

**BOSSIER CITY MUNICIPAL
FIRE & POLICE CIVIL SERVICE BOARD
PO BOX 5337
BOSSIER CITY, LOUISIANA 71171-5337
PHONE: 318/698-7335
FAX: 318/741-8893**

**WILLIAM SCHWARTZ
CHAIRMAN**

**BARBARA MURRAY
SECRETARY**

**CIVIL SERVICE BOARD MEETING
JANUARY 24, 2017
9:00 AM
BOSSIER CITY POLICE DEPARTMENT
2ND FLOOR CONFERENCE ROOM
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

ON JANUARY 24, 2017, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD MET AT THE BOSSIER CITY POLICE DEPARTMENT, 2ND FLOOR CONFERENCE ROOM, 620 BENTON ROAD, BOSSIER CITY, LOUISIANA.

AGENDA

I. CALL TO ORDER 9:00 AM

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

**MEMBERS PRESENT: WILLIAM SCHWARTZ, CHAIRMAN/CLBM
JASON SHELTON, VICE CHAIRMAN/FDBM
SGT. CHARLES BRIDGES, PDBM
CHARLIE DAVIS, GBBM
MEMBERS ABSENT: LOU CHANDLER, CLBM
OTHERS PRESENT: BARBARA MURRAY, SECRETARY**

II. APPROVAL OF AGENDA FOR JANUARY 24, 2017

MR. SHELTON

MOTION MADE TO APPROVE THE AGENDA FOR JANUARY 24, 2017

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SHELTON, MR. SCHWARTZ, SGT. BRIDGES, MR. DAVIS

III. APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF DECEMBER 5, 2016

BY MR. SHELTON

**MOTION MADE TO APPROVE AND DISPENSE WITH READING
OF BOARD MINUTES OF DECEMBER 5, 2016**

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SHELTON, MR. SCHWARTZ, SGT. BRIDGES, MR. DAVIS

IV. OLD BUSINESS

POLICE DEPARTMENT

NONE

FIRE DEPARTMENT

1. APPROVAL OF APPLICATIONS FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES, FIRE PREVENTION OFFICER AND TRAINING OFFICER

THIS BOARD ADVERTISED FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES, FIRE PREVENTION OFFICER AND TRAINING OFFICER DECEMBER 19, 2016, THROUGH JANUARY 20, 2017.

THESE EXAMINATIONS WILL BE CONDUCTED IN BOSSIER CITY MARCH 6-7, 2017. DURING THE ADVERTISING PERIOD TEN APPLICATIONS WERE RECEIVED FOR TRAINING OFFICER, ELEVEN APPLICATIONS FOR FIRE PREVENTION OFFICER AND FIFTEEN APPLICATIONS FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES. ALL APPLICATIONS RECEIVED MEET THE ADVERTISED REQUIREMENTS.

BY MR. SHELTON

MOTION MADE TO APPROVE THE APPLICATIONS FOR TRAINING OFFICER, FIRE PREVENTION OFFICER AND SUPERVISOR OF EMERGENCY MEDICAL SERVICES

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SHELTON, MR. SCHWARTZ, SGT. BRIDGES, MR. DAVIS
SEE ATTACHED ROLL CALL

NEW BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS FROM THE POLICE DEPARTMENT

BY SGT. BRIDGES

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

SECOND BY MR. SHELTON

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS
SEE ATTACHMENT

APPROVED PERSONNEL ACTION FORMS:

BURR, COREY L.	CONFIRMATION
EVANS, KIMBERLY A.	PROBATIONAL
HAYES, RICHARD E.	RESIGNATION
HUCKABY, BRANDON S.	SICK LEAVE
HUCKABY, BRANDON S.	TERMINATION OF SICK LEAVE
JOHNSON, KENNETH W.	PROBATIONAL
KUTZ, LINDSEY A.	TERMINATION OF SICK LEAVE

LEWIS, AARON T., JR.	PROBATIONAL
MEACHAM, VIRGINIA S.	PROBATIONAL
RAMBO, QUATISHA J.	SICK LEAVE
RAMBO, QUATISHA J.	TERMINATION OF SICK LEAVE
SANFORD, HAROLD W., JR.	PROBATIONAL
SCOTT, COURTNEY A.	NAME CHANGE FROM COURTNEY LOFLIN
SMOAK, JAVIS M.	SICK LEAVE
SMOAK, JAVIS M.	TERMINATION OF SICK LEAVE
THOMPSON, ZACHARY W.	SICK LEAVE
THOMPSON, ZACHARY W.	TERMINATION OF SICK LEAVE
THOMPSON, ZACHARY W.	CONFIRMATION
WIGGINS, JAMES N.	PROBATIONAL

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

BY SGT. BRIDGES

MOTION MADE TO APPROVE THE APPLICANTS REQUESTING THEIR EXAM RESULTS FOR POLICE OFFICER BE REPORTED TO THIS JURISDICTION

SECOND BY MR. SHELTON

COMMENTS: NONE

VOTING IN FAVOR: MR. SHELTON, MR. SCHWARTZ, SGT. BRIDGES, MR. DAVIS

APPROVED APPLICANTS:

NAME:	COUNCIL, DARRYL
EXAM SCORE:	85
JURISDICTION TESTED IN:	NATCHITOCHE
DATE EXAM CERTIFIED:	JANUARY 20, 2017

NAME:	FREEDMAN, JOSHUA
EXAM SCORE:	95
JURISDICTION TESTED IN:	SHREVEPORT
DATE EXAM CERTIFIED:	NOVEMBER 17, 2016

NAME:	LARA, CHRISTIAN
EXAM SCORE:	98
JURISDICTION TESTED IN:	SHREVEPORT
DATE EXAM CERTIFIED:	NOVEMBER 17, 2016

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

BY SGT. BRIDGES

MOTION MADE TO APPROVE THE APPLICANTS REQUESTING THEIR EXAM SCORES FOR POLICE COMMUNICATIONS OFFICER I, BE REPORTED TO THIS JURISDICTION

SECOND BY MR. SHELTON

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS

APPROVED APPLICANTS:

NAME: CALDWELL, CHANDA
EXAM SCORE: 88
JURISDICTION TESTED IN: SHREVEPORT
DATE EXAM CERTIFIED: DECEMBER 14, 2015

4. LETTER FROM CHIEF McWILLIAMS REQUESTING THE BOARD ADVERTISE FOR POLICE COMMUNICATIONS OFFICER I

SGT. BRIDGES STATES THAT THE BOARD RECEIVED AN E-MAIL FROM THE OFFICE OF STATE EXAMINER, REGARDING EXAM POSTING NOTICES. AFTER RESEARCHING LSA-R.S. 33-2942 (1) (a) AND (b) AND 33:2552 (1)(a) AND (b) THE ADVICE FROM THE STATE EXAMINER’S OFFICE STATES THAT POSTING NOTICES FOR EXAMS: “SHALL BE POSTED FOR A CONTINUOUS PERIOD OF THIRTY DAYS PRECEDING THE DATE FOR ADMINSTERING THE EXAM,” AND THAT NOTICES FOR COMPETITIVE EXAMS SHALL BE PUBLISHED FOUR TIMES DURING THE THIRTY DAY POSTING PERIOD.”

SGT. BRIDGES STATES IN THE PAST IF A HOLIDAY WAS OBSERVED DURING THE ADVERTISING PERIOD AND ADMINISTRATIVE OFFICES WERE CLOSED AN EXTRA DAY WAS ADDED TO THE ADVERTISING PERIOD BUT UPON THE ADVICE OF THE OFFICE OF STATE EXAMINER THIS BOARD WILL ADVERTISE FOR THE CONTINUOUS THIRTY DAYS ONLY.

SGT. BRIDGES ALSO STATES THIS BOARD HAS AND WILL CONTINUE TO PUBLISH COMPETITIVE EXAM NOTICES FOUR TIMES DURING THE THIRTY DAY POSTING PERIOD IN THE LEGAL JOURNAL FOR THE CITY OF BOSSIER CITY.

BY SGT. BRIDGES

MOTION MADE TO ACCEPT CHIEF McWILLIAMS REQUEST AND ADVERTISE FOR POLICE COMMUNICATIONS OFFICER I, FEBRUARY 1, THROUGH MARCH 2, 2017.

SECOND BY MR. SHELTON

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS

SEE ATTACHMENT

5. LETTER FROM CHIEF McWILLIAMS REQUESTING THE BOARD ADVERTISE FOR JAILER I

BY SGT. BRIDGES

MOTION MADE TO ACCEPT CHIEF McWILLIAMS REQUEST AND ADVERTISE FOR JAILER I, FEBRUARY 1, THROUGH MARCH 2, 2017.

SECOND BY MR. SHELTON

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS

SEE ATTACHMENT

BY SGT. BRIDGES

MOTION MADE THAT THE EXAM POSTING NOTICES WILL STATE ALL APPLICATIONS MUST BE SIGNED AND DATED. ALSO DUE TO RECEIVING PREVIOUS APPLICATIONS BY FAX WHICH WERE NOT LEGIBLE, IT WILL BE NOTED ON THE EXAM POSTING NOTICES THIS BOARD WILL NO LONGER ACCEPT

FAXED APPLICATIONS.

SECOND BY MR. SHETON

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, MR. DAVIS, SGT. BRIDGES

FIRE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS

MR. SHELTON

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

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS

APPROVED PERSONNEL ACTION FORMS:

BROWN, ROBERT K.	RESUME WORKING TEST PERIOD
BURRUS, CHRISTIAN B.	WRITTEN REPRIMAND
BURRUS, CHRISTIAN B.	SUBSTITUTE APPOINTMENT
CRAFT, GEORGE D.	PROBATIONAL
DUNN, SPENCER E.	TERMINATION OF SUBSTITUTE APPOINTMENT
DUNN, SPENCER E.	PROBATIONAL
FERLITO, NICHOLAS J.	SUBSTITUTE APPOINTMENT
FUNDERBURK, WALLACE S.	SUBSTITUTE APPOINTMENT
FUNDERBURK, WALLACE S.	TERMINATION OF SUBSTITUTE APPOINTMENT
FUNDERBURK, WALLACE S.	PROBATIONAL
HAWN, ANTHONY W.	TERMINATION OF SUBSTITUTE APPOINTMENT
HAWN, ANTHONY W.	TERMINATION OF SUBSTITUTE APPOINTMENT
HAWN, ANTHONY W.	PROBATIONAL
KING, JEFFREY W.	RETIREMENT
LABORDE, CHRISTOPHER J.	TERMINATION OF SUBSTITUTE APPOINTMENT
LABORDE, CHRISTOPHER J.	PROBATIONAL
LUTTRULL, JEFFREY W.	RETIREMENT
MACDANIELS, ADAM N.	RESIGNATION
McGEE, JIMMIE C.	PROBATIONAL
MONZINGO, BARRY A.	SICK LEAVE
MORGAN, CHRISTOPHER S.	TERMINATION OF SUBSTITUTE APPOINTMENT
MORGAN, CHRISTOPHER S.	PROBATIONAL
MYERS, AARON G.	TERMINATION OF SUBSTITUTE APPOINTMENT
MYERS, AARON G.	TERMINATION OF SUBSTITUTE APPOINTMENT
MYERS, AARON G.	PROBATIONAL
RICHTER, JAMES B.	SUBSTITUTE APPOINTMENT
SCOTT, DUXIE W.	PROBATIONAL
SHELTON, JONATHAN M.	WRITTEN REPRIMAND
TEUTSCH, CHRISTOPHER A.	TERMINATION OF SICK LEAVE
WOODFIN, JOHN E.	RETIREMENT

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

BY MR. SHELTON

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

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. DAVIS

APPROVED APPLICANTS:

**NAME: BOUDREAU, MARK
EXAM SCORE: 91
JURISDICTION TESTED IN: DESOTO FD#8
DATE EXAM CERTIFIED: DECEMBER 2, 2016**

**NAME: DUNGAN, STEPHEN
EXAM SCORE: 97
JURISDICTION TESTED IN: MONROE
DATE EXAM CERTIFIED: SEPTEMBER 20, 2016**

**NAME: MEYERS, LATHAN
EXAM SCORE: 90
JURISDICTION TESTED IN: NEW IBERIA
DATE EXAM CERTIFIED: OCTOBER 13, 2016**

**NAME: RICHARDSON, TYLER
EXAM SCORE: 84
JURISDICTION TESTED IN: SHREVEPORT
DATE EXAM CERTIFIED: FEBRUARY 10, 2016**

**NAME: STEWART, KEVIN L., JR.
EXAM SCORE: 83
JURISDICTION TESTED IN: JENNINGS
DATE EXAM CERTIFIED: OCTOBER 26, 2016**

**NAME: WAGGONER, DYLAN
EXAM SCORE: 89
JURISDICTION TESTED IN: MANSFIELD
DATE EXAM CERTIFIED: DECEMBER 2, 2016**

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

NONE

VI ADJOURN

**WITH THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD AT THIS TIME, ON A MOTION BY MR.
SHELTON, SECOND BY SGT. BRIDGES AND CARRIED UNANIMOUSLY, THIS MEETING IS ADJOURNED AT
9:10 AM.**

PAGE 7
JANUARY 24, 2017

BARBARA MURRAY, SECRETARY
BOSSIER CITY MUNICIPAL FIRE AND
POLICE CIVIL SERVICE BOARD

ENCL:

CC: OFFICE OF THE MAYOR
OFFICE OF STATE EXAMINER