

**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
MARCH 14, 2017
9:00 AM
BOSSIER CITY POLICE DEPARTMENT
2ND FLOOR CONFERENCE ROOM
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

ON MARCH 14, 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

**II. RE-APPOINTMENT OF MR. WILLIAM SCHWARTZ AND MR. LOU CHANDLER, TERMS EXPIRE MARCH 6, 2020
SEE ATTACHED PAPERWORK**

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

OTHERS PRESENT: BARBARA MURRAY, SECRETARY

III. APPROVAL OF AGENDA FOR MARCH 14, 2017

MR. SHELTON STATES HE HAS WOULD LIKE TO AMEND THE AGENDA BY ADDING A LETTER FROM FIRE CHIEF ZAGONE REQUESTING THE BOARD ADVERTISE FOR INFORMATION TECHNOLOGY SPECIALIST.

BY MR. SHELTON

**MOTION MADE TO AMEND THE AGENDA FOR MARCH 14, 2017,
BY ADDING FIRE CHIEF ZAGONE'S LETTER REQUESTING THE
BOARD ADVERTISE FOR INFORMATION TECHNOLOGY SPECIALIST.**

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

BY MR. SHELTON

**MOTION MADE TO APPROVE THE AMENDED AGENDA FOR
MARCH 14, 2017**

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

IV. APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF JANUARY 24, 2017, AND FEBRUARY 22, 2017

BY MR. SHELTON

**MOTION MADE TO APPROVE AND DISPENSE WITH READING
OF BOARD MINUTES OF JANUARY 24, 2017 AND FEBRUARY 22, 2017**

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

V. OLD BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF APPLICATIONS FOR POLICE COMMUNICATIONS OFFICER I

THIS BOARD ADVERTISED FOR POLICE COMMUNICATIONS OFFICER I, FEBRUARY 1, 2017, THROUGH MARCH 2 2017.

DURING THE ADVERTISING PERIOD THIRTY-SEVEN (37) APPLICATIONS WERE RECEIVED. OF THE THIRTY-SEVEN (37) APPLICATIONS RECEIVED THIRTY (30) MET THE ADVERTISED REQUIREMENTS AND SEVEN (7) DID NOT MEET THE ADVERTISED REQUIREMENTS.

BY SGT. BRIDGES

MOTION MADE TO APPROVE THE THIRTY (30) APPLICATIONS FOR POLICE COMMUNICATIONS OFFICER I, MEETING ALL ADVERTISED REQUIREMENTS.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

SEE ATTACHED ROLL CALL

BY SGT. BRIDGES

MOTION MADE TO REJECT SEVEN (7) APPLICATIONS FOR POLICE COMMUNICATIONS OFFICER I, HAVING NOT MET ALL ADVERTISED REQUIREMENTS.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

APPLICATIONS REJECTED:

BRUCE, ASHLEY N.

NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENTS, NO COPY OF VALID DRIVERS LICENSE

COCHERELL, SIERA	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENT, NO COPY OF VALID DRIVER'S LICENSE
COUCH, AMY	NO SIGNATURE ON APPLICATION
EVERETT, ANGELIQUE	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENTS, NO COPY OF VALID DRIVER'S LICENSE
FORTMANN, CHELSEA	NO COPY OF BIRTH CERTIFICATE
MITCHELL, CEDREKA	NO COPY OF EDUCATIONAL REQUIREMENT
TAYLOR, SHANDRA	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENT, NO COPY OF VALID DRIVER'S LICENSE

2. APPROVAL OF APPLICATIONS FOR JAILER I

THIS BOARD ADVERTISED FOR JAILER I, FEBRUARY 1, 2017, THROUGH MARCH 2, 2017. DURING THE ADVERTISING PERIOD TWENTY-THREE (23) APPLICATIONS WERE RECEIVED. OF THE TWENTY-THREE (23) APPLICATIONS RECEIVED TWENTY (20) MET THE ADVERTISED REQUIREMENTS AND THREE (3) DID NOT MEET THE ADVERTISED REQUIREMENTS.

BY SGT. BRIDGES

MOTION MADE TO APPROVE THE TWENTY (20) APPLICATIONS FOR JAILER I, MEETING ALL ADVERTISED REQUIREMENTS

SECOND BY MR. SHELTON

COMMENTS: NONE

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

SEE ATTACHED ROLL CALL

BY SGT. BRIDGES

MOTION MADE TO REJECT THE THREE (3) APPLICATIONS NOT MEETING THE ADVERTISED REQUIREMENTS.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

APPLICANTS REJECTED:

COCHERELL, SIERA	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENT, NO COPY OF VALID DRIVER'S LICENSE
HULLABY, FELICIA	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENT, NO COPY OF VALID DRIVER'S LICENSE
WORLEY, KIERRA	NO COPY OF BIRTH CERTIFICATE, NO COPY OF EDUCATIONAL REQUIREMENT, NO COPY OF VALID DRIVER'S LICENSE

FIRE DEPARTMENT

1. APPROVAL OF EXAM RESULTS FOR FIRE PREVENTION OFFICER, TRAINING OFFICER AND SUPERVISOR OF EMS (IF RECEIVED)

THE EXAM RESULTS FOR FIRE PREVENTION OFFICER, TRAINING OFFICER AND SUPERVISOR OF EMS WERE NOT RECEIVED FOR THIS BOARD MEETING

VI. NEW BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS

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,
MR. CHANDLER

SEE ATTACHMENT

APPROVED PERSONNEL ACTION FORMS:

BAILEY, BRANDON A.	PROBATIONAL
COKER, TRAVIS B.	PROBATIONAL
DAVIS, CHRISTOPHER L.	CONFIRMATION
DAVIS, COLTON K.	CONFIRMATION
DURBIN, DARRYL B.	CONFIRMATION
FAULKNER, MATTHEW S.	SUSPENSION (3 DAYS)
HAUGEN, DANIEL N.	CONFIRMATION
IMAN, MICHAEL S.	SUSPENSION (10 DAYS)
JOHNSON, CHADRICK L.	CONFIRMATION
MORTON, JOHN E.	CONFIRMATION
ORTIZ, FERNANDO P.	PROBATIONAL
PALMER, MORGAN S.	PROBATIONAL
STOCKTON, LARRY L. JR.	RETIREMENT

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

NONE

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

BY SGT. BRIDGES

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

SECOND BY MR. SHELTON

COMMENTS: NONE

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

APPLICANTS APPROVED:

NAME: ROUNDS, MELISHA S.
EXAM SCORE: 92

JURISDICTION TESTED IN: NATCHITOCHES
DATE EXAM CERTIFIED: JANUARY 20, 2017

- 4. LETTER FROM POLICE CHIEF McWILLIAMS REQUESTING THE OFFICE OF STATE EXAMINER COMPLETE A JOB TASK ANALYSIS IN ORDER TO CREATE A CIVIL SERVICE CLASS PLAN WITHIN THE POLICE DEPARTMENT FOR THE COMPETITIVE POSITION OF INFORMATION TECHNOLOGY SPECIALIST

BY SGT. BRIDGES

MOTION MADE TO ACCEPT CHIEF McWILLIAMS' REQUEST AND THIS BOARD CONTACT THE OFFICE OF STATE EXAMINER AND REQUEST THEIR OFFICE COMPLETE A JOB TASK ANALYSIS IN ORDER TO CREATE A CIVIL SERVICE CLASS PLAN FOR THE COMPETITIVE POSITION OF INFORMATION TECHNOLOGY SPECIALIST FOR THE BOSSIER CITY POLICE DEPARTMENT

SECOND BY MR. SHELTON

COMMENTS: NONE

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

SEE ATTACHMENT

FIRE DEPARTMENT

- 1. APPROVAL OF PERSONNEL ACTION FORMS

BY 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, MR. CHANDLER

SEE ATTACHMENT

APPROVED PERSONNEL ACTION FORMS:

ADAMS, DAVID M.	TERMINATION
BADIALI, JONATHON C.	CONFIRMATION
BELL, JOSHUA W.	CONFIRMATION
GARDNER, TROY D.	RETIREMENT
HARPER, KELLY L.	CONFIRMATION
HARRIS, MICHAEL W.	TERMINATION OF SICK LEAVE
HUDSON, JASON L.	ADMINISTRATIVE LEAVE W/PAY
KEELER, DALE E.	CONFIRMATION
MACDANIELS, ADAM N.	RE-EMPLOYMENT
MILLER, COLBY P.	CONFIRMATION
MITCHELL, SHAKIAH R.	CONFIRMATION
OES, MICHAEL C.	CONFIRMATION
PILINSKI, JOHN R.	CONFIRMATION
RAMBIN, CHAD A.	CONFIRMATION
RICHTER, JAMES B.	TERMINATION OF SUBSTITUTE APPOINTMENT

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

SEE ATTACHMENT

VII. ADD ON

**LETTER FROM FIRE CHIEF ZAGONE REQUESTING THE BOARD ADVERTISE FOR INFORMATION
TECHNOLOGY SPECIALIST**

BY MR. SHELTON

**MOTION MADE TO ACCEPT CHIEF ZAGONE'S LETTER OF
REQUEST AND ADVERTISE FOR INFORMATION TECHNOLOGY
SPECIALIST**

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

**MR. SHELTON STATES THE BOARD WILL ADVERTISEMENT FOR INFORMATION TECHNOLOGY
SPECIALIST MARCH 27, 2017, THROUGH APRIL 25, 2017.**

VIII. ADJOURN

BY MR. SHELTON

MOTION MADE TO ADJOURN

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

**WITH THERE BEING NO FURTHER BUSINESS BEFORE THIS BOARD THIS MEETING IS ADJOURNED
AT 9:17 AM.**

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

ENCL:

**CC: OFFICE OF THE MAYOR
OFFICE OF STATE EXAMINER**