



JEFFERSON PARISH

FIRE CIVIL SERVICE



NOTICE OF FIRE CIVIL SERVICE BOARD MEETING

Thursday, May 13, 2021
10:30 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:

March 23, April 8 and 13 meeting

Housekeeping:

- a. Approve any PAF forms received since last meeting.
- b. Approve Current Court Reporters Invoice
- c. **CONTINUE WITHOUT DATE** – Discussion of revised competitive application.

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.

New Business:

1. Discussion of Red Book and a request to obtain complete copies of the Red Book from Chief Tibbets and Robert Burkett, so the Board might compare them.
2. Approval of Examinations Grades from the April testing.

Old Business:

1. **DISCUSSION/STATUS UPDATE -- Tristian St. Cyr Item #12/20/2099** – Appeal on Disciplinary Action (**Follow up needed from Brandon Venegas**)

2. **FOLLOW-UP DISCUSSION -- Mitchell Arbaugh Item# 2/21/102** – Investigation into forcing employees to sign form for Red/Greenbook policies
3. **STATUS UPDATE NEEDED – Monica Mitchell Item# 9/20/2089** – Investigation into procedures and protocols for COVID 19
4. **SCHEDULED FOR MAY 13, 2021 – Todd Roser Item #6/20/2076** – Investigation/Appeal his grievance filed regarding the actions of Chief Carl Brondum
Administration is currently investigating this item.
5. **CONTINUANCE – Mitchell Arbaugh Item #3/3/2072** – Investigation into Conduct of Superior Officer
6. **CONTINUANCE – Mitchell Arbaugh Item #3/13/2073** – Investigation into Conduct
7. **FOLLOW-UP DISCUSSION** – 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
8. **DISCUSSION/FOLLOW-UP -- Tammy Cavanaugh Item# 1/21/101** – Investigation into Pay Disparities
9. **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
10. **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.
11. **DEFERRED FOR 60-90 DAYS** – Discussion to consider calling as investigation to determine the current "state of the department," specifically what is good, right, acceptable about the management/leadership, maintenance, operations, services, employees working conditions?
12. **FOLLOW-UP** – Discussion of Board requesting of verification of distribution of Board Rules dated September 2020.
13. **DEFERRED AS PER REQUEST OF APPOINTING AUTHORITY – Destiny Holloway Item #5/8/2075** – Appeal on Annual Leave Reinstatement
14. **CONTINUED WITHOUT DATE – Cavanaugh & Calderini Item# 8/29/2067** – Appeal regarding the Dispatcher Shift Schedule.

15. **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.
16. **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.
17. **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.
18. **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.
19. **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.
20. **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.
21. **CONTINUED WITHOUT DATE – Craig Burkett Item #12/20/2097** – Appeal on COVID compensation.
22. **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%.
23. **Fire Prevention Department Employees Item# 7/20/2078** – Investigation into pay of J. McGuire upon re-hire.

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
1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123
(504) 736-6086, ADA@jeffparish.net

Meeting notice posted 5/6/2021