



JEFFERSON PARISH

FIRE CIVIL SERVICE



NOTICE OF FIRE CIVIL SERVICE BOARD MEETING

Tuesday, June 13, 2023
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:

April 20 and May 23, 2023

Housekeeping:

- a. Approve any PAF forms received since last meeting.
- b. Approval of Current Court Reporters Invoice.

Old Business-Scheduled Hearings:

1. **CONTINUE INVESTIGATION – Brian Claverie Item# 2/23/230** -- Appeal on Decision of On-Duty Injury Leave letter dated February 27, 2023 from the Fire Department. (This appeal is related to Item# 8/22/224)
2. **CONTINUE HEARING – Brian Claverie Item# 8/22/224** – Appeal on Duty Injury Denial.
3. **SCHEDULE FOR SPECIAL MEETING – Michael Calamari Item# 1/23/228 A&B** – Appeal on seniority; Appeal regarding board authority to review statute.
4. **SCHEDULED FOR HEARING – Nico Figaro Item 1/23/229** – Appeal on Termination. (Mr. Venegas has asked for a continuance and there is no opposition from the department, both sides have waived time delays.) Move to late June or July.
5. **SCHEDULED HEARING -- Frank Lorenzo Item# 10/22/226** – Appeal on Sick Leave
Mr. Lorenzo requested that his item be postponed till the June meeting.
6. **CONTINUE WITHOUT DATE – Shane Tournier Item# 9/22/227** – Appeal on Annual Leave return and request to be put on administrative leave. Mr. Tournier requested an executive session due to information contained in his medical records.

Old Business:

7. **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
 - h. **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.
8. **SCHEDULED FOR STATUS UPDATE – Mikel Crossen Item# 1/22/145** – Appeal on Reimbursement of Sick/Annual Leave.
 9. **SCHEDULED FOR STATUS UPDATE – Derek Lowe Item# 5/22/199** – Appeal on Duty Injury Leave.
 10. **DEFERRED FOR STATUS UPDATE – Eric Cook Item# 5/22/197** – Appeal on Termination.
 11. **DEFERRED** – Discussion of the qualifications for the class of Fire Chief.
 12. **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%.
 - d. **Tammy Cavanaugh Item# 1/21/101** – Investigation into Pay Disparities
 - e. **CONTINUED WITHOUT DATE – Fire Prevention Department Employees Item# 7/20/2078** – Investigation into pay of J. McGuire upon re-hire.

Subpoena requested and still open for response.
 13. **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.)
 14. **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.
 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 – Cavanaugh & Calderini Item# 8/29/2067** – Appeal regarding the Dispatcher Shift Schedule.
22. **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.
23. **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.

Old Business-Pending Resolution by all Parties:

24. **DEFERRED FOR STATUS UPDATE – Mark Lemoine Item# 5/22/196** – Investigation into safety issues at the stations.
25. **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.
- i. Additional discussion of allocation of responsibility of fire personnel and other emergency responders and use of fire protection millage for other emergency services.

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.

Keith Credo to follow up.

- 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.
- c. **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.

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
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Meeting Notice Posted: 6/6/2023