



JEFFERSON PARISH

FIRE CIVIL SERVICE



RESCHEDULED TO VIRTUAL
NOTICE OF FIRE CIVIL SERVICE BOARD MEETING AND HEARING
Tuesday, March 16, 2021
VIA Video conference

Certification pursuant to
Proclamation Number JBE 2020-30
Section 4

Pursuant to the emergency proclamation, the Jefferson Parish Fire Civil Service Board hereby certifies that without the use of teleconferencing or video conferences it will otherwise be unable to operate due to quorum requirements. Therefore, during pendency of this emergency the Board will meet by teleconference and will make all efforts to provide for observation and input from the public.

Craig Burkett, electronically signed
CRAIG BURKETT, CHAIRMAN

Public input and observation and to participate in meeting

The public and all interested parties are invited to observe and participate in the meeting. The information for joining the video conference is as follows:

JPFCSB Meeting

Tue, Mar 16, 2021 10:00 AM - 12:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

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You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 485-690-221

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Agenda:

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

Reading and Approval of Minutes:

February 11 meeting

Housekeeping:

- a. Approve any PAF forms received since last meeting.
- b. Approve Fire Communications Officer I Grade Transfer
- c. Approve Curren Court Reporters Invoice
- d. **CONTINUE WITHOUT DATE** – Discussion of revised competitive application.

Public Hearings:

1. Public Hearing of the COVID leave extension.
2. **POSTPONED** – Rule XV, sections 27 Hazardous Materials Risk Coordinator and 28 Assistant Hazardous Risk Coordinator.
3. **POSTPONED** – Rule XV, section 29 Fire Services Information Technology Specialist.

New Business:

1. **William Zeigler Item# 1/21/100** – Appeal Annual Leave Reinstatement
2. **Tammy Cavanaugh Item# 1/21/101** – Investigation into Pay Disparities
3. **Mitchell Arbaugh Item# 2/21/102** – Investigation into forcing employees to sign form for Red/Greenbook policies
4. Approval of applicants for competitive and promotional examinations.

Old Business:

1. **RESCHEDULED APRIL 13, 2021 – Letisha Desmares Item #11/20/2095** – Investigation concerns into Inspections Division
 - a. Investigation into why grievance against Lt. Barrios was not handled in a timely fashion
 - b. Investigation into why grievance against Inspector Holloway was not handled in a timely fashion
 - c. Investigation into why Chief Tibbetts has not addressed the concerned brought to him within the Inspections Division
 - d. Discussion of letter sent to Human Resources from the Board.
2. **HEARING SCHEDULED April 8, 2021 –Tristian St. Cyr Item #12/20/2099** – Appeal on Disciplinary Action (**Follow up needed from Brandon Venegas**)

3. **DEFERRED AS PER REQUEST OF APPOINTING AUTHORITY – Destiny Holloway Item #5/8/2075** – Appeal on Annual Leave Reinstatement
4. **CONTINUE WITHOUT DATE – Todd Roser Item #6/20/2076** – Investigation/Appeal his grievance filed regarding the actions of Chief Carl Brondum
Administration is currently investigating this item.
Board attorney to reach out for follow-up.
5. **CONTINUED WITHOUT DATE – Cavanaugh & Calderini Item# 8/29/2067** – Appeal regarding the Dispatcher Shift Schedule.
6. **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.
7. **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.
8. **DISCUSSION – Monica Mitchell Item# 9/20/2089** – Investigation into procedures and protocols for COVID 19
9. **POSTPONED** – 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.
10. **CONTINUED WITHOUT DATE** – Discussion on whether or not to do a job analysis on the entire emergency management division as well as mechanics at Parish garage.
11. **CONTINUANCE – Mitchell Arbaugh Item #3/3/2072** – Investigation into Conduct of Superior Officer
12. **CONTINUANCE – Mitchell Arbaugh Item #3/13/2073** – Investigation into Conduct
13. **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.
14. **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.

15. **SCHEDULED FOR HEARING APRIL 8, 2021** – Investigations on Why Annual Raises were not given per Redbook Rule
 - a. **Brad Rodrigue Item# 10/20/2080** – Investigation into why annual raise were not given per Redbook rule.
 - b. **Michael Giarrusso Item# 10/20/2081** – Investigation into why annual raise were not given per Redbook rule.
16. **SCHEDULED FOR DISCUSSION APRIL 8, 2021** – Appeals on Corrective Action Regarding Annual Raises and Backpay
 - a. **Joshua Joseph Davis Item# 10/20/2085** -- Appeal for corrective action regarding annual raise and backpay
 - b. **Lama, Ranatza, M. Rodriguez, Figaro, Bush, Giusti, Colomb, Ruffin, Riviere, Rosenbaum, Stromeyer and Dill Item# 9/20/2088** – Appeal for corrective action regarding annual raise and backpay
17. **FOLLOW UP DISCUSSION/HEARINGS TO BE SCHEDULED** -- Appeals on Hurricane Pay
 - a. **Mitchell Arbaugh Item #10/20/2092** – Appeal on compensation for all suppression employees as it relates to closures due to hurricanes
 - b. **Jacob Schwartz Item# 9/20/2079** – Appeal on Compensation for Hurricane Laura
 - c. **Jefferson Parish Fire Department Employees Item# 8/6/2066** – Investigation/Appeal Regarding Hurricane and Holiday Pay
18. **CONTINUED WITHOUT DATE** – **Craig Burkett Item #12/20/2097** – Appeal on COVID compensation.
19. **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%.
20. **Fire Prevention Department Employees Item# 7/20/2078** – Investigation into pay of J. McGuire upon re-hire.
21. **FOLLOW DISCUSSION TO BE HAD FROM RESPONSE OF AG LETTER** -- Points of discussion will be the duties and responsibilities of each office or board as the case may be as stated in the Jefferson Parish Charter, LA RS 40:1506 and LA RS 40:2537.

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.

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(504) 736-6086, ADA@jeffparish.net

Meeting notice posted 2/25/2021