

**BOSSIER CITY MUNICIPAL
FIRE & POLICE CIVIL SERVICE BOARD
PO BOX 5337
BOSSIER CITY, LOUISIANA 71171-5337
PHONE: 318/698-7335
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**JAMES HUCKABAY
CHAIRMAN**

**BARBARA MURRAY
SECRETARY**

**CIVIL SERVICE BOARD MEETING
JULY 22, 2015
9:00 AM
BOSSIER CITY COUNCIL CHAMBERS
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

ON JULY 22, 2015, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD MET IN THE BOSSIER CITY COUNCIL CHAMBERS, 620 BENTON ROAD, BOSSIER CITY, LOUISIANA.

AGENDA

I. CALL TO ORDER 9:00 AM

CHAIRMAN JAMES HUCKABAY CALLS THE MEETING TO ORDER AT 9:00 AM

**MEMBERS PRESENT: JAMES HUCKABAY, CHAIRMAN/GBBM
JASON SHELTON, VICE CHAIRMAN/FDBM
WILLIAM SCHWARTZ, CLBM
LOU CHANDLER, CLBM
MEMBERS ABSENT: CHARLES BRIDGES, PDBM
OTHERS PRESENT: BARBARA MURRAY, SECRETARY
RICHARD McGEE, DEPUTY POLICE CHIEF
WENDELL HOLMES, A/A TO THE FIRE CHIEF**

II. APPROVAL OF AGENDA FOR JULY 22, 2015

BY MR. SHELTON

**MOTION MADE TO APPROVE THE AGENDA FOR JULY
22, 2015**

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

III. APPROVE AND DISPENSE WITH READING OF BOARD MINUTES OF MAY 27, 2015 AND JUNE 16, 2015

BY MR. SHELTON

**MOTION MADE TO APPROVE AND DISPENSE WITH READING OF
BOARD MINUTES OF MAY 27, 2015 AND JUNE 16, 2015**

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

IV. OLD BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF EXAM RESULTS FOR POLICE OFFICER

THE EXAMINATION FOR POLICE OFFICER WAS CONDUCTED IN BOSSIER CITY ON JUNE 17, 2015.

BY MR. SHELTON

**MOTION MADE TO APPROVE THE EXAM RESULTS FOR
POLICE OFFICER CONDUCTED IN BOSSIER CITY JUNE
17, 2015, AS PRESENTED BY THE OFFICE OF STATE EXAMINER**

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

2. APPROVAL OF EXAM RESULTS FOR JAILER I

THE EXAMINATION FOR JAILER I WAS CONDUCTED IN BOSSIER CITY ON JUNE 17, 2015.

BY MR. SHELTON

**MOTION MADE TO APPROVE THE EXAM RESULTS FOR
JAILER I, CONDUCTED IN BOSSIER CITY ON JUNE 17, 2015,
AS PRESENTED BY THE OFFICE OF STATE EXAMINER**

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

3. APPROVAL OF APPLICATIONS FOR POLICE CAPTAIN

**THIS BOARD ADVERTISED FOR POLICE CAPTAIN JUNE 1, 2015, THROUGH JULY 1, 2015.
DURING THE ADVERTISING PERIOD THREE (3) APPLICATIONS WERE RECEIVED, ALL
MEETING THIS BOARD'S ADVERTISED REQUIREMENTS.
THE EXAMINATION FOR POLICE CAPTAIN IS SCHEDULED FOR AUGUST 12, 2015.**

BY MR. SHELTON

**MOTION MADE TO APPROVE THE THREE (3) APPLICANTS
FOR POLICE CAPTAIN**

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

4. APPROVAL OF APPLICATIONS FOR POLICE COMMUNICATIONS OFFICER

**THIS BOARD ADVERTISED FOR POLICE COMMUNICATIONS OFFICER JUNE 1, 2015, THROUGH
JULY 1, 2015.
DURING THE ADVERTISING PERIOD SEVENTY-FIVE (75) APPLICATIONS WERE RECEIVED.
SEVENTY (70) APPLICANTS MET ALL ADVERTISED REQUIREMENTS AND FIVE (5) APPLICANTS**

**DID NOT MEET ALL ADVERTISED REQUIREMENTS.
THE EXAMINATION FOR POLICE COMMUNICATIONS OFFICER IS SCHEDULED FOR AUGUST 12,
2015.**

BY MR. SHELTON

**MOTION MADE TO APPROVE THE SEVENTY (70) APPLICANTS FOR
POLICE COMMUNICATIONS OFFICER, MEETING ALL ADVERTISED
REQUIREMENTS**

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

BY MR. SHELTON

**MOTION MADE NOT TO ACCEPT THE FIVE (5) APPLICANTS FOR POLICE
COMMUNICATIONS OFFICER NOT MEETING ALL ADVERTISED REQUIREMENTS**

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

APPLICANTS NOT APPROVED:

| | |
|---|---|
| GOUSHA, PORSCHIA KAREEM, ZAID | NO BIRTH CERTIFICATE NO BIRTH CERTIFICATE, NO PROOF OF EDUCATIONAL REQUIREMENT |
| MAINE, ELIZABETH | NO BIRTH CERTIFICATE, NO PROOF OF EDUCATIONAL REQUIREMENT |
| SMITH, TERESA TURMAN, JENNIFER | NO BIRTH CERTIFICATE NO PROOF OF EDUCATIONAL REQUIREMENT |

- 5. APPROVAL TO HOLD A PUBLIC HEARING TO CONSIDER THE ADOPTION OF REVISIONS TO
THE CIVIL SERVICE CLASS PLAN FOR POLICE OFFICER BY DELETING THE CURRENT
QUALIFICATION REQUIREMENT, "AFTER OFFER OF EMPLOYMENT MUST OBTAIN A VALID
LOUISIANA DRIVER'S LICENSE"**

BY MR. SHELTON

**MOTION MADE TO HOLD A PUBLIC HEARING TO CONSIDER THE
REVISIONS TO THE CIVIL SERVICE CLASS PLAN FOR POLICE OFFICER.**

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

- 6. HOLD PUBLIC HEARING TO CONSIDER THE REVISIONS TO THE CIVIL SERVICE CLASS PLAN
FOR POLICE OFFICER BY DELETING THE CURRENT QUALIFICATION REQUIREMENT,
"AFTER OFFER OF EMPLOYMENT MUST OBTAIN A VALID LOUISIANA DRIVER'S LICENSE"**

BY MR. SHELTON

**MOTION MADE TO DELETE THE FOLLOWING QUALIFICATION
REQUIREMENT FROM THE CIVIL SERVICE CLASS PLAN OF POLICE
OFFICER, "AFTER OFFER OF EMPLOYMENT MUST OBTAIN A**

VALID LOUISIANA DRIVER'S LICENSE"

SECOND BY MR. CHANDLER

COMMENTS: MR. SHELTON ADVISES THE BOARD THERE IS A QUALIFICATION REQUIREMENT IN THIS CLASS PLAN WHICH STATES, "MUST HAVE A VALID DRIVER'S LICENSE" WHICH WILL REMAIN IN EFFECT

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

FIRE DEPARTMENT

1. **APPROVAL TO HOLD A PUBLIC HEARING TO CONSIDER THE ADOPTION OF REVISIONS TO THE CIVIL SERVICE CLASS PLANS FOR ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES AND ASSISTANT CHIEF OF FIRE PREVENTION:**

CURRENT QUALIFICATION REQUIREMENT:

"MUST POSSESS A VALID LOUISIANA DRIVER'S LICENSE"

PROPOSED REVISED QUALIFICATION REQUIREMENT:

"MUST POSSESS A VALID DRIVER'S LICENSE"

BY MR. SHELTON

MOTION MADE TO HOLD A PUBLIC HEARING TO CONSIDER REVISIONS TO THE CIVIL SERVICE CLASS PLANS FOR ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES AND ASSISTANT CHIEF OF FIRE PREVENTION

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

2. **HOLD PUBLIC HEARING TO CONSIDER THE ADOPTION OF REVISIONS TO CIVIL SERVICE CLASS PLANS FOR ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES AND ASSISTANT CHIEF OF FIRE PREVENTION:**

CURRENT QUALIFICATION REQUIREMENT

"MUST POSSESS A VALID LOUISIANA DRIVER'S LICENSE"

PROPOSED REVISED QUALIFICATION REQUIREMENT

"MUST POSSESS A VALID DRIVER'S LICENSE"

BY MR. SHELTON

MOTION MADE TO ADOPT THE REVISED QUALIFICATION REQUIREMENT, "MUST POSSESS A VALID DRIVER'S LICENSE" FOR THE CIVIL SERVICE CLASS PLAN OF ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES AND ASSISTANT CHIEF OF FIRE PREVENTION

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

3. **APPROVAL OF APPLICATIONS FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES**

THIS BOARD ADVERTISED FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES JUNE 1, 2015, THROUGH JULY 1, 2015.

DURING THE ADVERTISING PERIOD TWENTY-TWO (22) APPLICATIONS WERE RECEIVED, ALL MEETING THE ADVERTISED REQUIREMENTS.

THE CIVIL SERVICE EXAMINATION FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES IS SCHEDULED FOR AUGUST 12, 2015.

BY MR. SHELTON

MOTION MADE TO APPROVE THE TWENTY-TWO (22) APPLICANTS FOR SUPERVISOR OF EMERGENCY MEDICAL SERVICES

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

V. NEW BUSINESS

POLICE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS

BY MR. SHELTON

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

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

APPROVED PERSONNEL ACTION FORMS:

| | |
|--------------------------------|----------------------------------|
| BENJAMIN, WAYNE L. | RETIREMENT |
| BREWTON, GREGORY J. | CONFIRMATION |
| HRYNIEWICH, KIMBERLY F. | CONFIRMATION |
| HUNT, DION L. | POLICE OFFICER RECRUIT |
| MESSINA, ERICKA W. | RESIGNATION |
| PERMENTER, MICHAEL D. | PROBATIONAL |
| PETERSON, PAMELA Q. | WRITTEN REPRIMAND |
| REYNOLDS, CHARLES M. | PROBATIONAL |
| SWAN, NICOLE A. | TERMINATION OF SICK LEAVE |
| TIMMS, HUNTER J. | PROBATIONAL |
| WARDELL, JUSTIN P. | POLICE OFFICER RECRUIT |

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

BY MR. SHELTON

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

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

APPROVED APPLICANTS:

NAME: SITTER, JEREMY J.
TEST SCORE: 95
JURISDICTION TESTED IN: BASTROP
DATE SCORE CERTIFIED: JUNE 13, 2014

NAME: SLOAN, JAMES M.
TEST SCORE: 91
JURISDICTION TESTED IN: BATON ROUGE
DATE SCORE CERTIFIED: NOVEMBER 20, 2014

NAME: WELBORN, TRENT
TEST SCORE: 87
JURISDICTION TESTED IN: SHREVEPORT
DATE SCORE CERTIFIED: MAY 5, 2015

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

BY MR. SHELTON

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

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

APPROVED APPLICANTS:

NAME: BROOKINS, HORATIO
TEST SCORE: 85
JURISDICTION TESTED IN: RAYNE
DATE SCORE CERTIFIED: JUNE 22, 2015

NAME: ENGLAND, DANIEL
TEST SCORE: 92
JURISDICTION TESTED IN: BASTROP
DATE SCORE CERTIFIED: JULY 15, 2015

NAME: SIAH, KAVA
TEST SCORE: 96
JURISDICTION TESTED IN: RAYNE
DATE SCORE CERTIFIED: JUNE 22, 2015

4. LETTER FROM CHIEF McWILLIAMS, DATED JUNE 30, 2015, REQUESTING THE BOARD ADVERTISE FOR JAILER I

BY MR. SHELTON

MOTION MADE TO ACCEPT CHIEF McWILLIAMS LETTER OF REQUEST AND ADVERTISE FOR JAILER I JULY 27, 2015, THRU AUGUST 26, 2015.

SECOND BY MR. CHANDLER

COMMENTS: NONE

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

FIRE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS

NONE

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

BY MR. SHELTON

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

SECOND BY MR. CHANDLER

COMMENTS: NONE

VOTING IN FAVOR: MR. HUCKABAY, MR. SCHWARTZ, MR. CHANDLER, MR. SHELTON

APPROVED APPLICANTS:

NAME: ANDERSON, JEROME
TEST SCORE: 82
JURISDICTION TESTED IN: BAYOU CANE FPD
DATE SCORE CERTIFIED: JUNE 17, 2015

NAME: CLARK, RYAN
TEST SCORE: 94
JURISDICTION TESTED IN: SHREVEPORT
DATE SCORE CERTIFIED: NOVEMBER 12, 2014

NAME: CRAIG, MATTHEW
TEST SCORE: 89
JURISDICTION TESTED IN: BAYOU CANE FPD
DATE SCORE CERTIFIED: JUNE 17, 2015

NAME: MITCHELL, SHAKIAH
TEST SCORE: 91
JURISDICTION TESTED IN: SHREVEPORT
DATE SCORE CERTIFIED: NOVEMBER 12, 2014

NAME: RAMBIN, CHAD A.
TEST SCORE: 90
JURISDICTION TESTED IN: DESOTO FD#8
DATE SCORE CERTIFIED: JUNE 9, 2015

NAME: SENN, TREVAR
TEST SCORE: 83
JURISDICTION TESTED IN: DESOTO FD#8
DATE SCORE CERTIFIED: JUNE 9, 2015

3. APPROVAL OF APPLICANTS REQUESTING THEIR TEST RESULTS FOR FIRE COMMUNIATIONS

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OFFICER BE REPORTED TO THIS JURISDICTION

NONE

WITH THERE BEING NO FURTHER BUSINESS ON A MOTION BY MR. SHELTON, SECOND BY MR. CHANDLER AND CARRIED UNANIMOUSLY, THIS MEETING IS ADJOURNED AT 9:16 AM.

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

ENCL:

CC: OFFICE OF THE MAYOR
OFFICE OF STATE EXAMINER