

**BOSSIER CITY MUNICIPAL
FIRE & POLICE CIVIL SERVICE BOARD
PO BOX 5337
BOSSIER CITY, LOUISIANA 71171-5337
PHONE: 318/741-8621
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**WILLIAM SCHWARTZ
CHAIRMAN**

**KAREN MAXWELL
SECRETARY**

**CIVIL SERVICE BOARD MEETING
APRIL 21, 2021
9:00 AM
POLICE DEPARTMENT
620 BENTON ROAD
BOSSIER CITY, LOUISIANA 71111**

ON APRIL 21, 2021, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD HELD A BOARD MEETING AT THE BOSSIER CITY POLICE DEPARTMENT ON 620 BENTON ROAD, BOSSIER CITY, LA

MINUTES

I. CALL TO ORDER AND ROLL CALL 9:00 AM

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

**MEMBERS PRESENT: WILLIAM SCHWARTZ, CHAIRMAN/CLBM
CAPT. JASON SHELTON FDBM
SGT. CHARLIE BRIDGES PDBM
CHARLIE DAVIS, GABM
LOU CHANDLER, CLMB
OTHERS PRESENT: KAREN MAXWELL, BOARD SECRETARY**

II. APPROVAL OF AGENDA FOR APRIL 21, 2021

BY BILL SCHWARTZ

MOTION MADE TO APPROVE THE AGENDA FOR APRIL 21, 2021

**SECOND BY CAPT SHELTON
COMMENTS: NONE
VOTING IN FAVOR: ALL**

III. APPROVAL OF BOARD MINUTES OF MARCH 10, 2021

BY BILL SCHWARTZ

MOTION MADE TO APPROVE AND DISPENSE WITH THE READING OF MARCH 10, 2021 BOARD MEETING MINUTES

**SECOND BY CAPT. SHELTON
COMMENTS: NONE
VOTING IN FAVOR: ALL**

IV. OLD BUSINESS

POLICE DEPARTMENT

NONE

FIRE DEPARTMENT

NONE

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: CAPT SHELTON

COMMENTS: NONE

VOTING IN FAVOR: ALL

APPROVED PERSONNEL ACTION FORMS:

BALLARD, CONNOR	PROBATIONAL PO
BOOTHE, STEPHEN	SICK LEAVE
BOWDEN, CAROL	SICK LEAVE
BRADFORD, MARLVIN	RESIGNATION
BRADFORD, MARLVIN	PROBATIONAL PO
COCHERELL, SIERA	PROBATIONAL PO
COKER, TRAVIS	RESIGNATION
DYSART, JENNIFER	RESIGNATION
EDWARDS, MARGARET	PROBATIONAL PO
ENGLISH, MARTHA	TERMINATION OF SICK LEAVE
FAYARD, MELVIN	PROBATIONAL JAILER
GOODRICH, RHONDA	DEATH
HYLBERT, TODD	PROMOTION
PALMER, MORGAN	RESIGNATION
PONDER, TRACI	TERMINATION OF SICK LEAVE
RUSSELL, CORA	NAME CHANGE
SCAGLIONE, KRISTIAN	PROBATIONAL PO
WORLEY, DARYL	RECONFIRM DEPUTY CHIEF

2. APPROVAL OF APPLICANT REQUESTING THEIR GRADE TRANSFER FOR JAILER BE REPORTED TO THIS JURISDICTION.

BY: SGT. BRIDGES

MOTION MADE TO APPROVE THE GRADE TRANSFER FOR JAILER BE REPORTED TO THIS JURISDICTION.

SECOND: CAPT SHELTON

COMMENTS: NONE

VOTING IN FAVOR: ALL

APPROVED JAILER GRADE TRANSFER

NAME: FAYARD, MELVIN
SCORE: 92
JURISDICTION: SULPHUR
CERTIFIED: MARCH 16, 2021

3. APPROVAL OF APPLICATION AND GRADE TRANSFER FOR POLICE COMMUNICATION OFFICER BE REPORTED TO THIS JURISDICTION.

BY: SGT. BRIDGES

MOTIONS MADE TO APPROVE THE APPLICATION AND GRADE TRANSFER FOR POLICE COMMUNICATIONS OFFICER REPORTED TO THIS JURISDICTION.

SECOND BY: CAPT SHELTON
COMMENTS: NONE
VOTING IN FAVOR: ALL

APPROVED POLICE COMMUNICATION OFFICER APPLICATION AND GRADE TRANSFER

NAME: LEATHERWOOD, APRIL
SCORE: 96
JURISDICTION: LAFAYETTE
CERTIFIED: FEBRUARY 25, 2021

FIRE DEPARTMENT

1. APPROVAL OF PERSONNEL ACTION FORMS FROM THE FIRE DEPARTMENT

BY: CAPT SHELTON

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

SECOND BY: SGT BRIDGES
COMMENTS: NONE
VOTING IN FAVOR: ALL

APPROVED PERSONNEL ACTION FORMS:

BASS, SAMUEL	SUBSTITUTE APPOINTMENT
BASS, SAMUEL	TERMINATION OF SUB. APPT.
CUMMINGS, CLAYTON	DEMOTION (DISCIPLINARY)
FLOURNOY, ROBERT	TERMINATION OF SICK LEAVE
NEFF, TERRIE	RETIREMENT
ROUGON, ZACHARY	RESIGNATION
SEALE, MATTHEW	TERMINATION OF SUB. APPT.
SEALE, MATTHEW	PROMOTION

2. APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR FIRE COMMUNICATION OFFICER BE REPORTED TO THIS JURISDICTION

BY CAPT SHELTON

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

**SECOND BY SGT. BRIDGES
COMMENTS: NONE
VOTING IN FAVOR: ALL**

THERE ARE NO APPLICANTS

- 3. APPROVAL TO REVIEW THE PROPOSED REVISED CLASS SPECIFICATIONS FOR FIRE TECHNOLOGY SPECIALIST, CHANGE FROM COMPETATIVE TO PROMOTIONAL AND SET THE DATE TO HOLD A PUBLIC HEARING.**

BY: CAPT. SHELTON

MOTION MADE TO REVIEW THE PROPOSED REVISED CALSS SPECIFICATIONS FOR FIRE TECHNOLOGY SPECIALIST, CHANGE FROM COMPETATIVE TO PROMOTIONAL AND SET THE DATE TO HOLD A PUBLIC HEARING.

**SECOND: SGT. BRIDGES
COMMENTS: NONE
VOTING IN FAVOR: ALL**

***** WE WILL POST FROM APRIL 22 THRU MAY 26, 2021 AND HOLD THE HEARING ON MAY 26, 2021. *****

- 4. APPROVAL TO REVIEW AND CONSIDER ADOPTING THE NEW CLASS OF FIRE INFORMATION TECHNOLOGY ANALYST AND SET THE DATE TO HOLD A PUBLIC HEARING FOR ADOPTION.**

BY: CAPT. SHELTON

MOTION MADE TO REVIEW AND CONSIDER ADOPTING THE NEW CLASS OF FIRE INFORMATION TECHNOLOGY ANANYST AND SET THE DATE TO HOLD A PUBLIC HEARING FOR ADOPTION.

**SECOND: SGT. BRIDGES
COMMENTS: NONE
VOTING IN FAVOR: ALL**

***** WE WILL POST FROM APRIL 22 THRU MAY 26, 2021 AND HOLD THE HEARING ON MAY 26, 2021 *****

- VI. RE- APPOINTMENT AND SWEARING IN OF CHARLES BRIDGES AND JASON SHELTON FOR ANOTHER TERM ON THE CIVIL SERVICE BOARD.**

THEIR TERMS WILL EXPIRE ON MARCH 6, 2024*

WITH THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD AT THIS TIME, THIS MEETING IS ADJOURNED AT: 9:30

**KAREN MAXWELL, SECRETARY
BOSSIER CITY MUNICIPAL FIRE AND
POLICE CIVIL SERVICE BOARD**