

**FIRE SUPPLEMENTAL PAY BOARD MEETING MINUTES**

November 10, 2022

A regular meeting of the Municipal Fire Fighters Supplemental Pay Board of Review, November 10, 2022 at Louisiana Department of Public Safety, Management and Finance Office.

Brien Ruiz called the meeting to order.

**ROLL CALL**

The following members and staff present:

Board Members

Brien Ruiz  
Richard Parker Jr.  
Ronnie Schillace  
Dwayne Thevis  
Charles Williams

Staff

Natalya Besse  
Candy Diez  
Sharon Tennent  
Marlon C. Battley, Esq.

Visitors

Patrick Carpenter, Deputy Chief Ascension Fire District 3

**APPROVAL OF MINUTES**

Ronnie Schillace made a motion to approve minutes for August 08, 2022 meeting.  
Charles Williams seconded the motion and the motion passed.

**APPEALS**

None.

**OLD BUSINESS**

None.

## **NEW DEPARTMENTS**

Fire Protection District No 2 of Ville Platte to be ready for January 1, 2023. The board provisionally approved the new district, if all required documentation is provided. Dwayne Thevis made the motion to approve the new district. Ronnie Schillace seconded it and the motion passed.

## **NEW BUSINESS**

Alexandria Fire Department - Patrick Searcy, Fire Captain. Application was approved with the Firefighter Officer and Firefighter 2 certificates. A copy of the original Firefighter 1 is not available, because LSU's records do not go back that far. Per FETA, the presented certificates should be acceptable, because the Firefighter 1 certificate is a prerequisite to the Firefighter Officer and Firefighter 2.

Richard Parker Jr. recommended for any new applicant to obtain an official FETA letter, indicating the circumstances under which a duplicate of the Firefighter 1 certificate cannot be presented, and that the training had to have been taken in order to be able to progress in the next training series. This should be exercised only in special cases, when FETA cannot produce a copy of the original certificate. Ronnie Schillace made a motion to approve the application for supplemental pay, Charles Williams seconded it and the motion passed.

The municipality requested reimbursement for the supplemental pay it gave Patrick Searcy when he was re-instated. The municipality submitted a request letter, all payroll stubs with the payment, and an invoice for the amount to be paid. The amount due is \$3,817. Charles Williams made a motion to reimburse the Alexandria Fire Dept. Ronnie Schillace seconded it and the motion passed.

Broussard Fire Department - Angela Ragusa, Administrative Assistant to the Fire Chief. The job description was modified to be qualified for supplemental pay. It is not clear if Civil Service reviewed and approved the document. The font of the amended job description portion is different from the rest of the document. Charles Williams made a motion to request a letter from the Broussard Fire Dept. Civil Service Board to confirm that the job description changes were approved. Richard Parker Jr. seconded it and the motion passed.

Leesville Fire Department - Denny Rush, Firefighter. The applicant has an out of state Firefighter 1 certificate. Brien Ruiz made a motion to deny, Dwayne Thevis seconded it and the motion passed.

Marrero Harvey Vol. Fire Department - Cary Radford, Firefighter. The recipient is currently full time paid Firefighter/Operator with the Independence Fire Department along with being full time paid Firefighter/Operator with the Marrero Harvey Fire Department. He works different shifts at each department. Mr. Radford is declaring Marrero Harvey Fire Department as his primary job. The department applied for him to be added to the department warrant. The change will be done by the supplemental pay team.

Plaquemines Port Harbor Terminal - Schuyler Powell, Rescue Boat Engineer. Richard Parker Jr. made a motion to approve the application with the Delgado maritime firefighter certificate, Dwayne Thevis seconded it and the motion passed.

Port of New Orleans - Edwin Jackson, Firefighter. Richard Parker Jr. made a motion to approve the application with the Delgado maritime firefighter certificate, Dwayne Thevis seconded it and the motion passed.

Shreveport Fire Department - Nathaniel Burden, Firefighter. Richard Parker Jr. made a motion to approve the application with the Delgado maritime firefighter certificate, Dwayne Thevis seconded it and the motion passed.

Shreveport Fire Department - Dylan Matteson, Firefighter. The applicant has an out of state Firefighter 1 certificate. Brien Ruiz made a motion to deny, Dwayne Thevis seconded it and the motion passed.

Shreveport Fire Department - Michael Munns, Firefighter. The applicant has an out of state Firefighter 1 certificate. Brien Ruiz made a motion to deny, Dwayne Thevis seconded it and the motion passed.

### **STATUTE/ADMINISTRATIVE RULES UPDATES**

Active-Duty Military Leave AG Opinion (R.S. 29:405.A. (2)). Marlon C. Battley provided clarification to the AG's office opinion. Any future questionable military orders will be presented to the board to determine whether or not the recipient can still receive supplemental pay.

### **FIRE PROTECTIVE DISTRICTS THAT DO NOT BELONG TO A PARISH GOVERNMENT**

The statute will be changed to include these districts. Ronnie Schillace made a motion to allow the chairman of the fire board to sign warrants until the statute is changed. Dwayne Thevis seconded it and the motion passed.

### **SuMPay MODERNIZATION PROJECT UPDATES**

Natalya Besse provided update on the modernization project.

### **PRESENTATION OF MOST RECENT BUDGET PROJECTIONS**

Natalya Besse informed the board of the budget amount for FY23.

### **ACCOUNTS RECEIVABLES**

Marlon Battley, attorney, advised that the board can go after either municipalities or individuals. Since they are both solidary obligators, both are responsible for the debt. The easier way is to collect from the municipalities. Charles Williams requested to get more information on collecting outstanding amounts through the Louisiana Department of Revenue.

### **NEW APPLICATIONS SUBMITTED FOR APPROVAL**

Charles Williams made a motion to approve 154 applications for \$299,222 and newly approved applications from the New Business. Ronnie Schillace seconded it and the motion passed.

### **NEW ACT 110 MONEY APPROVAL**

Charles Williams made a motion to approve ACT 110 money for 64 applications in the amount of \$87,703. Dwayne Thevis seconded it and the motion passed.

**SET TIME & DATE OF NEXT MEETING**

February 7, 2023 @ 10:00 a.m.

Brien Ruiz would like to have the next meeting at the state convention in Houma on March 7, 2023. He will need to finalize all details before a final decision is made.

**SET DATES/TIMES OF 2023 BOARD MEETINGS**

February 7, 2023 @ 10:00 a.m.

May 9, 2023 @ 10:00 a.m.

August 1, 2023 @ 10:00 a.m. possibility to have the Board meeting in Crowne Plaza, Baton Rouge.

November 7, 2023 @ 10:00 a.m.

**ADJOURN**

Ronnie Schillace made a motion to adjourn.

Richard Parker Jr. seconded the motion and the motion passed.