

**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
JUNE 7, 2017
9:00 AM
BOSSIER CITY POLICE DEPARTMENT
ADMINISTRATIVE CONFERENCE ROOM
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

ON JUNE 7, 2017, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD MET AT THE BOSSIER CITY POLICE DEPARTMENT, ADMINISTRATIVE 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
LOU CHANDLER, CLBM
MEMBERS ABSENT: CHARLIE DAVIS, GBBM
OTHERS PRESENT: BARBARA MURRAY, SECRETARY**

II. APPROVAL OF AGENDA FOR JUNE 7, 2017

**MR. SHELTON STATES HE WOULD LIKE TO AMEND THE AGENDA BY ADDING THE FOLLOWING ITEMS:
E-MAIL FROM MS. BREEDLOVE STATING MR. FAULKNER IS WITHDRAWING HIS APPEAL HEARING REQUEST DUE TO HIS RETIREMENT;
ADDRESS LETTER FROM MS. TERRI STANDIFORD, OFFICE OF STATE EXAMINER, REGARDING THE PROPOSED CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSIER CITY POLICE DEPARTMENT;
E-MAIL FROM ADAM MACDANIELS REQUESTING HIS NAME BE REMOVED FROM THE COMPETITIVE EXAMINATION FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSEIR CITY FIRE DEPARTMENT**

BY MR. SHELTON

**MOTION MADE TO AMEND THE AGENDA FOR
JUNE 7, 2017, BY ADDING MS. BREEDLOVE'S E-MAIL
WITHDRAWING MATTHEW FAULKNER'S APPEAL
HEARING REQUEST; LETTER FROM THE OFFICE OF
STATE EXAMINER REGARDING PROPOSED CIVIL SERVICE
CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST**

WITHIN THE BOSSIER CITY POLICE DEPARTMENT; E-MAIL FROM ADAM MACDANIELS REQUESTING HIS NAME BE REMOVED FROM THE COMPETITIVE EXAMINATION FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSIER CITY FIRE DEPARTMENT

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

BY MR. SHELTON

MOTION MADE TO APPROVE THE AMENDED AGENDA FOR JUNE 7, 2017.

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

III. APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF MAY 3, 2017

BY MR. SHELTON

MOTION MADE TO APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF MAY 3, 2017

SECOND BY SGT. BRIDGES

COMMENTS: NONE

VOTING IN FAVOR: MR. SCHWARZ, MR. SHELTON, MR. CHANDLER, SGT. BRIDGES

IV. OLD BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF APPLICATIONS FOR POLICE OFFICER

THIS BOARD ADVERTISED FOR POLICE OFFICER APRIL 24, 2017, THROUGH MAY 23, 2017. DURING THE ADVERTISING PERIOD ONE HUNDRED FORTY-ONE (141) APPLICATIONS WERE RECEIVED. OF THE ONE HUNDRED FORTY-ONE (141) APPLICATIONS RECEIVED ONE HUNDRED THIRTY-FOUR (134) MET ALL ADVERTISED REQUIREMENTS, SEVEN (7) APPLICATIONS RECEIVED DID NOT MEET ALL ADVERTISED REQUIREMENTS OR WERE RECEIVED AFTER THE ADVERTISING DEADLINE.

BY SGT. BRIDGES

MOTION MADE TO APPROVE APPLICATIONS FOR POLICE OFFICER MEETING THE ADVERTISED REQUIREMENTS.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

BY SGT. BRIDGES

MOTION MADE TO REJECT APPLICATIONS NOT MEETING THE ADVERTISED REQUIREMENTS

SECOND BY MR. SHELTON
COMMENTS: NONE

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

APPLICANTS REJECTED:

BROWN, CHRISTOPHER	NO PROOF OF EDUCATIONAL REQUIREMENT
FUTCH, RACHEL Z.	NO PROOF OF VALID DRIVER'S LICENSE
MILLER, GABRIEL	NO PROOF OF VALID DRIVER'S LICENSE
MITCHELL, MALLORY A.	NO BIRTH CERTIFICATE
RALIFORD, SHANICE L.	APPLICATION RECEIVED AFTER DEADLINE
REYNOLDS, DAVID A.	NO PROOF OF VALID DRIVER'S LICENSE
WILKOWSKI, BENJAMIN L.	APPLICATION RECEIVED AFTER DEADLINE

2. HOLD PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE SENIORITY LIST FROM THE POLICE DEPARTMENT

THIS PUBLIC HEARING WAS ORIGINALLY SCHEDULED FOR JUNE 13, 2017, BUT DUE TO SCHEDULING CONFLICTS THE HEARING WAS CHANGED TO JUNE 7, 2017. THE POSTING PERIOD BEGAN APRIL 24, 2017.

BY SGT. BRIDGES

MOTION MADE TO HOLD A PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE SENIORITY LIST FROM THE POLICE DEPARTMENT

SECOND BY MR. SHELTON
COMMENTS: NONE

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

DURING THE POSTING PERIOD THERE HAVE BEEN PROMOTIONS, RETIREMENTS, ETC AND THE SENIORITY LIST BEFORE THE BOARD AT THIS TIME INDICIATES THESE CHANGES.

BY SGT. BRIDGES

MOTION MADE TO ADOPT THE SENIORITY LIST FROM THE POLICE DEPARTMENT WITH CHANGES MADE DURING THE POSTING PERIOD.

SECOND BY MR. SHELTON
COMMENTS: NONE

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

FIRE DEPARTMENT

1. APRPOVAL OF APPLICANTS FOR FIRE DEPARTMENT MECHANIC

THIS BOARD ADVERTISED FOR FIRE DEPARTMENT MECHANIC APRIL 24, 2017, THROUGH MAY 23, 2017. DURING THE ADVERTISING PERIOD ONE (1) APPLICATION WAS RECEIVED.

BY MR. SHELTON

MOTION MADE TO APPROVE THE ONE (1) APPLICATION FOR FIRE DEPARTMENT MECHANIC

SECOND BY SGT. BRIDGES
COMMENTS: NONE

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

2. PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE SENIORITY LIST FROM THE FIRE DEPARTMENT

THIS PUBLIC HEARING WAS ORIGINALLY SCHEDULED FOR JUNE 13, 2017, BUT DUE TO SCHEDULING CONFLICTS THE HEARING WAS CHANGED TO JUNE 7, 2017. THE POSTING PERIOD BEGAN APRIL 24, 2017.

BY MR. SHELTON

MOTION MADE TO HOLD THE PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE SENIORITY LIST FROM THE FIRE DEPARTMENT

SECOND BY SGT. BRIDGES
COMMENTS: NONE

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

DURING THE POSTING PERIOD THERE HAVE BEEN PROMOTIONS, RETIREMENTS ETC AND THE SENIORITY LIST BEFORE THE BOARD AT THIS TIME INDICATES THESE CHANGES.

BY MR. SHELTON

MOTION MADE TO ADOPT THE SENIORITY LIST FROM THE FIRE DEPARTMENT WITH CHANGES MADE DURING THE POSTING PERIOD.

SECOND BY SGT. BRIDGES
COMMENTS: NONE

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

V. 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, MR. CHANDLER, SGT. BRIDGES
SEE ATTACHMENT

APPROVED PERSONNEL ACTION FORMS:

BAKER, D'ANGELO J.	POLICE OFFICER RECRUIT
JACKSON, DONALD W.	PROVISIONAL
LARRY, JARVIS D.	TERMINATION
VETKOETTER, MICHAEL E.	SICK LEAVE

VETKOETTER, MICHAEL E. TERMINATION OF SICK LEAVE
WASHINGTON, SHANNON Q. 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. SCHWARTZ, MR. SHELTON, MR. CHANDLER, SGT. BRIDGES

APPROVED APPLICANTS:

NAME: BERRY, JARED
EXAM SCORE: 80
JURISDICTION TESTED IN: SHREVEPORT
DATE EXAM CERTIFIED: NOVEMBER 17, 2016

NAME: CAPON, ALEXANDER
EXAM SCORE: 83
JURISDICTION TESTED IN: BOGALUSA
DATE EXAM CERTIFIED: MAY 8, 2017

NAME: HICKS, MATTHEW D.
EXAM SCORE: 92
JURISDICTION TESTED IN: OFFICE OF STATE EXAMINER
DATE EXAM CERTIFIED: FEBRUARY 5, 2016

NAME: STEADMAN, COREY
EXAM SCORE: 85
JURISDICTION TESTED IN: SHREVEPORT
DATE EXAM CERTIFIED: NOVEMBER 17, 2016

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

NONE

4. LETTER FROM CHIEF McWILLIAMS REQUESTING THE BOARD'S APPROVAL TO RE-EMPLOY FORMER POLICE OFFICER MICHAEL MARTINEZ. MR. MARTINEZ RESIGNED FROM THE BOSSIER CITY POLICE DEPARTMENT IN GOOD STANDING OCTOBER 16, 2015.

BY SGT. BRIDGES

MOTION MADE TO ACCEPT CHIEF McWILLIAMS REQUEST AND APPROVE THE RE-EMPLOYMENT OF FORMER POLICE OFFICER MICHAEL MARTINEZ.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

APPROVED PERSONNEL ACTION FORMS:

CLARK, JARROD H.	PROBATIONAL
HAGAN, GAYLA R.	NAME CHANGE TO GAYLA FORD
HORTON, SHAWN W.	PROBATIONAL
MADDOX, THOMAS E.	RETIREMENT
SCOTT, JOSEPH D.	PROBATIONAL
SEETS, MARLON L.	TERMINATION
SINGLETON, MELVIN	PROBATIONAL

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

BY MR. SHELTON

**MOTION MADE TO APPROVED 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, MR. CHANDLER, SGT. BRIDGES

APPROVED APPLICANTS:

NAME:	HARRIS, CALEB
EXAM SCORE:	77
JURISDICTION TESTED IN:	DESOTO PFD#9
DATE EXAM CERTIFIED:	MAY 4, 2017

NAME:	HENSLEY, NATHAN R.
EXAM SCORE:	89
JURISDICTION TESTED IN:	LEESVILLE
DATE EXAM CERTIFIED:	MARCH 13, 2017

NAME:	LEE, BRITTANY N.
EXAM SCORE:	80
JURISDICTION TESTED IN:	DESOTO PFD #9
DATE EXAM CERTIFIED:	MAY 4, 2017

NAME: McNABB, RUSSELL
EXAM SCORE: 90
JURISDICTION TESTED IN: RFPD #3
DATE EXAM CERTIFIED: MAY 17, 2017

NAME: MILLER, JAMAR J.
EXAM SCORE: 77
JURISDICTION TESTED IN: MONROE
DATE EXAM CERTIFIED: SEPTEMBER 20, 2016

NAME: NEWMAN, ESTHMAN L.
EXAM SCORE: 91
JURISDICTION TESTED IN: DESOTO PFD #9
DATE EXAM CERTIFIED: MAY 4, 2017

NAME: OLIVER, MARK
EXAM SCORE: 80
JURISDICTION TESTED IN: LEESVILLE
DATE EXAM CERTIFIED: MARCH 13, 2017

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

NONE

VI. APPEAL HEARINGS

DOCKET #2017-002, OFFICER MATTHEW FAULKNER VS CITY OF BOSSIER CITY-DEMOTION

THIS BOARD HAS RECEIVED A COPY OF AN E-MAIL FROM OFFICER FAULKNER TO POLICE CHIEF McWILLIAMS DATED MAY 26, 2017, ADVISING HE WOULD BE RETIRING FROM THE BOSSIER CITY POLICE DEPARTMENT EFFECTIVE MAY 26, 2017.

THIS BOARD ALSO RECEIVED AN E-MAIL FROM MS. PAM BREEDLOVE, LEGAL ADVISOR TO OFFICER FAULKNER, ADVISING THE BOARD HE IS WITHDRAWING HIS REQUEST FOR AN APPEAL HEARING.

BY SGT. BRIDGES

MOTION MADE DUE TO THE RETIREMENT OF OFFICER FAULKNER AND THE E-MAIL FROM HIS LEGAL ADVISOR WITHDRAWING HIS APPEAL HEARING REQUEST BEFORE THIS BOARD NO FURTHER ACTION BE TAKEN REGARDING THIS MATTER.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

THIS BOARD RECEIVED THE PROPOSED CIVIL SERVICE CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSIER CITY POLICE DEPARTMENT FROM MS. TERRI STANDIFORD WITH THE OFFICE OF STATE EXAMINER. IN MS. STANDIFORD'S CORRESPONDENCE SHE ADVISES THE BOARD OF THE PUBLIC HEARING PROCEDURES, RECOMMENDS THE BOARD ADOPT THE CLASSIFICATION OF INFORMATION TECHNOLOGY SPECIALIST AND ALLOCATE THE POSITION TO THE CLASS UPON ADOPTION. ONCE THE CLASS PLAN IS ADOPTED SHE ADVISES TO CALL FOR AN EXAMINATION IN ORDER TO ESTABLISH AN ELIGIBILITY LIST.

BY SGT. BRIDGES

MOTION MADE TO POST THE PUBLIC HEARING NOTICE AND PROPOSED CIVIL SERVICE CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST JUNE 8, 2017, THROUGH JULY 11, 2017, AND HOLD THE PUBLIC HEARING JULY 11, 2017, AT 9:00 AM.

SECOND BY MR. SHELTON

COMMENTS: NONE

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

THIS BOARD RECEIVED AN E-MAIL FROM FIREFIGHTER ADAM MACDANIELS REQUESTING HIS NAME BE REMOVED FROM THE COMPETITIVE EXAMINATION FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSIER CITY FIRE DEPARTMENT

BY MR. SHELTON

MOTION MADE TO ACCEPT FIREFIGHTER ADAM MACDANIELS REQUEST AND REMOVE HIS NAME FROM THE COMPETITIVE EXAMINATION FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE BOSSIER CITY FIRE DEPARTMENT

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

VII. ADJOURN

BY MR. SHELTON

MOTION MADE TO AJOURN

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

WITH THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD AT THIS TIME THIS MEETING IS ADJOURNED AT 9:07 AM.

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

ENCL:

CC: OFFICE OF THE MAYOR
OFFICE OF THE STATE EXAMINER