FOR THE QUARTERLY CIVIL SERVICE BOARD MEETINGS FOR 2020.**

BY CAPT. SHELDON

A MOTION TO APPROVE THE CALENDAR DATES FOR THE QUARTERLY CIVIL SERVICE BOARD MEETINGS FOR 2020.

THE DATES APPROVED ARE: JANUARY 22, APRIL 22, JULY 22, AND OCTOBER 21, 2020.

**SECOND: LOU CHANDLER
COMMENTS: NONE
VOTING IN FAVOR: ALL**

MOTION MADE TO ADJOURN

**WITH THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD AT THIS TIME, THIS MEETING
IS ADJOURNED AT: 9:20**

**KAREN MAXWELL, SECRETARY
BOSSIER CITY MUNICIPAL FIRE AND
POLICE CIVIL SERVICE BOARD**