



JEFFERSON PARISH

FIRE CIVIL SERVICE



NOTICE OF FIRE CIVIL SERVICE BOARD MEETING MINUTES

Thursday, October 13, 2022
11:30 a.m., Council Chambers 2nd Floor, Yenni Bldg.
1221 Elmwood Park Blvd.
Jefferson, LA 70123

Agenda:

Meeting called to order
Roll Call of Board Members
Acknowledgement of Audience

Reading and Approval of Minutes:

August 11, 2022 meeting

Housekeeping:

- a. Approve any PAF forms received since last meeting.
- b. Approve Curren Court Reporters Invoice.

New Business:

1. Approval of Grades for the Fire Records Clerk and Fire Communications Officer I.
2. Approval of Applications.
3. Discussion of time limit for filing an appeal related to payroll. Does the 15-day limit in RS 33:2561 begin on the date of the action, the payroll check with the alleged error, or from the date the employee is advised through the PARF process that the alleged error was intentional, and then has reason to believe that the action is possibly disciplinary in nature?
4. **Brian Claverie Item# 8/22/224** – Appeal on Duty Injury Denial.
5. **Michael Shillington Item# 9/22/225** – Appeal on Reimbursement of Overtime Pay.

Old Business-Rescheduled Hearings:

1. **SCHEDULED FOR HEARING SEPTEMBER 8 – William Zeigler Item# 5/22/198** – Appeal on annual leave payment after retirement.
 - a. Compensation due upon retirement for sick and annual leave; compensation for leave over limits allow in the Redbook due to inability to use the leave prior to retirement.
2. **SCHEDULED FOR HEARING SEPTEMBER 8 – Investigations:**
 - a. **Brad Esteves Item# 6/22/214** – Investigation on why employees are not compensated for holiday pay.
 - b. **Brendan Fox Item# 6/22/215** – Investigation on why employees are consistently being shorted holiday pay.

- c. **Christopher Carver Item# 6/22/221** – Appeal on Payroll Miscalculation.
3. **SCHEDULED FOR HEARING SEPTEMBER 8 – Investigation on Hurricane Pay Brad Rodrigue, Mitchell Arbaugh and Michael Giarrusso Item# 9/21/113** – Investigation on why Holiday pay was not used for Hurricane Ida.

Old Business:

- 4. **SCHEDULED FOR STATUS UPDATE – Mikel Crossen Item# 1/22/145** – Appeal on Reimbursement of Sick/Annual Leave.
- 5. **SCHEDULED FOR STATUS UPDATE – Derek Lowe Item# 5/22/199** – Appeal on Duty Injury Leave.
- 6. **DEFERRED FOR STATUS UPDATE – Eric Cook Item# 5/22/197** – Appeal on Termination.
- 7. **DEFERRED FOR STATUS UPDATE – Mark Lemoine Item# 5/22/196** – Investigation into safety issues at the stations.
- 8. **DEFERRED** – Discussion of the qualifications for the class of Fire Chief.
- 9. **CONTINUED WITHOUT DATE – Appeal/Investigation regarding Pay Disparities**
 - a. **John Dunn Item# 2/14/2057** – Investigation of base pay and scheduled overtime for District Chiefs. Salary Correction/Adjustment in back pay.
 - b. **Rodrigue, Perre, Arbaugh & Glover Item# 7/20/2077** – Investigation into pay disparities.
 - c. **Craig Burkett Item# 00/13/04** – Appeal regarding pay issue 2%.
Subpoena requested and still open for response.
- 10. **STATUS UPDATE SCHEDULED – David Schaefer Item# 6/22/200** – Appeal on work related injury leave. (Due to the sensitive nature of leave issues and possibility of the discussion of medical records; the board may conduct this hearing in executive session.)
- 11. **CONTINUED WITHOUT DATE – Appeals on Hurricane Ida Pay:**
 - a. **Brad Rodrigue, Mitchell Arbaugh and Michael Giarrusso Item# 9/21/112** – Appeal on why Holiday pay was not used for Hurricane Ida.
 - b. **Erin Hughes Item# 10/21/115** – Appeal on Holiday Pay for Hurricane Ida
 - c. **John Abide Item# 10/21/116** – Appeal on Holiday Pay for Hurricane Ide
 - d. **Chad Penot Item# 10/21/117** – Appeal on Holiday Pay for Hurricane Ida
 - e. **Mitchell Arbaugh Item #10/20/2092** – Appeal on compensation for all suppression employees as it relates to closures due to hurricanes
 - f. **Jacob Schwartz Item# 9/20/2079** – Appeal on Compensation for Hurricane Laura
 - g. **Jefferson Parish Fire Department Employees Item# 8/6/2066** – Investigation/Appeal Regarding Hurricane and Holiday Pay
- 12. **DEFERRED FOR STATUS UPDATE** – Complaint against classified Fire Chief David Tibbetts for repeated dereliction and/or willful incompetence and statements made in letters to classified employees without basis or untrue pursuant to LA. R.S. § 33:2537(5) and other items raised of Mr. Venegas letter of April 7, 2022.

13. **DEFERRED** – Why pay period and shift schedule was changed for fire alarm and employees not compensated for past pay? Why averaging work hours per week still continue for suppression personnel?
14. **DEFERED FOR FOLLOW UP** – Contracting out Fire Civil Service duties to other parish agencies. Discussion of whether or not delegation of duties is allow under law.
15. **CONTINUANCE REQUESTED BY BOTH PARTIES – Tristian St. Cyr Item #12/20/2099**
– Appeal on Disciplinary Action
16. **CONTINUED WITHOUT DATE/RESCHEDULE PENDING BOTH PARTIES REQUEST TO MOVE FORWARD – Donald Lambert Item# 11/21/120** – Appeal on Loss of Leave
17. **WAITING ON RESPONSE FROM APPOINTING AUTHORITY/CONTINUED WITHOUT DATE – Appeal/Investigation for Destiny Holloway**
 - a. **Destiny Holloway Item# 6/21/107** – Appeal on 2021 Annual Evaluation
Motion to Dismiss received by Appointing Authority.
 - b. **Destiny Holloway Item# 5/21/105** – Appeal on Disciplinary Action on April 30, 2021
 - c. **Destiny Holloway Item #5/8/2075** – Appeal on Annual Leave Reinstatement
 - d. **Destiny Holloway Item# 6/21/106** – Investigation into Malfunctioning of Equipment
18. **CONTINUED WITHOUT DATE – Craig Burkett Item# 11/21/121** – Appeal on Injury/Illness Sick Leave
19. Follow-up discussion on Redbook.
20. **DEFERRED** – Chairman's request for discussion of possible interference with Board's efforts to carry out its duties.
21. **CONTINUED WITHOUT DATE** – Discuss mandatory overtime to fill minimum manpower as it relates to firefighter and public safety.
22. **CONTINUED WITHOUT DATE** – Discussion/possible action of assignment of Emergency Medical Services duties to Fire suppression personnel, and authorization for dispatching fire suppression equipment as backup to privately contracted Emergency Medical Services. Discussion of whether non-suppression calls are considered fire related pursuant to the list in R.S. 33:2541.
 - a. Additional discussion of allocation of responsibility of fire personnel and other emergency responders and use of fire protection millage for other emergency services.
23. **CONTINUED WITHOUT DATE -- Tammy Cavanaugh Item# 1/21/101** – Investigation into Pay Disparities
24. **CONTINUED WITHOUT DATE – Cavanaugh & Calderini Item# 8/29/2067** – Appeal regarding the Dispatcher Shift Schedule.
25. **CONTINUED WITHOUT DATE – Melissa Burkett Item #2/18/2046** – Hearing/Investigation – she wants an investigation as to how the department is handling overtime, see letter from Melissa Burkett dated 2/8/18.

26. **CONTINUED WITHOUT DATE – Melissa Burkett, Tammy Cavanaugh et als, Item #9/17/2041 & 2041A** – Hearing/ Investigation of the procedures followed by Robert Funk Supervisor concerning sick leave.
27. **CONTINUED WITHOUT DATE – Craig Burkett Item #12/20/2097** – Appeal on COVID compensation.
28. **CONTINUED WITHOUT DATE – Fire Prevention Department Employees Item# 7/20/2078** – Investigation into pay of J. McGuire upon re-hire.

Public Hearings:

1. **POSTPONED** – Rule XV, sections 27 Hazardous Materials Risk Coordinator and 28 Assistant Hazardous Risk Coordinator.
2. **POSTPONED** – Rule XV, section 29 Fire Services Information Technology Specialist.
3. **CONTINUED WITHOUT DATE** – Job Analysis/Classified Position Investigations:
 - a. Discussion and vote on whether or not to request the board to do a job analysis on the division of fire services.
 - b. **Craig Burkett Item# 00/13/05** – Appeal regarding classified position investigation.
 - c. Discussion on whether or not to do a job analysis on the entire emergency management division as well as mechanics at Parish garage.
4. **CONTINUED WITHOUT DATE -- Discussion of Classification Plans and Duties**
 - a. **Michael Travis Item #4/20/2074** – Investigation into Classes for Chief of Administration and Fire Administrative Assistant to the Fire Chief, as to why a candidate from the eligibility list has not been selected to fill the vacancy. The investigation also questions the duties of the positions and it is believed that the person currently is acting as a Deputy Chief.
 - b. Discussion of the Board initiating an investigation pursuant to RS 33:2544 into the assignment of duties to the classes of Fire Chief of Administration, and Fire Department Assistant to the Fire Chief, to determine if the duties assigned have created a different class.

Adjourn Meeting

In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

ADA Coordinator/Office of Citizens with Disabilities
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(504) 736-6086, ADA@jeffparish.net

Meeting Notice Posted: 10/4/2022