

**BOSSIER CITY MUNICIPAL  
FIRE & POLICE CIVIL SERVICE BOARD  
PO BOX 5337  
BOSSIER CITY, LOUISIANA 71171-5337  
PHONE: 318/741-8621  
FAX: 318/741-8893**

**WILLIAM SCHWARTZ  
CHAIRMAN**

**KAREN MAXWELL  
SECRETARY**

**CIVIL SERVICE BOARD MEETING  
MARCH 16, 2022  
9:00 AM  
POLICE DEPARTMENT CONFERENCE ROOM  
620 BENTON ROAD  
BOSSIER CITY, LOUISIANA 71111**

**ON MARCH 16, 2022, THE BOSSIER CITY MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD HELD A BOARD MEETING AT THE BOSSIER POLICE DEPARTMENT CONFERENCE ROOM AT 620 BENTON ROAD, BOSSIER CITY, LA**

**MINUTES**

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

**BILL SCHWARTZ CHAIRMAN CALLS THE MEETING TO ORDER AT 9:00 AM**

**MEMBERS PRESENT: BILL SCHWARTZ, CHAIRMAN/CLBM  
JASON SHELTON FDBM  
SGT. CHARLIE BRIDGES PDBM  
STEPHEN MORAN, GABM  
LOU CHANDLER, CLMB  
MAYOR CHANDLER  
POLICE CHIEF CHRIS ESTESS**

**OTHERS PRESENT: KAREN MAXWELL, BOARD SECRETARY**

**II. APPOINTMENT AND SWEARING IN OF STEPHEN MORAN (CLMB) FOR A TERM ON THE CIVIL SERVICE BOARD.**

**MR. MORAN WAS SWORN IN. HIS TERM WILL EXPIRE MARCH 6, 2025**

**III. APPROVAL OF AGENDA FOR MARCH 16, 2022**

**BY: CAPT. SHELTON**

**MOTION MADE TO APPROVE THE AGENDA FOR MARCH 16, 2022**

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

**IV. APPROVAL AND DISPENSE WITH READING OF BOARD MINUTES OF FEBRUARY 8, 2022**

**BY: CAPT. SHELTON**

**MOTION MADE TO APPROVE AND DISPENSE WITH THE READING OF MINUTES OF  
FEBRUARY 8, 2022 BOARD MEETING**

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

**V. OLD BUSINESS**

**POLICE DEPARTMENT**

**NONE**

**FIRE DEPARTMENT**

**NONE**

**VI. NEW BUSINESS**

**POLICE DEPARTMENT**

**1. APPROVAL OF PERSONNEL ACTION FORMS**

**BY SGT. BRIDGES**

**MOTION MADE TO APPROVE PERSONNEL ACTION FORMS**

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

**APPROVED PERSONAL ACTION FORMS:**

**GRIFFITH, BRIAN**

**HYLBERT, TODD**

**MITCHELL, GAVIN**

**PERRY, MICHAEL**

**THOMPSON, JACHARY**

**WALSH, JONATHAN**

**SICK LEAVE**

**CONFIRMATION**

**PROBATIONAL POLICE OFFICER**

**TERMINATION OF SICK LEAVE**

**PROVISIONAL APPOINTMENT**

**RESIGNATION**

**2. APPROVAL OF GRADE TRANSFERS FOR POLICE COMMUNICATION  
OFFICER**

**THERE ARE NONE**

**3. APPROVAL OF LETTER FROM CHIEF ESTESS REQUESTING WE REMOVE ALL NAMES  
FROM THE CURRENT ELEGIBILITY LIST FOR JAILER 1.**

**BY: SGT. BRIDGES**

**MOTION MADE TO APPROVE THE LETTER FROM CHIEF ESTESS REQUESTING  
WE REMOVE ALL NAMES FROM THE CURRENT ELEGIBILITY LIST FOR JAILER 1**

**CHIEF ESTESS EXPLAINED THE NEED TO REMOVE  
ALL NAMES FROM THE ELIGIBILITY LIST.**

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

**4. APPROVAL OF GRADE RESULTS FOR POLICE COMMICATION OFFICER EXAM**

**BY: SGT. BRIDGES**

**MOTION MADE TO APPROVE OF THE GRADE RESULTS FOR POLICE COMMUNICATION OFFICER**

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

**5. APPROVAL OF JAILER 1 APPLICATION**

**BY: SGT. BRIDGES**

**MOTION MADE TO APPROVE OF JAILER 1 APPLICATION**

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

**APPLICATION FOR JAILER 1 POSITION, (JOHN PORTER) HAS SIGNED UP TO TAKE THE JAILER TEST. UNTIL SCORE IS RECEIVED, HE WILL BE HIRED PROVISIONELY.**

**FIRE DEPARTMENT**

**1. APPROVAL OF PERSONNEL ACTION FORMS**

**BY: CAPT. SHELTON**

**MOTION MADE TO APPROVE PERSONNEL ACTION FORMS**

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

**APPROVED PERSONNEL ACTION FORMS:**

**ARNETTE, CHADWICK  
ARNETTE, CHADWICK  
BROWN, JASON  
DURFEE, JASON  
DUNN, SPENCER  
GRIFFIN, SHELTON  
HARRIS, MICHAEL  
LEMOINE, DAVID  
RESTIVO, ANTHONY  
SEALE, MATTHEW  
SHELTON, KYRA  
SKINNER, MICHAEL**

**PROBATIONAL PROMOTION  
TERM. OF SUBSTITUTE APPT.  
RESIGNATION  
CONFIRMATION  
SUBSTITUTE APPOINTMENT  
PROBATIONAL PROMOTION  
PROBATIONAL PROMOTION  
RETIREMENT  
CONFIRMATION  
CONFIRMATION  
PROVISIONAL APPOINTMENT  
PROBATIONAL PROMOTION**

**2. APPROVAL OF APPLICANTS REQUESTING THEIR GRADE RESULTS FOR FIRE COMMUNICATON OFFICER**

**\*\*\*\*THERE ARE NONE\*\*\*\***

**3. APPROVAL OF LETTER FROM CHIEF ZAGONE REQUESTING WE CALL FOR AN EXAM FOR SECRETARY TO THE FIRE CHIEF AND FIRE RECORDS CLERK.**

**BY: CAPT SHELTON**

**MOTION MADE TO APPROVE THE LETTER FROM CHIEF ZAGONE REQUESTING WE CALL FOR AN EXAM FOR SECRETARY TO THE FIRE CHIEF AND FIRE RECORDS CLERK.**

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

**WE WILL ADVERTISE FOR BOTH POSITIONS MARCH 21, 2022 THROUGH MARCH 31, 2022**

**4. APPROVAL OF APPLICATION FOR FIRE DEPARTMENT RECORDS CLERK POSITION**

**BY: CAPT SHELTON**

**MOTION MADE TO APPROVE THE APPLICATION FOR FIRE RECORDS CLERK POSITION.**

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

**THE APPLICANTS NAME IS KYRA SHELTON. SHE WILL TAKE THE TEST WHEN IT IS OFFERED.SHE WILL BE HIRED PROVISIONALY UNTIL THEN.**

**WITH THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD AT THIS TIME, THIS MEETING IS ADJOURNED AT: 9:20**

---

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