

**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**

**REGULAR CIVIL SERVICE BOARD MEETING  
JULY 18, 2017  
9:00 AM  
BOSSIER CITY POLICE DEPARTMENT  
ADMINISTRATIVE CONFERENCE ROOM  
620 BENTON ROAD  
BOSSIER CITY, LOUISIANA 71111**

**ON JULY 18, 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  
CHARLIE DAVIS, GBBM  
LOU CHANDLER, CLBM  
OTHERS PRESENT: BARBARA MURRAY, SECRETARY**

**II. APPROVAL OF AGENDA FOR JULY 18, 2017**

**MR. SHELTON STATES THE CHIEF OF MAINTENANCE WILL BE RETIRING AUGUST 1, 2017, AND DUE TO THERE BEING NO ACTIVE LIST FOR THIS POSITION HE WOULD LIKE TO AMEND THE AGENDA BY ADVERTISING FOR CHIEF OF MAINTENANCE AND ALSO ASSISTANT CHIEF OF MAINTENANCE. ALSO, THE EXAM RESULTS FOR INFORMATION TECHNOLOGY SPECIALIST FOR THE FIRE DEPARTMENT HAVE BEEN RECEIVED AND THOSE WILL NEED TO BE APPROVED.**

**BY MR. SHELTON**

**MOTION MADE TO AMEND THE AGENDA FOR JULY 18, 2017,  
BY ADDING THE ADVERTISEMENT FOR CHIEF OF MAINTENANCE  
AND ASSISTANT CHIEF OF MAINTENANCE AND THE APPROVAL OF  
THE EXAM RESULTS FOR INFORMATION TECHNOLOGY SPECIALIST  
FOR THE FIRE DEPARTMENT.**

**SECOND BY SGT. BRIDGES**

**COMMENTS: NONE**

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

**BY MR. SHELTON**

**MOTION MADE TO APPROVE THE AMENDED AGENDA FOR  
JULY 18, 2017.**

**SECOND BY SGT. BRIDGES**

**COMMENTS: NONE**

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

**III. APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF JUNE 7, 2017, AND JUNE 21, 2017**

**BY MR. SHELTON**

**MOTION MADE TO APPROVE AND DISPENSE WITH READING  
OF BOARD MINUTES OF JUNE 7, 2017 AND JUNE 21, 2017**

**SECOND BY SGT. BRIDGES**

**COMMENTS: NONE**

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

**IV. OLD BUSINESS**

**POLICE DEPARTMENT**

- 1. APPROVAL TO HOLD A PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE PROPOSED CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE POLICE DEPARTMENT**

**BY SGT. BRIDGES**

**MOTION MADE TO HOLD A PUBLIC HEARING  
TO CONSIDER THE ADOPTION OF THE PROPOSED CLASS  
PLAN FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN  
THE POLICE DEPARTMENT**

**SECOND BY MR. SHELTON**

**COMMENTS: NONE**

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

- 2. HOLD PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE PROPOSED CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST WITHIN THE POLICE DEPARTMENT**

**THE PUBLIC HEARING NOTICE AND THE PROPOSED CLASS PLAN FOR INFORMATION TECHNOLOGY SPECIALIST HAVE BEEN POSTED FOR THIRTY DAYS. THIS PUBLIC HEARING WAS ORIGINALLY SCHEDULED FOR JULY 11, 2017, BUT DUE TO A SCHEDULING CONFLICT THE HEARING DATE WAS RESCHEDULED TO JULY 18, 2017.**

**BY SGT. BRIDGES**

**MOTION MADE TO ADOPT THE CLASS PLAN FOR INFORMATION  
TECHNOLOGY SPECIALIST FOR THE POLICE DEPARTMENT AS POSTED.**

**SECOND BY MR. SHELTON**

**COMMENTS: NONE**

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

- 3. APPROVAL OF EXAM RESULTS FOR POLICE OFFICER**

THE EXAM FOR POLICE OFFICER WAS CONDUCTED IN BOSSIER CITY JUNE 28, 2017.

BY SGT. BRIDGES

MOTION MADE TO APPROVE THE EXAM RESULTS FOR  
POLICE OFFICER

SECOND BY MR. SHELTON

COMMENTS: NONE

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

FIRE DEPARTMENT

1. APPROVAL OF EXAM RESULTS FOR FIRE DEPARTMENT MECHANIC

THE EXAM FOR FIRE DEPARTMENT MECHANIC WAS CONDUCTED IN BOSSIER CITY JUNE 28, 2017.

BY MR. SHELTON

MOTION MADE TO APPROVE THE EXAM RESULTS FOR  
FIRE DEPARTMENT MECHANIC

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

APPROVED PERSONNEL ACTION FORMS:

AGUIRRE, GARY J.	CONFIRMATION
BRIDGES, CHARLES B.	CONFIRMATION
CHAMBERS, PATRICK A.	CONFIRMATION
EAGLE, ALVIN L.	CONFIRMATION
EVANS, KIMBERLY A.	RESIGNATION
GALLON, KENNY	SICK LEAVE
GILLIS, TYLER G.	PROBATIONAL
GRAY, BILLY S.	TERMINATION OF SICK LEAVE
HENRIKSON, ELDON G.	SICK LEAVE

MARTINEZ, MICHAEL M.	RE-EMPLOYMENT
SCOTT, COURTNEY A.	RESIGNATION
SEWELL, KELLY A.	RESIGNATION
SOUTER, THOMAS M.	CONFIRMATION

2. ADVERTISE FOR INFORMATION TECHNOLOGY SPECIALIST FOR THE POLICE DEPARTMENT-  
ADVERTISE AUGUST 1-30, 2017.

BY SGT. BRIDGES

MOTION MADE TO ADVERTISE FOR INFORMATION  
TECHNOLOGY SPECIALIST FOR THE POLICE DEPARTMENT  
AUGUST 1-30, 2017

SECOND BY MR. SHELTON

COMMENTS: NONE

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

3. 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, SGT. BRIDGES, MR. CHANDLER, MR. DAVIS

APPROVED APPLICANTS:

NAME: FERTENBAUGH, SHAWN  
EXAM SCORE: 82  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: NOVEMBER 17, 2016

NAME: MIMS, ANTONIO  
EXAM SCORE: 83  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: JUNE 26, 2017

NAME: TYREE, BRENDEN  
EXAM SCORE: 87  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: JUNE 26 2017

4. APPROVAL OF APPLICANTS REQUESTING THEIR EXAM SCORE 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 JURISDICTION

SECOND BY MR. SHELTON  
COMMENTS: NONE

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

APPROVED APPLICANT:

NAME: SCOTT, SARAH  
EXAM SCORE: 97  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: NOVEMBER 17, 2016

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. CHANDLER, MR. DAVIS  
SEE ATTACHMENT

APPROVED PERSONNEL ACTION FORMS:

BAMBURG, GARY M.	PROBATIONAL
DELANEY, WILLIAM D.	CONFIRMATION
DISON, DANIEL C.	PROBATIONAL
HENDERSON, TAD S.	CONFIRMATION
KEELER, DALE E.	RETIREMENT
KIRKPATRICK, KEVIN T.	CONFIRMATION
MAGGIO, MICHAEL B.	TERMINATION OF SICK LEAVE
O'NEAL, SHERRELLE L.	TERMINATION OF SUBSTITUTE APPOINTMENT
PHIPPS, JEFFREY B.	CONFIRMATION
STONE, DONALD J.	TERMINATION OF SICK LEAVE
STONE, DONALD J.	ANNUAL LEAVE
STONE, DONALD J.	TERMINATION OF ANNUAL LEAVE

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. CHANDLER, MR. DAVIS

APPROVED APPLICANTS:

NAME: JONES, TERMARCUS

EXAM SCORE: 78  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: JUNE 14, 2017

NAME: KAHRE, ZACHARY O.  
EXAM SCORE: 91  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: FEBRUARY 10, 2016

NAME: McNABB, RUSSELL  
EXAM SCORE: 94  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: JUNE 14, 2017

NAME: RICHARDSON, TYLER  
EXAM SCORE: 76  
JURISDICTION TESTED IN: SHREVEPORT  
DATE EXAM CERTIFIED: JUNE 14, 2017

NAME: STINSON, BRAYLON O.  
EXAM SCORE: 81  
JURISDICTION TESTED IN: DESOTO PFD#9  
DATE EXAM CERTIFIED: MAY 4, 2017

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

NONE

**4. LETTER FROM CHIEF ZAGONE REQUESTING THE BOARD ADVERTISE FOR FIRE COMMUNICATIONS OFFICER, FIRE COMMUNICATIONS SUPERVISOR AND FIRE DEPARTMENT MECHANIC**

BY MR. SHELTON

MOTION MADE TO ACCEPT CHIEF ZAGONE'S REQUEST AND ADVERTISE FOR FIRE COMMUNICATIONS OFFICER FIRE COMMUNICATIONS SUPERVISOR AND FIRE DEPARTMENT MECHANIC AUGUST 1-30, 2017.

SECOND BY SGT. BRIDGES

COMMENTS: NONE

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

ADD ON: ADVERTISE FOR CHIEF OF MAINTENANCE AND ASSISTANT CHIEF OF MAINTENANCE

APPROVAL OF EXAM RESULTS FOR INFORMATION TECHNOLOGY SPECIALIST FOR THE FIRE DEPARTMENT

BY MR. SHELTON

MOTION MADE TO ADVERTISE FOR CHIEF OF MAINTENANCE AND ASSISTANT CHIEF OF MAINTENANCE AUGUST 1-30, 2017.

SECOND BY SGT. BRIDGES

COMMENTS: NONE  
VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. CHANDLER, MR. DAVIS  
SEE ATTACHMENT

BY MR. SHELTON

MOTION MADE TO APPROVE THE EXAM RESULTS FOR  
INFORMATION TECHNOLOGY SPECIALIST FOR THE  
FIRE DEPARTMENT

SECOND BY SGT. BRIDGES  
COMMENTS: NONE  
VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. CHANDLER, MR. DAVIS  
SEE ATTACHMENT

VI. ADJOURN

BY MR. SHELTON

MOTION MADE TO ADJOURN

SECOND BY SGT. BRIDGES  
COMMENTS: NONE  
VOTING IN FAVOR: MR. SCHWARTZ, MR. SHELTON, SGT. BRIDGES, MR. CHANDLER, MR. DAVIS

WITH THERE BEING NO FURTHER BUSINESS THIS MEETING IS ADJOURNED AT 9:06 AM.

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

ENCL:

CC: OFFICE OF THE MAYOR  
OFFICE OF STATE EXAMINER