

**MINUTES OF A CIVIL SERVICE BOARD APPEAL HEARING HELD  
JANUARY 20, 2016**

The St. Tammany Fire District No.3 Civil Service Board met in special session for an appeal hearing at 4:30 p.m. January 20, 2016 at the Training Center, located at 29278 Hwy 190 Lacombe, LA.

**Roll Call:**

Present were: Eugenie Simpson, Chairman  
Bud Lusch,  
Theresa McCarthy, Board Secretary

Others present: Ms. Jackie Cummings, Mr. Jesse Ledet, Ms. Jennifer Mizzell, Fire Chief Patrick Sicard, Mr. Troy Ingram (Attorney for STFD 3), Abraham Dawson, Mr. Philip Dominique (Attorney for Abraham Dawson).

The Pledge of Allegiance and Prayer by Ms. Cummings.

The subpoenaed witnesses were sequestered.

Assistant Chief Scott Lober  
Captain Michael Geissler  
Captain Keith Kern  
Captain James Dumas  
Provisional Captain Daniel Rodriguez

Other audience members include: Michael Raymond, Christopher Burke, Mona Burke, Mottie McCleary, Jim McQuilkin, Jack Dockery, Steven Hardin, Mitchell Geissler, Joe Geddis, Jr.

**NEW BUSINESS**

**Appeal hearing continued for January 20, 2016.**

Attorney's Mr. Ingram and Mr. Dominique agree to joint Exhibits A1 – A14 brought by Mr. Ingram. (Attached) And same with blow ups brought by Mr. Dominique. D1-D5. (not attached) Mr. Dominique stated he would provide a list of Exhibits D1-D5.

Mr. Dominique made his opening statements concerning investigations and disciplinary actions for Dawson #1 and Dawson #2.

Mr. Ingram had no opening statement to make.

Ms. Simpson asked Mr. Dawson to provide the basis for his appeal. Mr. Dawson stated that he felt mistakes were made and that the punishment did not suit the actions and that it was based on his association with the union and that he is a minority. He felt the penalties were excessive.

Mr. Dominique also wanted to start examination of Mr. Dawson.

Mr. Ingram asked that the administration present their case first because they bear the burden of proof.

Mr. Dawson was questioned as to his employment status with St. Tammany Fire District 3 and answered as follows, for a little over 9 years as a Firefighter/EMT operator.

Mr. Ingram questioned Mr. Dawson concerning the STFD3 employee handbook. If he has read it. Mr. Dawson explained that he has not read it cover to cover.

Mr. Ingram submits **Exhibit A-1** which is the Employee handbook for STFD3 updates.

Mr. Dawson sworn in.

Mr. Ingram continued to read aloud Chapter 6 (E) from the Employee Handbook.

Ms. Simpson asked Mr. Ingram to move on and get to the point.

There was more questioning of how Mr. Dawson hurt his back and if he followed STFD3 policy.

**Exhibit A-16** page 15, Abe Dawson Interview, September 12, 2015 (attached)

Discussion of drugs prescribed for his injury. Referred to **Exhibit D-1** (poster, not attached)

Ms. Simpson asked to move on and relevance. Mr. Ingram explained that Mr. Dawson sustained an on the job injury and was prescribed narcotic medication. There are certain rules and regulations that he has to follow. There was no workman's compensation filed out and no documentation or return to work forms filled out.

Mr. Lusch asked if there was a return to work certificate on hand now? Mr. Ingram explained that there was not. Mr. Lusch asked why one wasn't turned in if it was so important two months ago. Why is he allowed to work if he has not turned in a release letter?

Chief Sicard explained steps that should be submitted and was not turned in and policy not followed.

**Exhibit A-9** Chapter 5 Worker's Compensation (attached)

Mr. Dawson read and was questioned concerning this exhibit.

**Exhibit D-4** First Report of Injury (not attached)

Ms. Simpson stopped discussion as to why the questions of the forms that have not been filled out. Mr. Ingram explained that that would be something for the board to determine.

**Exhibit A-10** Chapter 7 Substance abuse (attached)

Mr. Dawson was questioned about the prescribed medication and side effects and how long they last. Also if he advised his supervisor of the medication. He did not.

Mr. Ingram introduced into evidence **Exhibit A-16** Dawson Interview dated September 12, 2015.(attached) Mr. Dominique objected this being introduced into evidence.

Ms. Simpson questioned why this evidence was not admitted into evidence when the others were. Mr. Ingram introduced because of inconsistent statements.

Ms. Simpson called for an executive session to read over Exhibit A-16. Mr. Ingram explained that it was not a proper use of executive session. Mr. Lusch explained that it was to discuss legal proceedings. Mr. Ingram explained it is supposed to be an open and transparent forum and that all discussion should be on the record.

Ms. Simpson explains that the board decides whether the injury was or was not work related. She did not admit this Exhibit A-16 because it is not necessary to move forward.

Mr. Ingram would like to **Proffer Exhibit A-16** because he believes it is impeachment evidence and would like to protect the record for appeal.

Mr. Ingram submitted previously **Exhibit A-6** Email from Chief Sicard to Abe Dawson dated September 16, 2015 (attached)

Mr. Dawson read the email aloud and was asked if he submitted the requested information. Mr. Dawson did not. He was asked if he violated a direct order.

Mr. Dominique objected.

Mr. Dawson said he was waiting to see if it was a HIPPA violation to have to submit the prescriptions.

Mr. Ingram also questioned the text messages requested not being turned in. Mr. Dawson explained that the texts no longer existed.

Mr. Lusch asked if there was a waiver that Mr. Dawson signed to do these interviews and investigations or is it come in to work and answer these questions? Mr. Ingram explained that it was part of the employee handbook and that Mr. Dawson was given his Firefighter Bill of Rights.

Discussion of September 30, 2015 interview. (not submitted as exhibit)

**Exhibit A-5** Chapter 4, Attendance and Leave Policy.(attached) Mr. Dawson read aloud and was questioned by Mr. Ingram if he understood the policy and if he violated. Mr. Dawson understood and said that he did not call his Captain before he left his residence.

Mr. Ingram asked Mr. Dawson that he thinks by his testimony that the Chief has a vendetta against him because he was enforcing the policy. Mr. Dawson does not because he is enforcing the policy and admitted he did violate the policy. Mr. Ingram stated that the policy states he could have been terminated but was not and asked Mr. Dawson what he thought should have happened. Mr. Dawson thought that the Captain should have been able to his job.

Mr. Ingram brings up prior reprimands to show history. Mr. Dominique objected any prior alleged misdeeds because punishment has already been given.

Ms. Simpson agreed with Mr. Dominique with not judging on past prior events.

Mr. Ingram Proffered the following **Exhibit A-17, Verbal Reprimands (attached)** and his argument and reasoning because Mr. Dawson raised the issue that whether or not the Chief acted in a vindictive retaliatory manner. Mr. Dawson has been given numerous opportunities to work out issues. Mr. Ingram proffered the incident of when Mr. Dawson took unit 33 out of the district without permission and went to Slidell and damaged the truck. An individual that worked at the bank informed a prior employee who contacted Chief Sicard about the wreck that took place. Captain Geissler questioned Dawson about the incident and Mr. Dawson lied about where he was and the incident with the truck. When Captain Geissler pointed out damage Mr. Dawson told him he bumped a post at the bank.

Ms. Simpson stated that it had nothing to do with the reason for the appeal. Mr. Ingram stated that the disciplinary action showed that he was given every opportunity with his history.

Verbal Reprimand by Keith Kern, June 27, 2008

Verbal Reprimand by Pat Sicard, Sept. 8, 2009

Verbal Reprimand by Capt. Lober Oct. 8, 2009

PIP by Sicard, October 11, 2010

PIP by Sicard, October 17, 2010

Verbal Reprimand by Dumas, April 3, 2011

Written Consultation by Geissler, Dec. 13, 2014

Mr. Lusch interrupted to ask what position Chief Sicard was in at the time of the reprimands. Chief Sicard was a Captain at the time.

Michael Raymond, a member of the audience, from Jefferson Fire Dept. was allowed to speak. Mr. Ingram objected because he is not employed at STFD3 and has not been sworn in and it is not appropriate for him to speak at the time.

The board feels it is a public hearing and did swear in Mr. Raymond before his statements.

Mr. Ingram moved to strike the testimony of Mr. Raymond because it is inappropriate and is regarding a matter that is proffered.

Ms. Simpson motioned for a five minute break, Mr. Lusch seconded.

Meeting was called back to order at 6:12p.m.

Mr. Ingram continued with Mr. Dawson, asking if he was provided with a copy of the Firefighter Bill of Rights. Mr. Dawson confirmed. Mr. Ingram had no further questions.

Mr. Dominique questions Mr. Dawson on Exhibit A-1. Please read, it says updates correct? Are you claiming ignorance? Mr. Dawson answers no on both. He explains he made a mistake by not calling before leaving his house.

Concerning the injury, Mr. Dominique questioned Mr. Dawson if was he able to work, he replied yes. Any issues walking after Aug. 13 or before Aug 18<sup>th</sup>? No Sleeping or driving issues? Mr. Dawson No.

**Exhibit D-1 brought forward. (not attached)** Mr. Dominique questioned Mr. Dawson if his injury was at work and if he had any limitations. Page 19 of 49 Abe Dawson #2, is in question. There are questions in Dawson #2 that Mr. Dominique states were covered in Dawson #1.

Mr. Ingram objects that Mr. Dominique is trying to open a door on a document that was proffered and he will be able question. It was referenced that there was missing testimony. Dawson #2 was not entered as evidence. There is no testimony missing it was all proffered for the record.

Mr. Dawson was questioned as to when he hurt his back and when it started hurting him, which was on Aug. 18<sup>th</sup>.

As for the requests of text messages and why he did not provide them as requested. Mr. Dawson explained that his phone settings are set to delete text messages.

Mr. Ingram objected to the question of Mr. Geissler and his text messages that were also requested and if he received any disciplinary action for not turning them in because he had the same setting on his phone. Mr. Ingram explained that Mr. Geissler was not under investigation.

**August 31, 2015 notice of Investigation Exhibit D-2 (A-4) (attached)**, Mr. Dawson read aloud of his deliberately refusing to follow a direct order and failed to adhere to policy.

Mr. Ingram objected – argumentative.

Mr. Dominique continued questioning concerning intentionally deceiving.

Mr. Dominique questioned Mr. Dawson concerning filling out paperwork, Form H. The Worker's Compensation Form. He did not fill this form out because he fills it was not a work related injury.

Report of medication, **Form L Exhibit D-3. (not attached)** Did you fill this form out? Mr. Dawson replied no because he was not taking any medication while on duty.

**Exhibit D-5 Letter of Investigation. (not attached)** This is a list of all violation Mr. Dawson did.

Mr. Dominique identified all by Dawson #1 and Dawson #2.

The board asked for a copy that was not submitted previously. Mr. Dominique supplied.

Mr. Dawson read aloud each violation while Mr. Dominique questioned him on each.

Mr. Dominique asked if Mr. Dawson felt that his suspensions and other penalties were motivated by anything other than his actions. Mr. Dawson replied yes. Mr. Dominique asked if he felt they were race related and does he feel like he had been discriminated against. Mr. Dawson replied yes. Mr. Dawson feels that besides his union affiliation and constant references to Hitler, there

was also a comment made at a commissioners meeting where Chief made a remark explaining the diversity in the department because he now has two dark skins currently working at the department, and two Latino's. Mr. Dawson stated the Assistant Chief Lober apologized for the remarks made and that he wasn't aware it would be said.

Mr. Ingram asked that Mr. Dawson said that he was discriminated against because of race and he thinks that because he allegedly said he made the comment of two dark skins and two Latino's? Mr. Dawson replied yes. Mr. Ingram asked if there was anything else, specific events? Mr. Dawson said the constant scrutiny of him.

Mr. Dawson was asked if he knew of when another firefighter was terminated by Chief Flynn for not being home while on sick leave. Mr. Dawson did and stated it was Russell Ritchie. Mr. Ingram continued questioning on the subject of Hitler, in what context? Mr. Dawson stated that Chief did the Heil Hitler and was wearing a Hitler mustache. Mr. Dawson was questioned whether anyone else expressed discontent with this issue? Mr. Dawson replied no.

Mr. Ingram continued questioning on the **D-1 Discharge chart**. (not attached) Ms. Simpson asked relevance. Mr. Ingram expressed that the full document was not submitted, specifically the date of injury, and how it occurred.

Ms. Simpson asked what Mr. Ingram was implying and he stated that the whole document was not there and it is adverse to the case.

Mr. Dawson dismissed.

Captain Geissler was called to witness. Mr. Geissler was sworn in.

Mr. Ingram presented **Exhibit A-2 and A-3 (attached)**.

Mr. Geissler was questioned on going to Mr. Dawson's residence to see if he was there while on sick leave. Mr. Geissler explained that he knocked on the door several times and Mr. Dawson was not home. He also tried calling Mr. Dawson several times and he did not answer his phone.

There was discussion of the policy concerning employees leaving their residence while on sick leave. Mr. Geissler explained it was policy and he took it upon himself to go to Mr. Dawson's residence to check and see if he was home. Mr. Ingram asked if Mr. Geissler was aware of another employee being terminated for sick leave violation. Mr. Geissler was aware Russell Ritchie was terminated but did not recall the circumstances. Mr. Geissler was asked that once Mr. Dawson returned his phone calls, was he aware of where Mr. Dawson was when he left his residence? Mr. Geissler did not.

**Exhibit A-3 PIP completed by Mr. Geissler on August 19, 2015 (attached)** was submitted. This PIP was read aloud by Mr. Geissler.

**Exhibit A-5 Chapter 4 of Handbook- Attendance and Leave Policy. (attached)** Mr. Geissler was asked if Mr. Dawson complied to policy and Mr. Geissler replied that he did not.

**Exhibit A-10 – Chapter 7 Substance Abuse (attached)** was given to Mr. Geissler to read aloud. Mr. Geissler was asked if he was aware of any medication that Mr. Dawson was taking while on duty. Mr. Geissler was not aware of any medication.

Mr. Dominique continues questioning Mr. Geissler. Discussion of Mr. Ritchie and the circumstances surrounding his termination. Mr. Geissler did not know details of that termination.

Mr. Dominique questioned where Mr. Dawson was and if Mr. Geissler had any reason to disagree or doubt where Mr. Dawson stated that he was when he left his residence. Mr. Geissler did not. The PIP form that was filled out on Mr. Dawson, Mr. Dominique asked if he thought it was sufficient and Mr. Geissler explained that that was the extent that he would do as a Captain. Mr. Dominique questioned Mr. Geissler about the Hitler references and if he was aware of those remarks. Mr. Geissler was aware.

Mr. Ingram questioned Mr. Geissler further on where Mr. Dawson was and if Mr. Dawson had ever lied to him before. Mr. Geissler said yes, there may have been times Mr. Dawson lied. Mr. Ingram asked about a specific time, Mr. Dominique objected because it was from 2008.

Ms. Simpson agreed and will not allow because it does not have anything to do with the case at hand.

Mr. Ingram explained that Mr. Dominique opened the door when he asked Mr. Geissler if he ever had any reason to doubt Mr. Dawson's statement. This opened the door to credibility and he has the right to cross exam.

Mr. Ingram will proffer testimony because the board would not allow him to cross exam. The instance of when Mr. Dawson contacted Mr. Geissler to leave the district because someone hacked his bank account. Discussion of what actually happened took place. **Exhibit A-17 written consultation from December 13, 2014** (attached) was submitted to Mr. Geissler to review. Mr. Geissler read the letter aloud and was questioned in reference to this incident. Mr. Geissler was asked if he was aware of Mr. Dawson leaving the district in a department vehicle. He was not. Mr. Geissler was made aware of an incident where the vehicle received damage and questioned Mr. Dawson about the incident. Mr. Dawson stated that he went to First NBC when he actually went to the Fireman's Credit Union. The damage to the vehicle was discussed and if Mr. Dawson was truthful in presenting the damage when asked about the incident.

Mr. Ingram asked that when Mr. Dominique asked if he had any doubt of where Mr. Dawson was, did this incident give him any doubt? Mr. Geissler stated it could but he didn't see why Mr. Dawson would lie about being at his in-laws house.

No further questions for Mr. Geissler.

Mr. Ingram told the board that they had Assistant Chief Lober waiting to be called for witness and would be releasing him at this time. Mr. Dominique had no objections.

Mr. Ingram called Chief Sicard as witness. Chief Sicard was sworn in.

Mr. Ingram questioned Chief Sicard on the Attendance and Leave Policy. Section K – provides any violation shall result in corrective action including termination. Mr. Ingram asked if the Chief had the rights and discretion to fire Mr. Dawson according to this policy? Chief Sicard replied that he did have that option but did not terminate Mr. Dawson. Mr. Ingram asked how Chief Sicard learned of the violation, which he stated that Assistant Chief Lober or Captain Geissler notified him. After notifying Mr. Dawson of his rights, an investigation with Mr. Barnett was conducted. Chief Sicard explained that Mr. Barnett conducted the investigation but he was present. Chief discussed the violation of the sick leave policy by Mr. Dawson. Worker's Compensation was discussed and explained how it works and what should be done and why it should be filled out whether you go to a doctor or not. The fact that if a firefighter is injured, the firefighter and his supervisor should report to the clinic for a drug screen, this did not happen in Mr. Dawson's case because it was not reported. **Exhibit D-4, Worker's Comp form.**

Mr. Dawson did not tell his supervisor, the Assistant Chief or the Chief of his back injury.

**Exhibit A-10, Chapter 7, Substance Abuse.** (attached) Read aloud by Chief Sicard. Mr. Ingram asked if there was anything where that rule is limited or applies only if the person is working on duty?

Mr. Ingram asked if STFD3 has random drug tests, Chief replied yes. Mr. Ingram asked what would happen if Mr. Dawson had a random drug test and tested positive for codeine... Mr. Dominique objected. Ms. Simpson stated hearsay and asked Mr. Ingram to move on. Chief Sicard explained the process if an employee tested positive in a random drug test. Mr. Dominique continued to object because Mr. Dawson stopped taking Tylenol and Flexaril 72 hours before coming back to work. Discussion continued that Mr. Dawson would have had to submit a prescription of the drugs taken. **Exhibit D-3 Report of Medication form.**

Discussion of an email sent to Mr. Dawson by Chief Sicard to produce prescriptions. Mr. Dawson did not produce prescriptions when asked to do so. A timeline of when Chief asked for the prescriptions was discussed. Directive met 12 days later. Mr. Dawson stated he forgot to turn it in. This is considered failure to follow a direct order. A discussion of requested text messages between Mr. Dawson and Mr. Geissler took place. Mr. Dawson could not produce text messages from Aug. 19, 2015 when he was on sick leave because his phone setting deletes them.

After interrogation on Sep 12, 2015, and the pre-disciplinary on Sep 30<sup>th</sup>, Chief gave disciplinary action. Mr. Ingram asked that Chief explain how he came to his decision as to what discipline Mr. Dawson should receive because of policy violations. Chief explained his operation of a progressive manner and steps that may be taken. Chief discussed the options of the Fire Chief giving a 90 day maximum suspension. Mr. Ingram asked how many shifts a 30 day suspension would cover, Chief replied 10 shifts. Mr. Ingram then asked if the Chief knew if Mr. Dawson had a second job and Chief replied that he did. Ms. Simpson stated it was not relevant and to move on. Chief explained the Dawson #1 and the Dawson #2 investigations set up by the previous district attorney and the discipline for each. Chief Sicard stated that there were several sick leave violations and he continued his progressive disciplinary action. There is a history of Mr. Dawson not doing what he was supposed to do. How does he get Mr. Dawson to change his behavior, and it was the Chief's choice to give a stiff discipline instead of terminating him as suggested by previous attorney.

Mr. Dawson's concern of discrimination was discussed. Chief Sicard stated he has no ill will toward Mr. Dawson because of his race.

Mr. Ingram asked Chief Sicard if Mr. Dawson ever accept responsibility for violation of sections 4, 5, and 7 of the Employee Handbook? Chief Sicard replied he hasn't which was part of the decision for the disciplinary action.

Mr. Ingram asked if the fact that Mr. Dawson is a member of the union played a part in the disciplinary decision, Chief Sicard replied it did not. Chief Sicard does not agree with bad behavior.

**Exhibit A-12 – PAF dated October 21, 2015. (attached)** Suspension to start November 2, 2015, also signed by Ms. Simpson.

Mr. Ingram finished questioning Chief Sicard.

Mr. Dominique questioned Chief Sicard concerning whether the suspension was based on a progressive manner. Mr. Dominique questioned about a letter written by Chief Sicard dated October 17, 2015, notification of suspension. Mr. Dominique stated there is nothing mentioned about progressive manner of infractions mentioned in the letter. Chief Sicard stated it is a term used. Mr. Dominique questioned Chief Sicard notifying Mr. Dawson of prior violations being used in this notification. Mr. Dominique stated that Mr. Dawson had never been disciplined under sick leave before, Chief agrees.

Dawson #1 and Dawson #2 discussion took place.

Mr. Dominique stated that requesting prescription medications is a HIPPA violation and asked if anyone had ever advised the Chief of that. Chief Sicard stated it was not a HIPPA violation and that all employees have to fill out the report of medication and submit it to administration. Mr. Dominique stated only if it is a work related injury or being taken on duty, Chief said that if was work related as stated in Investigation #1.

Mr. Dominique asked if Chief recognized the policy book. He did. Mr. Dominique asked who writes the policy book. Chief explained that it was started by the prior Chief and any revisions were by him, the current Chief. Chief explained the process of changing or adding a rule and how each shift has to go over changes and sign a form stating they received and reviewed the changes.

Mr. Dominique asked the purpose of having rules that someone on sick leave would have someone go to the house and check on them or the person on sick leave having to call in twice a day? Chief explained the purpose is to keep the ruling stringent and keep people in compliance because sick leave is paid time off. It mitigates abuse. Mr. Dominique asked the purpose of checking on someone who is at home with a doctor's note. Chief says same reasoning.

**Exhibit D-2** August 31, 2015 letter. Did Mr. Geissler deliberately refuse to follow a direct order and adhere to departmental policies? Chief does not recall the terminology.

Mr. Dominique discussed the Heil Hitler issue, Chief explained that the incident Mr. Dominique was referring to was a truck pull and taken out of context. It was all under fire house humor. This issue was when the Chief was a Captain. The letter that was submitted was written years after the incident. No one has ever complained verbal or written.

Mr. Dominique rested.

Mr. Ingram stated that Mr. Dominique stated that no one wanted to approach Chief Sicard because he was the Chief. Mr. Geissler wrote a letter and he was the Chief and also his supervisor correct? Yes. Mr. Ingram asked if he had corrected the action and the Chief commented that he had.

Mr. Ingram rests.

Mr. Dominique has one witness and is discussing if he is needed. He will call Daniel Rodriguez.

Ms. Simpson calls for a 3-4 minute break.

Daniel Rodriguez was sworn in.

Mr. Dominique asked Mr. Rodriguez about his suspension which was overturned by the board.

Mr. Ingram objected, it has nothing to do with same type as hearing.

Mr. Dominique scratched and moved on. He asked Mr. Rodriguez if his state supplemental pay or insurance was stopped being paid. Mr. Rodriguez replied no.

Mr. Dominique also asked if Mr. Rodriguez knew of any instances when anyone was on sick leave and no one in the fire department went and checked on that person? Mr. Rodriguez could only think of one but thinks it has happened before. He was asked if he was aware of any time that Chief made a reference to Hitler or spoken in German accents or made any Hitler poses? Mr. Rodriguez explained he had and was not offended but thought it was odd, unprofessional.

Mr. Dominique had no more questions.

Mr. Ingram submits.

Mr. Dominique rests.

Ms. Simpson states that she and Mr. Lusch have looked at all the testimony and evidence presented and will go through each item, starting with the reason for the suspension from the notification letter October 17, 2015.

-Article I, Chapter 2 Letter K Neglect of Duty – Mr. Lusch does not believe there was any neglect of duty. There was an injury and Mr. Dawson went to the hospital.

-Chapter 4, 1(F) – Mr. Dawson didn't stay at his residence, there was a violation of sick leave policy.

-Chapter 4, 1 (K) – Mr. Lusch’s opinion, there was no sick leave abuse, no falsification of records, Mr. Dawson just didn’t show up. He didn’t call before he left. Back to failing to follow the guide book in calling before leaving.

-Worker’s Compensation – Mr. Lusch’s opinion that there was, if he did tweak his back at work, he still worked a shift and the following shift and six days later he hurt his back and went to the hospital. If the injury didn’t occur here (at work) the Worker’s comp not needed. Ms. Simpson agreed.

-The conduct and discipline and unwillingness to perform duties in a satisfactory manner, Mr. Lusch doesn’t see how this falls in, it falls under the liability of not doing injury forms.

-No employee or reserve member shall fail to obey a lawful order or instruction from any legitimate, authoritative source. There was an order given to provide documentation which was not provided in the manner and time given. Ms. Simpson stated there were several requests and there was plenty of time to handle.

-Prescription drugs – Mr. Lusch stated Mr. Dawson didn’t take them while on duty and they were legal prescription drugs. It is the board’s opinion that the forms did not need to be filled in.

Ms. Simpson stated that the board understood there was a need for disciplinary action however 60 days did seem excessive. Just cause is necessary into the disciplinary action. Based on the sick leave violation in Dawson #1, needs to be followed. Failure to bring in required documents in Dawson #2, the board does not feel it substantial however, disobeying of the rules is and Mr. Dawson needs to be held accountable.

In lieu of two months without pay and benefits, the board is reducing suspension to two weeks. Reinstating back pay and benefits.

Ms. Simpson made a motion that the disciplinary action reduced from two months to two calendar weeks and restitution will be made for seniority, benefits, and state supplemental pay. To be effective, the letter was November 2, 2015, two weeks from that day and move forward.

Mr. Ingram wanted to be clear that the fact that his seniority will be effected for the two weeks. Ms. Simpson stated that she understood.

Mr. Lusch seconded the motion. A vote was taken as follows.

Ms. Simpson – Aye

Mr. Lusch – Aye

Mr. Geissler – Abstained.

Motion carries.

Mr. Christopher Burke from the audience was a loud to speak about retaliation and the need for change.

No further discussion for the meeting. Ms. Simpson made a motion to adjourn. Mr. Lusch seconded.

Meeting was adjourned at 9:16 p.m.

**Minutes submitted by**

Theresa McCarthy, Board Secretary

February 10, 2016 – Tabled

July 11, 2016

**Approved by the board**

Approved July 11, 2016



**St. Tammany Fire  
District No. 3**

**Employee Handbook Updates Acknowledgment**

I, Abe Dawson acknowledge receipt of the St. Tammany Fire District No. 3 Employee Handbook. By signing below, I acknowledge the following:

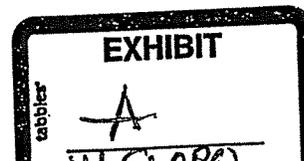
- 1) I have been given an updated version (08/01/13) of the Fire District's rules, regulations, and policies known as the Employee and Reserve Handbook and I have had a briefing on significant changes to the document.
- 2) I understand that it is my responsibility to read and understand any future new or modified rules, regulations, and policies and to follow them or face possible corrective actions.
- 3) I acknowledge that claiming 'ignorance of the rules' is not a defense in cases of rule infractions.
- 4) Fire District No. 3 will make reasonable effort to provide you with any new or modified rules, regulations or policies in a timely manner through such means as staff meetings, payroll check inserts, bulletin board postings, both physical and electronic, or other such means of communication that might be available. *I understand that it is MY responsibility to read any such notifications and communications for the most current policies and procedures.*

[Signature]  
Employee Signature

9-8-13  
Date

[Signature]  
Witness

9-24-13  
Date





**St. Tammany Parish Fire Protection District # 3**

P.O. Box 849  
Lacombe, Louisiana 70445-0847  
(985) 882-5977 Office (985) 882-6664 Fax  
[stfd3@charter.net](mailto:stfd3@charter.net)

Charles A. Flynn, III  
Fire Chief

**WRITTEN CONSULTATION**

This is a written consultation and is not reported to the Office of State Examiners (O.S.E.). However, repeated written consultations and/or more severe violations of the rules or policies of St. Tammany Fire District No. 3 may result in disciplinary action, which is reported to the O.S.E.

Please PRINT legibly in all areas.

Employee Name: Abe Dawson

Employee Classification: Operator / EMT-B

Supervising Officer: Michael Geister

Date(s) of Violation(s): August 19, 2015

Date of Consultation: August 22, 2015

Policy: Employee Handbook Chapter 4 Section 9, ii / h.

Quote policy infraction(s):

9.ii

When it is necessary for an employee to leave his/her place of confinement to purchase medicine or meals, notification shall be made to the fire chief or his designate prior to leaving the place and upon return.

h. ->

Describe policy violation(s):

At approximately 4:00 AM on 8/19/15, 303 went to the residence of ABE DAWSON on Hwy 429. He checked on him due to his injury. Upon arrival, he observed a red vehicle in the driveway. He was answered the door after knocking several times. He contacted Dawson 3 times by telephone. He did not answer any calls. ABE called me back several minutes later requesting to hear for a meal. Use the back of this page for additional space, if needed. He was advised that it was not permitted.

Attach this form to the Performance Improvement Plan (PIP).

By signing below, the employee acknowledges that he/she has been verbally instructed / consulted by his/her company officer, made aware and notified of the policy or rule violation(s), as indicated on this form.

Employee Signature: [Signature] Date: 8-23-15

Officer Signature: Michael Geister Date: 8-23-15

Fire Chief's Signature: [Signature] Date: 8/25/15

A (M)

A-2

h. The Fire Chief, or his designee, may visit or call the employee at his/her residence to verify the employee's confinement. If the employee cannot be contacted in person, he/she will be considered "Absent without Leave of Pay" and subject to the same consequences covered in Section III.C. of this Chapter. "In person" means face to face contact only.



Charles A. Flynn, III  
Fire Chief

## St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

(985) 882-5977 Office (985) 882-6664 Fax

sfd3@charter.net

### Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name: Abe Dawson  
Employee Classification: Operator / EMT-Basic

Supervising Officer: Michael Gessler  
Date(s) of violation(s): August 19, 2015

#### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

Abe Dawson should remain at his residence during sick/injury leave. Abe should contact his supervisor 2 times a day during leave, and any time he must leave his residence.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause an interruption in efficiently, safely and effectively handling emergency response calls.)

Abe could be considered "Absent without leave or pay" if this violation occurs.

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

Abe is responsible for following this policy. His captain is responsible for enforcing it.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

Abe needs to follow the policy, and contact his supervisor if he must leave his residence during any future sick/injury leave.

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

*I will discuss this policy with Abe Duncan, and continue to enforce it in the future.*

B) Employee: (To be completed by employee)

*If this was to happen again, would require to conduct as captain when I left the work. I will continue to go over policy on my own time.*

6) Supervisor Comments on Interaction with Employee:

A) You may make your observations on the employee's verbal and non-verbal behavior and your impressions about the consultation in general here. (Remember that this can be positive, neutral or negative)

*Abe handled this consult without incident. He understood the reasons for his consult.*

You should set up a date immediately: Example - 1 week, 1 month from today's date.

Follow up: Date 9/22/2015

Result of follow up:

Outcome: (circle)

Successful

Unsuccessful

*[Signature]*  
Employee Signature

Fire Chief's Signature

*Michael Glindler*  
Officer Signature

8/22/2015  
Date of interview

*REC*  
*[Signature]*

August 31, 2015

Personal & Confidential

Re: Complaint/ Violation of Rules and  
Regulations/ Opening of Investigation/Initial  
Witness Statements

Abraham Dawson  
62268 Hwy 434  
Lacombe, La. 70445

Dear Mr. Dawson,

On or about August 25, 2015, this office received information from Captain Michael Geissler wherein it was alleged that you had deliberately refused to follow a direct order and failed to adhere to departmental policies by abandoning your domicile while on duty and while on sick. Thereafter, it appears that you failed to disclose your whereabouts and subsequently sought permission to leave your domicile after the fact.

I've attached a copy of the Written Consultation/ Incident Form for your review and consideration. I also attach a copy of the Performance Improvement Plan.

Upon review of the incident, I have determined that additional charges may be warranted and that a Written Consultation is not sufficient.

A final determination has not been made nor have any conclusions been reached.

Accordingly, please be advised of the following:

It has come to our attention that you may have abused or violated our Sick Leave/Injury policy. It has come to our attention that, despite a prior direct Order to not do so, you abandoned your domicile during your assigned shift.

Actions, such as this, if proven, are very serious matters which cannot be tolerated within this organization. Such behavior, if accurate, seriously erodes departmental morale, can adversely affect the safety of firefighters and can directly impact the safe and effective delivery of emergency services to the public.

Those actions, if proven true, would affect the trust & safety of firefighters. Effective immediately, we are opening an investigation and immediately setting a time & date for interrogations into your conduct as an employee of St. Tammany Parish Fire Protection District No. 3.

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You are under investigation with a view to possible disciplinary action as per law. You are advised to review the attached Firefighters Bill of Rights.

We are authorized to act herein by the Governing Authority of St. Tammany Parish Fire Protection District No. 3. We are appointed to conduct investigations. Our authority to investigate can be found in our Rule Book/Handbook, State Civil Service Guidelines and/or within State Revised Statutes. We refer you to those rules and regulations for further discussion of your rights.

The nature of this investigation may involve a review of your actions and interactions and what rule violations may have occurred. We will explore possible violations of departmental rules, policies and regulations. In addition to me, those involved in conducting, participating and/or assisting in the investigation may be Attorney Robert Barnett.

At this time, you are charged with numerous violations. The scope of this investigation will include the gathering of facts and statements of witnesses.

We will be investigating the following non-exclusive possible violations of:

- (a) Chapter 2, Sections I and VI including but not limited to subsection (k), and
- (b) Chapter 4, Section III, including but not limited to subsections (A)(1)(f), (g), (h), (i), (j) and (k),
- (c) Chapter VI, Sections I, II and III including but not limited to subsections (A), (B), (E) and (I) and
- (d) Chapter 9, Section II including but not limited to subsections (a).

In light of the above and incorporated references to Rules, we will also be investigating the following list of other non-exclusive possible violations contained therein:

1. Alleged conduct unbecoming an officer/employee of this District.
2. Alleged unwillingness or failure to perform your duties.
3. Alleged deliberate omission of an act in line with your duties.
4. Alleged act of insubordination by failing to remain at home while on administrative leave.
5. Alleged failure to set a proper standard of conduct.
6. Alleged violation of our Sick leave Policy.
7. Alleged violation of our Mission Statement.
8. Alleged violation of our Values Statement.
9. Alleged violation of our Code of Ethics.
10. Alleged violation of our Conduct and Professionalism Rule.
11. Alleged violation of your Job Description.
12. Alleged failure to demonstrate excellent customer service skills and/ or maintain effective working relationships with other employees and all members of general public.
13. Alleged unwillingness or failure to perform the duties of your position in a satisfactory manner.
14. Alleged failure as to the commission or omission of any act to the prejudice of the department or contrary to the public interest or policy.

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15. Alleged disrespectful conduct.
16. Alleged violation of staffing rules.
17. Alleged breach of trust which is expected of all members of this department.
18. Alleged acts which may affect the efficient operation of this department.
19. Alleged violation of Chapter 2, Section 1 as to our goals & purposes of our policies
20. Alleged violation of Chapter 2, Section VI (k) as to your neglect of duty
21. Alleged violation of Chapter 4, Section III (A) (1)(f) as to your abandonment of your residence while on duty and sick leave.
22. Alleged violation of Chapter 4, Section III (A) (1)(g) as to your unauthorized abandonment of your residence while on duty and sick leave.
23. Alleged violation of Chapter 4, Section III (A) (1)(h) as to your failure to meet face-to-face with your supervisor at your home while on sick leave.
24. Alleged violation of Chapter 4, Section III (A) (1)(i) as to your failure to contact your superior to seek permission to abandon of your residence while on duty and sick leave.
25. Alleged violation of Chapter 4, Section III (A) (1)(j) as to your failure to timely contact your supervisor before your abandonment of your residence while on duty and sick leave.
26. Alleged violation of Chapter 6, Section I as to our goals & policies.
27. Alleged violation of Chapter 6, Section II as to any violations of RS 33:2560.
28. Alleged violation of Chapter 6, Section III as to our standards of conduct
29. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (A), subsections (1) through (4) for your failure to remain at your domicile while on duty while on sick leave, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming
30. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (B), subsections (1) through (13) for your failure to follow directives & orders, failure to remain at your domicile while on duty while on sick leave, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming.
31. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (E), subsections (1) through (4) for your failure to be truthful as to your whereabouts when questioned by a supervisor, failure to remain at your domicile while on duty while on sick leave, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming.
32. Alleged violation of Chapter 9, Section II as to our standards of conduct and failure to adhere to the ethical mandates of this policy because of your failure to disclose your whereabouts, failure remain at your domicile while on duty while on sick leave, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming
33. Misrepresentation to a supervising officer as to your whereabouts.
34. Lying to a supervising officer as to your whereabouts.
35. Any additional issues connected herein.

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You are also cited with and may have violated our Standard Operating Procedures and Best Practices policies, all of which are contained within your Employee & Reserve handbook.

You are also cited with and may have applicable State of Louisiana laws and rules, including but not limited to:

1. Code of Ethics - respect and trust between firefighters and ensuring the continuing of integrity and highest standards of ethical conduct and professionalism and further maintaining a culture with expectations within this District.
2. Code of Ethics consistent with the spirit of all polices.
3. Code of Ethics and the all-encompassing "pledge" to conduct oneself positively at all times.

You are also charged with a violation of and referred to Louisiana R.S. 33:2500, including but not limited to a violation of Section "A", subsections (1), (2), (3), (4), (5), (14) and (15).

You are also cited with and may have violated the terms and conditions of your Job Description. Please refer to your civil service job description.

You are also charged with a violation of and referred to our Rule 104.1 (including but not limited to Section V, subsection "E") for your failure to remain at your residence on your regularly scheduled day.

You are also charged with a violation of and referred to Civil Service Rule XII, Section 1(B) that, in pertinent part, states that:

**B. Sick leave:**

1. Each employee of the classified service shall be entitled to and given, with full pay, sick leave aggregating not less than fifty-two (52) weeks during any calendar year for any sickness or injury or incapacity not brought about by the employee's own negligence or culpable indiscretion. Any employee of the classified service that draws such full pay during sick leave shall have such pay decreased by the amount of workman's compensation benefits actually received by such employee. Classification of leave of absence for the fore mentioned will be "Leave of Absence With Pay."
2. Sick leave shall not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue full recovery and any activity which is contrary to this endeavor may be the basis for disciplinary action which could include termination.

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Our interrogations will center upon the following non-exclusive areas of concern, all of which you are also specifically charged or cited with and may have violated:

1. Code of Ethics (Chap. 9)
2. Chain of Command (Chap. 1)
3. Staffing and Job Responsibilities (Chap. 1 & 2)
4. Professionalism and Standards of Conducts. (Chap. 6)
5. General Statement and Directives concerning effectiveness, respect and confidence and conduct which detracts from this respect and that which is detrimental to the public interest, together with actions that are unbecoming or that which are inconsistent, incompatible or in conflict with the District's values. (Chap. 1, 2, 6 & 9)
6. Purpose and Conduct Unbecoming that addresses the District's prohibitions of an employee's behavior and the conducting of one's affairs. (Chap. 1, 2, 6, & 9)
7. Scope and application of all District policies as to you. (Chap. 1, 2, 6, & 9)
8. Concerning obedience to District rules. (Chap. 1, 2, 6, & 9)
9. Concerning the employee's responsibilities to not engage in conduct or activities that reflect discredit. (Chap. 1, 2, 6, & 9)
10. Concerning the employee's duty to remain accountable at all times and take responsibility for one's own actions. (Chap. 1, 2, 6, & 9)
11. Concerning conduct towards others. (Chap. 1, 2, 6, & 9)
12. Concerning conduct wherein there is an abuse of one's authority or position. (Chap. 1, 2, 6, & 9)
13. Concerning the making of statement that could reasonable be interpreted as having an adverse effect on this Department. (Chap. 1, 2, 6, & 9)
14. "Adherence to Law" wherein it is expected that employees shall conduct themselves accordingly. (Chap. 1, 2, 6, & 9)
15. Concerning no deviations or violations of integrity, fairness or impartiality. (Chap. 1, 2, 6, & 9)
16. Concerning conduct or action that does not bring discredit to oneself, following co-workers or the Department. (Chap. 1, 2, 6, & 9)
17. Concerning conduct or action that does not bring discredit to anyone. (Chap. 1, 2, 6, & 9)
18. Concerning Professionalism and Integrity wherein no employee shall compromise one's integrity nor that of this department; where one must avoid conduct that could cast doubt; where one may not use one's position improperly. (Chap. 1, 2, 6, & 9)
19. Insubordination (Chap. 1, 2, 6, & 9)
20. Failure to perform your duties (Chap. 1, 2, 6, & 9)
21. Deliberate omission of an act in accordance with job description (Chap. 1, 2, 6, & 9)
22. Misrepresentation (Chap. 1, 2, 6, & 9)
23. Insubordination (Chap. 1, 2, 6, & 9)

*These are only allegations and each will be thoroughly investigated.*

You will be advised when the investigation is complete. Upon completion of the investigation and depending on the facts discovered in the investigation, a pre-disciplinary hearing may be necessary. If this is the case, you will be notified in advance.

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In light of the alleged severity of the allegations, the department does not currently believe that interaction with other co-workers concerning this specific matter has any relevance to mutual aid, fire protection or anything reasonably related to the safety, health or welfare of you, your co-workers or the general public.

Nevertheless, it has been carefully considered and now preliminarily determined that contact with others concerning this investigation shall remain strictly confidential and for the following non-exclusive reasons: (1) the need to protect the integrity of the investigation because of the sensitivity of the allegations, (2) the specific need to protect Captain Geissler from interaction with you, (3) there is a legitimate business justification to recognize the importance of confidentiality during this investigation of alleged workplace misconduct, (4) the department's desire to ensure no discrimination harassment or retaliation, (5) premature disclosure of events to others may affect the integrity of this investigation, (6) disclosure may create a hostile work environment for co-workers, (7) potential to influence witnesses from altering recollection of certain events, (8) ensuring privacy and integrity of the investigation so that co-workers would remain confident that investigations are conducted properly, (9) maintain confidentiality to create an environment that encourages employees to report promptly violations of this department's rules, such as conflicts of interest, theft, discrimination and harassment because prompt reporting is vital to successful investigations and remediation of these complaints and can be critical to your defenses, (10) evidence could be in danger of destruction, (11) evidence that testimony was in danger of being fabricated, (12) concern that a cover-up could prevent or hinder the investigation, (13) the District's desire to ensure that its public image is not tarnished nor affected as the result of intra-department misinformation, (14) any attorney/client privilege that may develop during the course of the investigation, (15) the department's desire to ensure that its efficient services to the public is not jeopardized.

At this time, we have set a series of recorded statements or interrogations for September 12, 2015 at our Administrative building located at 27690 Main St., Lacombe.

I expect to be present on September 12, 2015 with Mr. Barnett at our Main St. Headquarters in Lacombe. As per the Fire Fighter Bill of Rights and applicable Civil Service Rules, you are invited to attend and participate as per law.

The Process will commence at 9:00 a.m. on September 12, 2015. Questioning of your co-worker shall follow this schedule:

9:00 a.m. – Captain Michael Geissler

We also expect to take your preliminary initial statement on September 12, 2015:

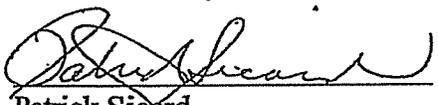
9:30 a.m. – Firefighter/Operator Abraham Dawson.

I have issued an order this day to each of these co-workers to appear at the designated time.

Govern yourself accordingly.

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If you have any questions concerning this process or the scheduled interrogations please feel free to contact me directly.



Patrick Sicard  
Fire Chief



Attachments: (1) Complaint (Consultation and Performance Improvement Plan)  
(2) Bill of Rights

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<b>Chapter 4</b> <b>Attendance and Leave Policy</b>
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**I Goal and Purpose of the Policy**

St. Tammany Fire District No. 3 (STFD3) strives to provide quality services to the citizens of our district through efficient and effective staffing of personnel every day. This Attendance and Leave Policy provides guidelines that enable STFD3 to balance employee Paid Time Off (PTO) with the staffing needs of the department.

**II Attendance**

STFD3 requires that each employee is responsible for his/her own adherence to the 'Work Schedule.'

**A. Work Schedule**

1. The 'Work Schedule' is posted for each month at each station and administration.
2. The 'Work Schedule' shall be posted at least 1 week prior to the end of the current month.
3. Reporting to Work
  - a. Official change of shifts will be at 07:00 hours (7:00 am). Employees shall report for duty on-time and no one shall go off-duty until properly relieved by the next shift personnel.
  - b. If an employee fails to report for duty, the supervising officer for that employee shall select a member from the prior shift to remain on-duty until such time as relief arrives.
  - c. Employees are expected to arrive at work or class, at the time scheduled, to the work station assigned, and in a state of readiness, i.e. completely dressed in full uniform.
  - d. Tardiness for work is a serious offense. Not only does it make someone have to remain on-duty past their scheduled time and interfering with their plans, but it costs the fire district money in the way of overtime.

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8. *The employee normally scheduled to work the shift is ultimately responsible for attendance to work that day. If the 'substitute' fails to report for work, the regularly scheduled employee may face consequences for any violation of attendance policy and/or may be charged Annual Leave for the time missed by the absent employee.*
9. *If a person resigns or is terminated, any outstanding shift trades 'owed' by the resigning/terminated person shall be deducted from his/her final paycheck and paid to the documented other party on the shift trade form in the form of annual leave hours.*

**D. Tardiness/Absence**

1. Official change of shifts will be at 07:00 hours (7:00 AM).
2. Employees shall report for duty on time each shift or be subject to disciplinary action.
3. No employee shall go 'off-duty' until relieved by the reporting employee.
4. If an employee fails to report for his/her shift by the appropriate time, the supervising officer may select an employee to remain on-duty until a determination is made as to the status of the reporting employee.
5. Any employee reporting after the official shift change time shall be considered tardy.
6. The tardy employee's pay will be docked and the remaining employee's time will be compensated as appropriate.
7. Tardiness costs the fire district and the employees being relieved from duty time and money. For this reason, excessive tardiness will not be tolerated and shall be cause for disciplinary action.

**III Leaves of Absence**

Leaves of absence are classified as follows:

- Leave of absence with pay
- Leave of absence without pay
- Absence without leave and pay

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**A. Leaves of Absence with pay**

Leaves of absence with pay are considered a benefit of employment for full time employees. Full time employees are required to maintain a minimum of 40 hours per week. Leaves of absence with pay enable an employee to be absent from work while maintaining the minimum level of hours required to qualify for benefits such as annual leave accrual, health, dental and life insurance, retirement benefits, and state supplemental pay. *Employees who drop below this minimum level without substituting the appropriate leave with pay will risk losing benefits.* Forms for Leaves of Absence or Redemption are found in Appendix I

**1. Sick Leave – General Guidelines -**

**Applies to Full Time Employees only.**

**(Workers Compensation qualifying illness or injury must meet these same *General Guidelines* as well as any requirements in Section V and Chapter 5 covering Workers' Compensation Policies.)**

Fire Suppression personnel are eligible, by state law RS 33:1995, for 52 weeks of sick leave.

- a. Sick leave with pay is granted for bona fide illnesses or injury. For full time employees, sick leave is covered under item 27, Section 15.1, Article XIV of the Louisiana Constitution, "Municipal Fire and Police Civil Service Law."
- b. Completion of sick leave procedures and requirements are the *sole responsibility of the employee requesting sick leave*. Failure to comply with any of the following procedures and requirements may be grounds for corrective action, up to and including termination.
- c. No payment will be made for any unused sick leave.
- d. Sick leave may not be used for absences incurred because of attendance to personal affairs. Any employee on sick leave is required to diligently pursue

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full recovery and any activity which is contrary to this endeavor may be the basis for corrective action up to and including termination.

- e. When an employee is incapacitated due to illness or injury and cannot report for duty, it is his/her responsibility to notify the Fire Chief or the Fire Chief's designate no later than two (2) hours prior to the start of an assigned work shift. Failure to notify as stated above, will result in forfeit of pay and the employee will be considered 'Absent Without Leave or Pay' as defined under Section III:C of this Chapter, and subject to the same rules as applies to that status.
- f. An employee on sick leave with pay is confined to his/her residence unless such confinement warrants a hospital admission. Any other location must be authorized by the Fire Chief or his designee when the employee makes notification of his/her absence.
- g. An employee on sick leave shall not leave his/her residence or other authorized location of confinement prior to returning to duty from sick leave except as approved by the Fire Chief or his designee.
  - i. Employees who need the services of his/her personal physician during periods of sick leave shall notify the Fire Chief or his designee of any appointment times and dates.
  - ii. When it is necessary for an employee to leave his/her place of confinement to purchase medicine or meals not available at his/her place of confinement, notification shall be made to the Fire Chief or his designee prior to leaving the place and upon return.
- h. The Fire Chief, or his designee, may visit or call the employee at his/her residence to verify the employee's confinement. *If the employee cannot be contacted in person, he/she will be considered 'Absent Without Leave or Pay'* and subject to the same consequences covered in Section III:C of this chapter. 'in person' means face to face contact only.

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- b. Employee shall not be required to produce a physician's note if sick leave covers one shift. If sick leave covers two shifts, a signed physician's note must be submitted with appropriate leave forms. This note must have date of visit, chief complaint, a statement of release to full duty, and physician's signature. Photocopies or faxes are *not sufficient*.
- 3. Extended Sick Leave – Sick leave greater than 5 calendar days for administrative personnel or more than 1 shift for shift personnel. Also, multiple non-consecutive sick days in some situations.
  - a. Multiple non-consecutive sick leave days shall, at the Fire Chief's discretion, be designated extended sick leave and be subject to the conditions herein in this section. An employee in this situation may be ordered to undergo a complete physical and fitness for duty examination.
  - b. All sick leave greater than 5 calendar days shall be considered serious conditions as described under the Family Medical Leave Act of 1993. See FMLA in Chapter 4, Section IV to find additional requirements.
  - c. Employee must notify the Fire Chief immediately upon learning of any sickness or injury which will require greater than 5 calendar days of absence under the sick leave policy.
  - d. The employee must complete the proper Family Medical Leave requests and submit to administration.
  - e. Sick leave is applicable to maternity conditions and is also a condition covered under FMLA. Maternity sick leave commences when a doctor certifies that an employee cannot perform all the duties of her position and light duty status is not practical or available.
  - f. Employees on extended sick leave, for illness or injury, must arrange for advance approval of activities related to continuing treatment, recuperation, and rehabilitation with certification of such treatments signed by a licensed

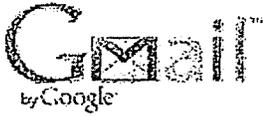
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physician and presented to the Fire Chief or administrative manager.

- g. Employees must produce a physician's statement indicating the nature of the illness or injury, the date of commencement of treatment, *the expected duration* of treatment, any physical limitations.
- h. Employee must bring his/her physician a 'Light Duty Certification' form. (See Appendix E) This form must be completed and signed by the attending physician and returned to administration within 3 calendar days after initial sick day. The only exception to this is for employees who are admitted and confined to a hospital for more than 1 day. Then this form is waived until after released from hospital. At this point, the employee must produce this completed form within 2 weeks of release from hospital.
- i. An employee must report every shift day by phone or in person to the Fire Chief on the progress of his/her treatment.
- j. Employees must keep the Fire Chief apprised of any change in expected date of return and must provide a signed physician's statement with the reason for the change and the *new expected date of return*.
- k. When returning to work, the employee must produce a signed physician's note with a statement of release to duty with or without restrictions. The restrictions, if any, must be detailed.
- l. Employee may, at the Chief's discretion, be required to pass a physical fitness test or examination.
- m. Employee must undergo a drug screen prior to returning to work.
- n. See FMLA Section IV for salary and benefits continuation status while on Extended Sick Leave.
- o. Any on-duty injury or illness shall be covered under Section V (see this section for requirements of a work-

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Patrick Sicard <parapat3@gmail.com>

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**Fwd: Requesting Information**

1 message

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Patrick Sicard <parapat3@gmail.com>  
To: Patrick Sicard 300 <parapat3@gmail.com>

Mon, Jan 18, 2016 at 3:58 PM

Sent from my iPhone

Begin forwarded message:

**From:** Patrick Sicard <parapat3@gmail.com>  
**Date:** September 16, 2015 at 2:40:44 PM CDT  
**To:** Abraham Dawson <mr.adawson25@gmail.com>  
**Cc:** Robert Barnett <rbarnett109@gmail.com>  
**Subject:** Requesting Information

Abe,

When you return to work on September 18, 2015, please submit two items:

- 1.) The prescription for your Flexaril and Hydrocodone
- 2.) A Copy of your text messaging with Captain Geissler that you mentioned during your recent interview with Attorney Barnett on September 12, 2015.

Please submit this information personally to Chief Sicard by 9:00 a.m. on Friday, September 18, 2015.

Thank you,

Patrick Sicard, Fire Chief

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Patrick F. Sicard  
Fire Chief

## St. Tammany Parish Fire Protection District # 3

P.O. Box 849  
Lacombe, Louisiana 70445-0847  
Office: 985.882.5977 Cell: 985.677.4060  
Fax: 985.882.6664  
parapat3@gmail.com

September 25, 2015

### Personal & Confidential

Re: Complaint/ Violation of Rules  
and Regulations/ Opening of  
Investigation/Initial Witness  
Statements

Abraham Dawson  
62268 Hwy 434  
Lacombe, La. 70445

Dear Mr. Dawson,

On or about September 12, 2015 you made certain statements, under oath, in an unrelated matter, and accordingly this office received information from you that, while out on sick leave from a work related injury, that (1) you received prescription medication and that upon your return to work on August 22, 2015, you may have failed to properly & timely complete and submit an LWCC "Report Purposes Only (RPO) form, (2) may have failed to properly & timely notify the appropriate Captain of a suspected injury while working on a shift, (3) may have failed to timely & properly submit an injury report to any authorized representative of the District, (4) may have failed to follow the mandates of "What to do for an employee injury" form, (5) may have failed to complete and timely submit a "Report of Medication" form, (6) allegedly failed to submit prescription documentation by September 18, 2015 at 9:00 am, (7) allegedly failed to submit copies of text messages as Ordered by September 18, 2015 in that you have refused to follow a direct order and failed to adhere to departmental policies, (8) may have violated Chapter 5, Worker's Compensation, Section II (A), (9) allegedly failed to comply and submit forms as per Appendix G, (10) allegedly violated Chapter 7, Substance Abuse, Section II (ii), (11) allegedly failed to comply and submit forms as per Appendix L, (12) allegedly failed to comply and submit forms as per Appendix H, First report of Injury, (13) allegedly failed to comply and submit forms as per Appendix I, Leave Form and Certification of Fitness for Duty, (14) alleged violation of Chapter II (A), (15) alleged violation of Chapter III (A), (16) alleged violation of Chapter 4 (A)(3), failure to sign medical release form.

Upon review of these possible violations, I have determined that charges may be warranted.

A final determination has not been made nor have any conclusions been reached. Accordingly, please be advised of the following:

Actions, such as this, if proven, are very serious matters which cannot be tolerated within this organization. Such behavior, if accurate, seriously erodes Departmental morale, can adversely affect the safety of firefighters and can directly impact the safe and effective delivery of emergency services to the public.

Those actions, if proven true, would affect the trust & safety of firefighters. Effective immediately, we are opening an investigation and immediately setting a time & date for interrogations into your conduct as an employee of St. Tammany Parish Fire Protection District No. 3.

You are under investigation with a view to possible disciplinary action as per law. You are advised to review the attached Firefighters Bill of Rights.

We are authorized to act herein by the Governing Authority of St. Tammany Parish Fire Protection District No. 3. We are appointed to conduct investigations. Our authority to investigate can be found in our Rule Book/Handbook, State Civil Service Guidelines and/or within State Revised Statutes. We refer you to those rules and regulations for further discussion of your rights:

The nature of this Investigation may involve a review of your actions and interactions and what rule violations may have occurred. We will explore possible violations of departmental rules, policies and regulations. In addition to me, those involved in conducting, participating and/or assisting in the investigation may be Attorney Robert Barnett.

At this time, you are charged with numerous violations. The scope of this investigation will include the gathering of facts and statements of witnesses.

We will be investigating the following non-exclusive possible violations of:

- (a) Chapter 2, Section I and also Section VI including but not limited to subsection (k), and
- (b) Chapter 4, Section III, including but not limited to subsections (A) (1) (k),
- (c) Chapter 6, Sections I, II (including but not limited to subsections [A], [B], [C], [D], [G], [N] and [O]) and III including but not limited to subsections (A), (B), (E) and (I), and

We will also be investigating the following list of other non-exclusive possible violations contained therein:

1. Alleged conduct unbecoming an officer/employee of this District. (Chapters 4, 5, 6 and 7)
2. Alleged unwillingness or failure to perform your duties. (Chapters 4, 5, 6 and 7)
3. Alleged deliberate omission of an act in line with your duties (Chapter 4, 5, 6 and 7)
4. Alleged act of insubordination by failing timely disclose ingestion of prescription medication and returning to work without full disclosure Chapters 4, 5, 6 and 7)
5. Alleged failure to set a proper standard of conduct. (Chapters 4, 5, 6 and 7)
6. Alleged violation of our Sick leave Policy. (Chapters 4, 6 and 7)
7. Alleged violation of our Worker's Compensation Policy. (Chapters 4, 5, 6 and 7)
8. Alleged violation of our Substance Abuse Policy. (Chapters 4, 6 and 7)
9. Alleged violation of our Prescription Medication Policy. (Chapters 4, 5, 6, and 7)
10. Alleged violation to timely and properly submit Appendix Forms G, H, I and L.
11. Alleged violation of our Mission Statement.
12. Alleged violation of our Code of Ethics.

13. Alleged violation of your Job Description.
14. Alleged unwillingness or failure to perform the duties of your position in a satisfactory manner. (Chapters 4, 6, 7 and 9)
15. Alleged failure as to the commission or omission of any act to the prejudice of the Department or contrary to the public interest or policy. (Chapters 4, 5, 6, 7 and 9)
16. Alleged disrespectful conduct.
17. Alleged violation of staffing rules.
18. Alleged breach of trust which is expected of all members of this Department.
19. Alleged acts which may affect the efficient operation of this Department.
20. Alleged violation of Chapter 4, Section III (A) (1) (k) and (A) (2) (a).
21. Alleged violation of Chapter 5, Section as to your failure to timely contact your supervisor about on-the-job injury, ingestion of prescription medication and disclosure upon your return to work.
22. Alleged violation of Chapter 5, Section II (A) as to your failure to timely contact your supervisor about on-the-job injury, ingestion of prescription medication and disclosure upon your return to work.
23. Alleged violation of Chapter 5, Section II (C) as to your failure to timely contact your supervisor about on-the-job injury, ingestion of prescription medication and disclosure upon your return to work.
24. Alleged violation of Chapter 7, Section II (ii) as to your failure to timely contact your supervisor about on-the-job injury, ingestion of prescription medication and disclosure upon your return to work.
25. Alleged violation of Chapter 6, Section I as to our goals & policies.
26. Alleged violation of Chapter 6, Section II as to any violations of RS 33:2560.
27. Alleged violation of Chapter 6, Section III as to our standards of conduct
28. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (A), subsections (1) through (4) causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming
29. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (B), subsections (1) through (13) for your failure to follow directives & orders, failure to report ingestion of prescription medication, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming.
30. Alleged violation of Chapter 6, Section III as to our standards of conduct, Section (E), subsections (1) through (4) for your failure to be truthful as to your ingestion of prescription medication, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming.
31. Alleged violation of Chapter 9, Section II as to our standards of conduct and failure to adhere to the ethical mandates of this policy because of your failure to disclose your ingestion of prescription medication, causing discredit to yourself & this District, lying/misrepresentation to a supervisor, insubordination, violating the attitude of loyalty & respect, and conduct unbecoming
32. Any additional issues connected herein.

You are also charged with a violation of and referred to Louisiana R.S. 33:2500, including but not limited to a violation of Section "A", subsections (1), (2), (3), (4), (5), (14) and (15).

Our interrogations will center upon the preceding non-exclusive areas of concern, all of which you are also specifically charged or cited with and may have violated:

1. Code of Ethics
2. Chain of Command
3. Staffing and Job Responsibilities
4. Professionalism and Standards of Conducts.
5. General Statement and Directives concerning effectiveness, respect and confidence and conduct which detracts from this respect and that which is detrimental to the public interest, together with actions that are unbecoming or that which are inconsistent, incompatible or in conflict with the District's values.
6. Purpose and Conduct Unbecoming that addresses the District's prohibitions of an employee's behavior and the conducting of one's affairs.
7. Scope and application of all District policies as to you.
8. Concerning obedience to District rules.
9. Concerning the employee's responsibilities to not engage in conduct or activities that reflect discredit.
10. Concerning the employee's duty to remain accountable at all times and take responsibility for one's own actions.
11. Concerning conduct towards others.
12. Concerning conduct wherein there is an abuse of one's authority or position.
13. Concerning the making of statement that could reasonable be interpreted as having an adverse effect on this Department.
14. "Adherence to Law" wherein it is expected that employees shall conduct themselves accordingly.
15. Concerning no deviations or violations of integrity, fairness or impartiality.
16. Concerning conduct or action that does not bring discredit to oneself, following co-workers or the Department.
17. Concerning conduct or action that does not bring discredit to anyone.
18. Concerning Professionalism and Integrity wherein no employee shall compromise one's integrity nor that of this department; where one must avoid conduct that could cast doubt; where one may not use one's position improperly.
19. Insubordination
20. Failure to perform your duties
21. Deliberate omission of an act in accordance with job description.
22. Misrepresentation

*These are only allegations and each will be thoroughly investigated.*

You will be advised when the Investigation is complete. Upon completion of the investigation and depending on the facts discovered in the Investigation, a pre-disciplinary hearing may be necessary. If this is the case, you will be notified in advance.

In light of the alleged severity of the allegations, the Department does not currently believe that interaction with other co-workers concerning this specific matter

has any relevance to mutual aid, fire protection or anything reasonably related to the safety, health or welfare of you, your co-workers or the general public.

Nevertheless, it has been carefully considered and now preliminarily determined that contact with others concerning this Investigation shall remain strictly confidential and for the following non-exclusive reasons: (1) the need to protect the integrity of the investigation because of the sensitivity of the allegations, (2) the specific need to protect your privacy, (3) there is a legitimate business justification to recognize the importance of confidentiality during this investigation of alleged workplace misconduct, (4) the Department's desire to ensure no discrimination harassment or retaliation, (5) premature disclosure of events to others may affect the integrity of this investigation, (6) disclosure may create a hostile work environment for co-workers, (7) potential to influence witnesses from altering recollection of certain events, (8) ensuring privacy and integrity of the investigation so that co-workers would remain confident that investigations are conducted properly, (9) maintain confidentiality to create an environment that encourages employees to report promptly violations of this Department's Rules, such as conflicts of interest, theft, discrimination and harassment because prompt reporting is vital to successful investigations and remediation of these complaints and can be critical to your defenses, (10) evidence could be in danger of destruction, (11) evidence that testimony was in danger of being fabricated, (12) concern that a cover-up could prevent or hinder the investigation, (13) the District's desire to ensure that its public image is not tarnished nor affected as the result of intra-Department misinformation, (14) any attorney/client privilege that may develop during the course of the Investigation, (15) the Department's desire to ensure that its efficient services to the public is not jeopardized.

At this time, we have set a series of recorded statements or interrogations for September 30, 2015 at our Headquarters Station in Lacombe at 27690 Main Street.

I expect to be present on September 30, 2015 with attorney Mr. Robert Barnett at our Main Street Headquarters in Lacombe. As per the Fire Fighter Bill of Rights and applicable Civil Service Rules, you are invited to attend and participate as per law.

The Process will commence at 4:00 pm on September 30, 2015. Questioning of your co-worker shall follow this schedule:

4:00 pm – Captain Michael Geissler

We also expect to take your preliminary initial statement on September 30, 2015:

4:15 pm – Firefighter/Operator Abraham Dawson.

I have issued an order this day to each of these co-workers to appear at the designated time.

If you have any questions concerning this process or the scheduled interrogations please feel free to contact me directly.

Govern yourself accordingly.

  
Patrick Sigard  
Fire Chief

Attachments: (1) Complaint  
(2) Bill of Rights

Patrick Sicard  
Patrick Sicard, Fire Chief

Abraham Dawson      ~~9-27-15~~ 9-27-15  
Abraham Dawson      Date

Michael Geisler      9-27-15  
Witness Printed Name      Date

Michael Geisler      9-27-15  
Witness Signature      Date



**St. Tammany Parish Fire Protection District # 3**

P.O. Box 849

Lacombe, Louisiana 70445-0847

Office: 985.882.5977 Cell: 985.677.4060

Fax: 985.882.6664

parapat3@gmail.com

Patrick F. Sicard  
Fire Chief

September 25, 2015

Abe Dawson,

You are required, by the order of Chief Sicard, to attend a pre-disciplinary hearing regarding your present investigation. Please arrive at STFD#3 Administration (Headquarters) at 27690 Main St., Lacombe, LA on Wednesday, September 30, 2015 for 4:30 p.m.

This day is on your regular shift (B-shift). Please advise your captain of your mandatory appointment so arrangements will be made for you to attend without disturbance or delay from any on-duty assignments or duties.

Sincerely,

Patrick Sicard, Fire Chief

**COPY**

9-28-15 9-27-15  
Abraham Dawson Date

9-28-15 9-27-15  
Michael Geisler Witness Printed Name Date

Witness Signature

<b>Chapter 5</b> <b>Workers' Compensation</b>
--

**I. Goal and purpose**

STFD3 believes in providing employees with a safe workplace. STFD3 has established protocols, procedures and guidelines and practices and promote safety in the workplace in order to minimize or prevent employee injury. The inherently hazardous nature of the business, however, may create situations in which an employee may become injured on the job even with the best safety precautions in place.

**II. General Policy Guidelines**

Should an employee become injured while on-duty, STFD3 has established these rules and regulations for the handling of eligible workers compensation injuries.

**A. What to do for an employee injury. (See Appendix G for details)**

1. Minor Injuries – A minor injury is one which an employee has an accident, injury or work-related illness for which the employee does not wish to seek medical attention at a medical provider (clinic, urgent care facility, physician, or hospital) AND the supervisor concurs.
  - a) Apply any first aid as necessary.
  - b) Complete a First Report of Injury form and check the RPO (Reporting Purposes Only) box. (Sample in Appendix H)
  - c) Send to the current workers' compensation carrier as shown on the top of the form within 24 hours of the accident.
  - d) Inform the Fire Chief of the incident by phone & in writing.
  - e) Submit a copy of the Injury Report to the Administrative Manager.
2. Serious, incapacitating but non life-threatening, injuries – Injuries which require medical treatment by a qualified medical professional, but which do not have need of

extreme urgency (Examples: severely sprained ankle, back strain, minor cuts requiring stitches)

- a) Employee is accompanied by the Captain to a qualified medical provider following the process in Appendix F 'What To Do For An Employee Injury'
- b) Complete a First Report of Injury form. (Sample in Appendix H)
- c) Send to the current workers' compensation carrier as shown on the top of the form within 24 hours of the accident.
- d) Inform the Fire Chief of the incident by phone and then *in writing*.
- e) Submit a copy of the Injury Report to the Administrative Manager.

3. Major, life-threatening injuries

- a) Administer appropriate medical assistance, if necessary.
- b) Rush employee to the closest medical facility for treatment.
- c) Assist medical facility with injured employee information.
- d) Notify Fire Chief IMMEDIATELY by telephone of incident.
- e) Complete a First Report of Injury form. (Sample in Appendix H)
- f) Send to the current workers' compensation carrier as shown on the top of the form within 24 hours of the accident.
- g) Inform the Fire Chief of the incident *in writing*.
- h) Submit a copy of the Injury Report to the Administrative Manager.

B. Benefit & Wages are covered in Chapter 4:Section V:A

**C. Return to Work**

Every effort should be made by the employee to return to work at the earliest possible time. STFD3 will assist employee in transitioning back to full duty, if a full recovery is expected and is certified by a licensed, qualified physician.

1. Should the employee be fit for light duty as certified by a licensed, qualified physician, light duty will be made available subject to the rules in Chapter 4, Section III:A:6.
2. Employee is expected to return to work within 3 days of receipt of Certification of Fitness for Duty (Appendix I).
3. STFD3 will notify the employee in writing of his/her schedule upon receipt of Certification of Fitness for Duty.
4. Failure to return to work after being certified by a licensed physician, passing the physical fitness examination, and being notified of his/her schedule will be interpreted as job abandonment and employee will be terminated immediately.

**D. Permanent limitation designation**

1. Should the injury or illness result in permanent physical or mental limitations that would preclude any fitness for duty approval, as certified by a qualified medical physician, the employee shall be terminated from continuing employment from the company after 365 days from the date of the incident, as required by LA State law.
2. Should there be *available or open* positions within the organization for which the employee is qualified, the employee may apply for those positions along with other competitive applicants.

**E. Non-cooperation or Unwillingness to comply**

1. Employees who no longer cooperate with the Workers' Compensation process in order to make a full recovery and return to regular duty shall be considered to have forfeited his/her protection under the law and will be subject to immediate termination. Cooperation and willingness to comply includes:

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- a. Not missing more than 1 physician or physical therapy appointment.
- b. Completing necessary paperwork and submitting all paperwork within 2 days of receipt.
- c. Reporting *weekly, in writing*, to the Fire Chief on the status of recovery.
- d. Failing to follow any directive given by the attending physician or the workers' compensation arbitration decisions. (Example – Physician directs employee to stop smoking and employee continues to smoke)

## Chapter 7 Substance Abuse

### I Goal & Purpose

Our goal is to provide a safe and healthy work environment, free from the use of intoxicating drugs and abuse of alcohol. STFD3 supports competency and lawfulness in those individuals involved with the organization. Therefore STFD3 shall utilize a workforce and reserve membership free from alcohol or other substance use or abuse.

### II Alcohol & Intoxicating Substances

The use of alcohol or other intoxicating substances while engaged in any STFD3 activities, events, responses, or while on STFD3 premises is strictly prohibited.

#### A. Alcohol & Non-Prescribed Intoxicating Substances

1. Employees or reserve members who report to work under the influence of alcohol or intoxicating substances shall be subject to immediate disciplinary action.
2. Any employee or reserve member who is known to have consumed alcoholic beverages *on or off duty* who is driving or *riding* in a department vehicle or who is wearing a department uniform to include badges, caps or other apparel with STFD3 identifying features, shall be subject to disciplinary action up to and including termination.
3. Should an employee or reserve member be charged for any illegal activity involving alcohol or other intoxicating substance under any federal, state or local statute, law, ordinance or regulation, he/she must notify the Fire Chief or the Appointing Authority within five (5) calendar days of the charges pending. Failure to notify is grounds for immediate termination.
  - a) Employee may be placed on Administrative Leave, with or without pay, pending outcome of the charges and/or any internal investigation by STFD3 at the discretion of the Fire Chief.
  - b) If the outcome is not determined within 30 days, and no other issues are at stake (as in 'c' below), employee shall be

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placed on Leave without Pay – Leave of Absence – pending outcome of charges and at the discretion of the Fire Chief.

- c) If the charges remove driving privileges and/or EMT licensing, employee shall be terminated, since he/she is unable to perform the duties of the job.
  - d) Charges resulting in an acquittal shall qualify employee for re-instatement under Civil Service law, as long as all other job qualifications and requirements are met.
4. Conviction of criminal charges involving alcohol or other intoxicating substance or illegal drugs by any bona fide legal system is grounds for immediate termination.
  5. The use of prescribed substances in such a manner that goes beyond the confines of the prescribed dosage is hereby defined as intoxicating and falling under the 'non-prescribed' category.

**B. Prescription Drugs**

STFD3 recognizes that there may be times when an employee or reserve member, under the care of a licensed attending physician, must legitimately consume prescription drugs that may hinder, alter or otherwise impair the judgment or behavior of a person. The following rules apply to employees taking *narcotics or any drug with side effects*.

1. Employee must complete a "Prescription Drug Notification" form as shown in Appendix L and submit it to his/her supervising officer immediately.
2. The supervising officer in conjunction with the Fire Chief and a licensed Medical Doctor shall determine if the drug can be taken while on-duty, considering the safety and liability for the Fire District.
3. The employee shall be notified, in writing, of the approval, approval with restrictions, or denial of use of the drug on-duty.
4. If denied, employee must use leave time, paid or unpaid, until the medical condition is resolved or until a suitable alternative drug is approved.
5. Restrictions, once given, must be followed or the employee may be subject to disciplinary action.

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### **III Substance Testing Policy**

#### **A. Substance Testing Circumstances**

- 1. All employees and reserve members are subject to random substance testing.**
- 2. Employees or reserve members involved in an accident that results in a work-related, lost-time injury are subject to a substance testing.**
- 3. Employees or reserve members involved in an accident involving STFD3 vehicles or apparatus are subject to substance testing**
- 4. Employees or reserve members who give the appearance or are perceived as acting in a manner in which a supervising officer suspects an intoxicating substance may be sent for substance testing.**

#### **B. Testing**

- 1. Collection and testing shall be completed by an organization who provides occupational health and testing services and is duly authorized and licensed to perform such collection and testing.**
- 2. The collection and testing shall be conducted according to industry accepted practices.**
- 3. An individual who refuses to be tested shall be presumed to have intoxicating substances present and shall be subject to the appropriate employment actions for positive test results.**

#### **C. Employment Actions and Status**

- 1. An individual who is suspected to be under the influence of a substance shall be sent for testing and shall remain on Leave With Pay status, if the person is a full-time employee who is eligible for such benefits. All others shall be on unpaid leave.**
- 2. Any individual whose test results are negative shall be reinstated to his/her position with no loss of seniority, compensation or benefits.**
- 3. Should an employee approach his/her supervising officer or a higher ranking officer with an admission to having a substance abuse problem, the officer shall immediately report this to the**

<b>St. Tammany Fire District No. 3</b>	<b>Chapter 7</b>
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Fire Chief. The ultimate goal is to allow the employee time to overcome this problem and return to work.

- a) The employee shall be referred to any existing Employee Assistance Program (EAP) or shall be counseled to seek professional help.
- b) The employee shall be placed on a 'Leave with pay – Sick Leave' status and subject to the guidelines thereof (if the employee is eligible for such benefits as elsewhere defined).
- c) The employee shall provide *convincing evidence* of his/her rehabilitation prior to being re-instated to his/her previous position. *Convincing evidence* of rehabilitation shall be at the discretion of the Fire Chief.
- d) The employee shall be subject to a 2-year probation period during which he/she shall be tested without notice (spot testing).
- e) The employee shall be terminated immediately if a random or spot testing results in a positive for the presence of any intoxicating substance.

#### IV Consequences

##### A. Disciplinary

An individual who is found positive for intoxicating substances shall be subject to disciplinary action up to and including termination.

##### B. Financial

Individuals who are found positive for intoxicating substances shall *not* receive compensation and/or benefits either from the fire district or the workers' compensation carrier *and* may have to reimburse the fire district for any form of payment received while pending substance testing results.

##### C. Liability

Individuals who have caused damage or injury to themselves, other people or property and who are found positive for intoxicating substances shall be liable for any associated costs, medical bills, punitive damages, liens, or other expenses related to the injury or damage.

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Patrick F. Sicard  
Fire Chief

## St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

Office: 985.882.5977 Cell: 985.677.4060

Fax: 985.882.6664

parapat3@gmail.com

Mr. Dawson,

The purpose of this letter is two-fold. It shall serve as notice for both investigations.

The next set of hearings that involves you regarding your two investigations at STFD3 will be held on **October 17, 2015** at beginning at **8:00 a.m.**

The hearings will be held at the STFD3 Administrative building located at 27690 Main St., Lacombe, LA.

At 8 am, you are hereby notified that we will first conduct a disciplinary hearing regarding what is known as Dawson #1. That was the first investigation involving your absence from home while on medical leave.

Chief Sicard, Attorney Robert Barnett, yourself (Abraham Dawson), and your representatives (if any as per the Firefighters Bill of Rights) are permitted at the hearing. As far as your other rights & remedies as to witnesses, evidence presentation and documents, I again refer you to the copy of the Firefighters Bill of Rights previously supplied. If you need yet another copy, it shall be available to you at the hearings or you may ask for a copy at the STFD3 Administrative office. You can also obtain a copy from the Office of State Examiner's website: [www.ose.la.gov](http://www.ose.la.gov). I urge you to read and review the Bill of Rights.

I expect that this hearing will last approximately one (1) hour.

Next at approximately 9:00 am on Saturday October 17, we will conduct a second hearing immediately following Dawson #1.

Dawson #2, as it has become to be known, will be the pre-disciplinary meeting regarding your second investigation wherein you were charged with a number of violations, including but not limited to (1) you received prescription medication and that upon your return to work on August 22, 2015, you may have failed to properly & timely complete and submit an LWCC "Report Purposes Only (RPO) form, (2) may have failed to properly & timely notify the appropriate Captain of a suspected injury while working on a shift, (3) may have failed to timely & properly submit an injury report to any authorized representative of the District, (4) may have failed to follow the mandates of "What to do for an employee injury" form, (5) may have failed to complete and timely submit a "Report of Medication" form, (6) allegedly failed to submit prescription documentation by September 18, 2015 at 9:00 am, (7) allegedly failed to submit copies of text messages as Ordered by September 18, 2015 in that you have refused to follow a direct order and failed to adhere to departmental policies, (8) may have violated Chapter 5, Worker's Compensation, Section II (A), (9) allegedly failed to comply and submit forms as per Appendix G, (10) allegedly violated Chapter 7, Substance Abuse, Section II (ii), (11) allegedly failed to comply and submit forms as per Appendix L, (12) allegedly failed to

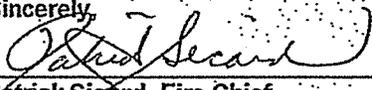
comply and submit forms as per Appendix H, First report of Injury, (13) allegedly failed to comply and submit forms as per Appendix I, Leave Form and Certification of Fitness for Duty, (14) alleged violation of Chapter II (A), (15) alleged violation of Chapter III (A), (16) alleged violation of Chapter 4 (A)(3), failure to sign medical release form.

As with Dawson #1, here in Dawson #2, Chief Sicard, Attorney Robert Barnett, yourself (Abraham Dawson), and your representatives (if any as per the Firefighters Bill of Rights) are permitted at the hearing. As far as your other rights & remedies as to witnesses, evidence presentation and documents, I again refer you to the copy of the Firefighters Bill of Rights previously supplied. If you need yet another copy, it shall be available to you at the hearings or you may ask for a copy at the STFD3 Administrative office. You can also obtain a copy from the Office of State Examiner's website: [www.ose.la.gov](http://www.ose.la.gov). I urge you to read and review the Bill of Rights.

This dual notification is a directive by Chief Sicard for you to attend both these hearings.

Please be prompt regarding your arrival.

Sincerely,

  
Patrick Sicard, Fire Chief



### PERSONNEL ACTION FORM

#### TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

##### Explanation | Common Errors to Avoid

(city or fire protection district)

St. Tammany FPD 3

Today's Date

10/21/2015

1. Employee's Last Name	First Name	M.I.	Suffix	Date of Birth	Social Security No.
Dawson	Abraham	J		[REDACTED]	[REDACTED]

2. Department	3. Personnel Action	4. Effective Date of Action
Fire	Suspension	11/02/2015

5. From:	6. To:	7. Monthly Salary
Not Applicable	Not Applicable	
Firefighter Operator	Firefighter Operator	

8. Remarks:

Employee suspended for 60 consecutive calendar days beginning November 2, 2015 for violating the following St. Tammany Fire District 3 policies:

- Chapter 2; Letter K: Neglect of Duty. "Any member of STFD3 that omits, ignores, overlooks, slights, or forgets his/her assigned duty, order, or customary practice is neglecting his/her duty. Neglect of duty is subject to severe disciplinary action."
- Chapter 4; Number 1 f: Sick Leave. "An employee on sick leave with pay is confined to his/her residence unless such confinement warrants a hospital admission. Any other location must be authorized by the Fire Chief or his designee when an employee makes notification of his/her absence."
- Chapter 4; Number 1 g: Sick Leave. "An employee on sick leave shall not leave his/her residence or other authorized location of confinement prior to returning to duty from sick leave except as approved by the Fire Chief or his designee."
- Chapter 4; Number 1 g, ii: Sick Leave. "When it is necessary for an employee to leave his/her place of confinement to purchase medicine or meals not available at his/her place of confinement, notification shall be made to the Fire Chief or his designee prior to leaving the place and upon return."
- Chapter 4; Number 1 h: Sick Leave. "The Fire Chief or his designee may visit or call the employee at his/her residence to verify the employee's confinement. If the employee cannot be contacted in person, he/she will be considered 'Absent without leave or pay' and subject to the same consequences covered in Section III: C of this chapter. 'In person' means face to face contact only."
- Chapter 4; Number 1 j: Sick Leave. "Employee will make him/her-self available to their supervisor or higher authority during their regular shift day, by phone, or by personal contact. During the shift, employee will check-in with supervisor twice during daylight hours to give an update on their condition."
- Chapter 4; Number 1 k: Sick Leave. "Sick Leave abuse or falsification of sick leave records shall result in corrective action up to and including termination."

SEE ATTACHED FOR CONTINUATION

Recommended:

*[Signature]*  
 Chief

Approved:

*[Signature]*  
 Appointing Authority

*[Signature]*  
 Chairperson Municipal Fire and Police Civil Service Board

PAT  
A-17

8. Chapter 4; Number 2 a: Sick Leave. "The employee must complete the necessary forms for sick leave requests and submit them to the Fire Chief or his designee immediately upon return to work." I.e. 'LWCC First Report of Injury' form in Appendix H and 'Report of Medication' in Appendix L.

9. Chapter 5; Number II, A 2: Worker's Compensation. What to do for an employee injury. (See Appendix G for details.): "Injuries which require medical treatment by a qualified medical professional, but which do not have need of extreme urgency (examples: severely sprained ankle, back strain, minor cuts requiring stitches.)"

b. "Complete a First Report of Injury form. (Appendix H.)"

c. "Send to the current worker's compensation carrier as shown on the top of the form within 24 hours of the accident."

d. "Inform the Fire Chief of the incident by phone and then in writing."

e. "Submit a copy of the injury report to the Administrative Manager."

10. Chapter 6; Number II: Conduct & Discipline. Civil Service Law-RS: 2560: "The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service or take such disciplinary action as the circumstances warrant in the manner provided below, for any one of the following reasons:"

A. "Unwillingness or failure to perform the duties of his position in a satisfactory manner."

B. "The deliberate omission of any act that it was his/her duty to perform."

D. "Insubordination."

E. "Conduct of a discourteous or wantonly offensive nature toward the public or toward any municipal officer or employee, and any dishonest, disgraceful, or immoral conduct."

N. "The willful violation of any provision of this part or of any rule, regulation or order adopted under its authority."

11. Chapter 6; Letter B 2: Conduct & Discipline. "No employee or reserve member shall fail to obey a lawful order or instruction from any legitimate, authoritative source. When there is doubt or uncertainty about an order of any type, all employees are required to request clarification or instruction on how to proceed."

12. Chapter 6; Letter B 4: Conduct & Discipline. "Any refusal by any employee or reserve member to obey an order as described shall be deemed insubordination."

13. Chapter 6; Letter E 1& 2: Conduct & Discipline. [1.] "Employees and reserve members are required to speak the truth at all times, whether under oath or not, in giving testimony or in connection with any legal order received or in connection with official duties." [2.] "Employee/reserve members shall always speak the truth in connection with any departmental investigation, questioning, inquiry or in making statements about any incident, whether pertaining to an emergency call or to department affairs."

14. Chapter 7; Section II, ii: Prescription Drugs. "STFD3 recognizes that there may be times when an employee or reserve member, under the care of a licensed attending physician, must legitimately consume prescription drugs that may hinder, alter, or otherwise impair the judgment or behavior of a person. The following rules apply to employees taking narcotics or any drug with side effects."

ii 1. Employee must complete a 'Prescription Drug Notification' form as shown in Appendix L and submit it to his/her supervising officer immediately.

**St. Tammany Fire District No. 3  
Civil Service Board  
P.O. Box 849  
Lacombe, LA 70445**

November 12, 2015

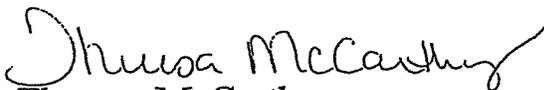
Patrick Sicard  
27690 Main St.  
Lacombe, LA 70445

Chief Sicard,

A public hearing and investigation has been scheduled on November 23, 2015 at 4:30 p.m. for Abraham Dawson concerning his appeal. This hearing will be held at the St. Tammany Fire District No. 3 Training Center located at 29278 Hwy 190, Lacombe, LA.

If you have any questions, please contact me at 985-882-5977.

Sincerely,



Theresa McCarthy  
Civil Service Board Secretary

courteous in your actions to them. At minimum, remain silent and diffuse the situation.

**D. Language & Gestures**

1. Employees or reserve members may not use profane language or gestures while on-duty.
2. Employees or reserve members may not use profane language or gestures while wearing any STFD3 uniform, insignia, or emblem.

**E. Truthfulness**

1. Employees and reserve members are required to speak the truth at all times, whether under oath or not, in giving testimony or in connection with any legal order received or in connection with official duties.
2. Employee/reserve members shall always speak the truth in connection with any departmental investigation, questioning, inquiry or in making statements about any incident, whether pertaining to an emergency call or to department affairs.
3. Employees or reserve members shall not make false reports concerning the personal character or conduct of any other employee or reserve member.
4. No member shall falsify an official written or oral report.

**F. Cheating**

STFD3 values the highest standards with regard to education, certification and qualifications and as such takes a no tolerance position on cheating.

1. A person(s) found to be cheating shall immediately fail their test, be dismissed from the class, if applicable, and shall be subject to disciplinary action. Unauthorized talking, interacting with another person or leaving the assigned location shall be presumed to be for dishonest purposes and fall under this violation.
2. Any person(s) aiding and abetting the person(s) who were found to be cheating shall be considered an accomplice and be subject to the same consequences as the cheater.

**G. Gossip**

Gossip refers to any spreading of intimate or private rumors or

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effect at that time, must immediately contact the next ranking officer and report it. The employee or reserve member should then follow the directive given by the person to whom it was reported.

12. Employees or reserve members who are given orders that they feel are unjust or improper, meaning the order is contrary to the general departmental policies codes or standards or that it goes against reasonable standards of decency, dignity or propriety, the employee or reserve member should carry out the order to the best of their ability and then proceed to report, in writing, to the next higher ranking officer or authority, the facts of the incident and request an inquiry.
13. Supervising officers who order employees to perform unlawful or unethical acts shall be subject to disciplinary action accordingly and possible criminal or civil consequences.

**C. Courtesy**

Courtesy is a requirement for all STFD3 employees and reserve members.

1. There shall be a **zero tolerance** for any employee or reserve member who is discourteous to the general public, whether by phone or in person and whether on-scene or not.
2. Employees and reserve members must be courteous to business associates, including hospital staff, law enforcement, or vendors, by exercising patience, kindness and respect in all contact with these individuals.
3. In speaking with other members of the fire district, employees and reserve members should show courtesy and respect to each other, whether on or off-duty.
4. In attending classes or representing STFD3 to other agencies, schools, or organizations, courtesy and respect shall be shown to teachers, instructors, fellow-students, or administrators. Disputes or debates should be handled in a respectful manner. Any discourteous, abrasive, physically challenging, aggressive or boisterous behavior is subject to disciplinary action.
5. If any of the above listed individuals are discourteous to you or treat you in a manner that fits the descriptions listed above, report the incident to your supervising officer, but remain

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Abe Dawson Interview  
September 12, 2015

Sicard – ok. It is Sep 12<sup>th</sup> 9:04. We are all um in the conference room uh at the Administrative building. We are here for an interview process regarding um Abe Dawson. Uh Pat Sicard-Chief is present, um Attorney Robert Barnett, Abe Dawson, um Danny Rodriguez - representative with Abe Dawson, and Captain Michael Geissler.

Barnett – Ok. Thank you Chief. Good morning everybody. Uh What we're first going to do uh is lay some groundwork, uh this morning is that we're here to ask a variety of questions based upon uh this incident report that you turned in. uh and what I ask that you do is to speak out loud if asked a question, do not nod your head shake it up and down cause that little recorder cannot pick up what we talk about. So let's talk clearly and loudly enough so that they can anybody can hear who's going to be transcribing this.

Alright, well first what I'm going to do uh is ah, may I call you Mike? Mike may I didn't

Geissler: yes

Barnett: Can't shake your head. Uh I going to ask that you raise your right hand so I can swear you in. ah Do you swear this morning to tell the truth and uh nothing but the truth so help you God?

Geissler: I do.

Barnett: Alright, uh would you please state your name and uh address for the record.

Geissler: Michael Geissler. 28675 Violet St. Lacombe LA. 70445

Barnett: And where are you employed?

Geissler: St. Tammany Fire District 3

Barnett: And how long and in what capacity?

Geissler: ah Since 2003 Part time and I guess sometime after Hurricane Katrina in 05, I became full time. Captain.

Barnett: I have here uh Capt. Geissler, I can call you Mike can't I ?

Geissler: Yes sir

Barnett: I have here a written consultation uh which I'm gonna hand a copy out to everybody. Did you prepare this?

Geissler: Yes sir

Barnett: Tell us what brought brought you about uh to do this. What happened?

Geissler: Uh Abe Dawson called in uh I believe he was on injury leave. He did submit a uh a a Doctor's note notice for injury leave that he was to be off I think three three work days which is one shift for Dist. 3. Anyways according to policy

Barnett: I'm sorry he was on say that again?

Geissler: He was issued a Doctor's note that he was allowed to miss three days of work which would only affect 1 of our days here at district 3 according to our schedule. So the one day he was to miss uh was one of our shifts um according to policy we are to (unintelligible) that employee during their sick or injury leave.

Barnett: Well, let's talk about that for a second. I have here a copy of the employee and reserve handbook. This is what uh governs this district correct? This uh Fire Protection District 3.

Geissler: For the most part yes.

Barnett: What do you mean for the most part?

Geissler: I mean there are policies and um directives that aren't included in that at this time.

Barnett: as far as, but this is as far as you know that would govern this situation?

Geissler: For the most part.

Barnett: Uh and it is my understanding and appreciation that uh as part of your job description that you are to be familiar with this rule book and all policies and regulations correct?

Geissler: Uh yes

Barnett: Uh and you are supposed to follow those rules.

Geissler: yes

Barnett: Now bring us up to date what happened on this uh day that uh Mr. Dawson was out. What happened?

Geissler: um following , following the policy book, I went and checked on Abe. I don't I don't recall a time I went and checked on Abe.

Sicard: It's on here

Barnett: Go ahead and review the document. Uh you, This is your handwriting is it not?

Geissler: That's correct.

Barnett: And that's your signature at the bottom.

Geissler: uh huh yep mmhmm

Barnett: Good, please go ahead and read it. Refresh your memory if you need to.

Geissler: Ok so around 4:40 that afternoon. 4:45 on the 19<sup>th</sup> I went and checked on Abe at his residence there was one vehicle in the driveway, I knocked several times, I made three attempts to contact Abe and there was no contact. Shortly after a phone convers, phone attempt, he did call me.

Barnett: Alright so you went to his house, you knocked on his door several times, his car was there nobody answered.

Geissler: There was one vehicle there, I don't know whose car that is but there was one vehicle.

Barnett: And then you tried to reach him by cell phone and no response.

Geissler: No response.

Barnett: Alright, then what happened?

Geissler: He called me back eventually.

Barnett: Eventually. How long is eventually?

Geissler: uh Maybe 5, 10 mins 15 mins. max.

Barnett: And what did he say?

Geissler: um I I don't remember.

Barnett: What was the conversation when he called you?

Geissler: I mean I don't remember the specific details of the conversation. I'm sure it was something in regard to Abe's where were you?

Barnett: Where are you?

Geissler: Yea

Barnett: And what are you doing? Well from what you remember, generally what did he say?

Geissler: uh I don't remember what he told me he was doing to be honest with you.

Barnett: Was he out having lunch somewhere?

Geissler: I

Barnett: What time of day was it?

Geissler: It was 4:45 according to my notes.

Barnett: 4:45, was he, let's try it this way. Was he or was he not home?

Geissler: He was not home.

Barnett: How do you know?

Geissler: He didn't answer the door. Ok according to my notes, he went to ok he went eat. He went to get a meal.

Barnett: that's why I want you to refresh your memory by reading this

Geissler: ok

Barnett: so we can make it very clear on the record what you do or do not remember. So now does this refresh your memory?

Geissler: It does.

Barnett: Now, I'll ask you the question again.

Geissler: mmhmm

Barnett: You went to his house. Was he home?

Geissler: No.

Barnett: Did you call him, did he answer the phone?

Geissler: No.

Barnett: When you did hear from him some 10 or 15 minutes later I believe you testified, what did he tell you?

Geissler: He called me back several minutes later requesting to leave for a meal. I advised that it was not permitted.

Barnett: But you turned, you did find out did you not that he had already left the house correct?

Geissler: I mean obviously he wasn't there, he didn't answer the door.

Barnett: Is it not a fact Michael that he told you that he was having a meal outside the house? Yes or no?

Quite

Barnett: Let me try it this way, Michael let me try

Geissler: Let me review the document if you don't mind.

Barnett: That'd be great, please review it.

Quiet

Geissler: Ok, what was the question again sir?

Barnett: I gonna try it this way. Why did you write this report?

Geissler: Because he was in violation of a policy according to policy.

Barnett: How do you know he was in violation of the policy?

Geissler: Well, he wasn't home when I went knocking at the door. So if you're not, if you don't answer the door, you don't answer the telephone call, then I assume we have to mark them down as not being at the house.

Barnett: Did he not admit to you that he had left the house to go have a meal?

Geissler: He asked me if he may have a meal. He asked me

Barnett: And is

Geissler: He asked me requesting if he could leave for a meal. I advised that he was not permitted.

Barnett: And is it not a fact he had in fact already left to go have that meal.

Geissler: He left but I don't recall discussing where he went. I really don't

Barnett: But he had, the point is he had, the point is from what you remember he had left.

Geissler: He wasn't there yea. I don't know where he went, I don't recall where Abe went that day.

Barnett: But as far as you are concerned, he was not home?

Geissler: He was, as far as I know yes.

Barnett: Did he reach out to the department to get permission before he left?

Geissler: No.

Barnett: And that caused you to write this report.

Geissler: That's correct.

Barnett: What I'd like to do is uh if unless you have a, if you have a pen, could you write the letter "A" on the bottom I'm gonna offer file and introduce this as exhibit A, if you would write A with your initials at the bottom. Just a big letter A and then your initials. Could you find in the policy manual for me please, uh the rule that you wrote down here, I believe you said chapter four.

Sicard: Page 6 Michael, probably help ya.

Barnett: You can show you can show it to him.

Sicard: Chapter four page six.

Geissler: ok

Barnett: Would you read would you read the rule into the record?

Geissler: Can I see my notes again please?

Barnett: Absolutely, yes sir.

Barnett: And if you could Michael, the reason why I, we, I try and speak louder is and clearly is because this tape device doesn't always pick up as clearly when we

talk in normal voices and in conversation. So that's all I'm asking you to do is to speak a little bit louder so that whoever transcribes this for Mr. Dawson can clearly hear what is being said.

Geissler: You're asking me to read the policy?

Barnett: uh the policy that you cited, yes sir.

Geissler: When it is necessary for an employee, let see uh Chapter 4 section G ii and section H : When it is necessary for an employee to leave his or her place of confinement to purchase medicine or meals not available at his or her place of confinement notification shall be made to the Fire Chief or his designee prior to leaving the place and upon return. The Fire Chief or his designee may visit or call the employee at his or her residence to verify the employee's confinement. If the employee cannot be contacted in person, he or she will be considered absent without leave or pay and subject to the same consequences covered in section 3C of this chapter in person face to face contact only. And I believe that's the only policy we referenced.

Barnett: Alright and that's that's what caused you to write this uh uh report on August uh 22nd?

Geissler: Yes

Barnett: On that date, you were his supervisor? Correct?

Geissler: Yes

Barnett: And he was to report to you as no and no one else in the chain of command, on that day.

Geissler: shh Yes.

Barnett: uh Alright, I would like to uh offer file and introduce ah the applicable sections of your rule book Chief as exhibit B.

Sicard: Do you want me to make copies?

Barnett: Well you can later

Sicard: ok

Barnett: that's not a problem but that would be this chapter 4 that we just read from here. I'd like the entire chapter please. Alright, I have no further questions. Uh any statements Mr. Dawson, as you know you are not allowed to ask questions but any statement, your feel free, or your representative, any statements to make? If not, we'll conclude his, his uh his side and we'll certainly then start taking uh questions.

Geissler: Can I ask a question?

Barnett: No Sir. Uh uh uh Mr. Dawson do you have anything you would like to state? Or your representative?

Dawson: I will state (unintelligible)

Barnett: speak loudly please

Dawson: I will state what I have to state when it's my turn to give the interview.

Barnett: Fair enough, we just want to give ample opportunity to you that's that's what that's what we're here for.

Barnett: Alright, uh what we are going to do then Chief, uh is we can either keep the tape going or conclude it but for this portion of it with uh Capt. Geissler uh I want to make sure that everybody knew that this was being taped with their permission. Uh Chief, you were aware it was being taped?

Sicard: Yes sir

Barnett: and Captain Geissler?

Geissler: yep

Barnett: uh you gentlemen both know?

Dawson: Yes

D. Rodriguez: yes sir

Barnett: and it was with your permission?

Dawson: yes sir

D. Rodriguez: yes sir

Barnett: Alright, uh If it's alright, we'll continue on uh or do you want to turn the tape off, however your staff wants to do it.

Sicard: I'm, we can keep on.

? Continue

Barnett: Ok. Wonderful. Michael, Thank you very much.

Barnett: Ok. What we'll do now is proceed to the next uh portion of it. Uh. I'm gonna move this over here between me and Mr. Dawson and we'll continue. Alright, uh present at this time if you want to go ahead for the record tell us tell us again who's here and the time.

Sicard: Ok. Uh The interview with Captain Geissler is over at 9:19. Uh Now we are going to proceed on with the interview of Firefighter/operator Abraham Dawson. And with him is his representative uh. Danny Rodriguez, also an employee of District 3, Firefighter/Operator. And Robert Barnett attorney is present as well as myself Patrick Sicard, Fire Chief. It is now 20 after 9.

Barnett: Thank you Chief. Alright may I call you Abe?

Dawson: Yes

Barnett: Abe uh, uh I think you heard the instructions before of speak clearly and loudly so the tape recorder can pick up what we say. Uh We are here this morning uh to discuss uh a document that was handed in, I believe you have a copy of it there exhibit A from Michael Geissler's statement. Uh let's for the purposes this morning, let's do some procedural stuff first. Uh If you could raise your right hand. Uh Do you promise to uh and swear to tell the whole truth and nothing but the truth so help you God?

Dawson: I do.

Barnett: oh I again ask that you speak clearly and loudly so that uh the recorder can pick it up. We are here today as you know, uh and I'm going to show you before what was identified before as exhibit A and we'll have the same thing attached to this portion. Is this your signature on here?

Dawson: Yes sir.

Barnett: Alright, uh so I'm going to offer file and introduce A again, it's duplicative Chief of what was introduced in the prior Geissler statement.

Sicard: Ok

Barnett: uh Tell us what happened this day Abe. What happened?

Dawson: um

Barnett: You're out on sick leave.

Dawson: On sick leave, um around maybe 1:30 – 2:00 uh my Captain had texted my phone um asking me to um when I get out of class to stop by 31 to fill out some paperwork.

Barnett: Is it, now who is your Captain I'm sorry.

Dawson: Michael Geissler. Um After that um I didn't respond. And then a little while later he said don't forget stop by 31 when you get out of class. Which was my Captain Michael Geissler. Um He was unaware that I was out on sick leave. Um that day. Um Without me notifying him letting him know that I was actually out. Um so, he informed me that he was not told or informed by the Assistant Chief who was aware and also informed of this situation. Um so after I informed him that I was out um and that uh a rookie firefighter was at station 33 by himself. Um He then around 4:45, 4:40, um had called my phone which I was unaware of. Um at that time I had uh taken um some medicine that had made me a little drowsy. Um and my wife wanted to get me just out of the house cause I had been in the house since the day I left class which was the day before so around a day and a half I'd been just in the bed. Um so my wife just told me just jump in the, come in the car we'll drive to my mom's house, which my wife's name is Amanda Dawson, um and her mom lives her mom lives 2 mins down the road actually right here in Lacombe. Um so the time that Michael had called my phone, my daughter had my phone cause I let her watch little videos on my phone so I was actually still

in the car while she was getting the food with my daughter inside the house. Um my wife brought the phone out to me and said Michael called your phone, which is my captain Michael Geissler. Then I had called him back and let him know what was going on and um he informed me that hey you gotta just let me know when you leave the house if you have to go get food or go to the doctor or get a prescription. I was like, I apologized to him I completely, I wasn't even thinking about it at that time. Like I said I was very, I was just in the car, I was sleeping in the car. Um so I did not intentionally ignore his calls or intentionally disregard the rules of the department. It was truthfully an honest mistake. And in the written consultation um if you turn to on the second section of it, my employee, to be completed by employee um I let him know that it will not happen again um that it was a complete, um an honest mistake. Um when I left I told him I will continue to go over our policy to refresh myself. But.

Barnett: Are you talking about the performance improvement?

Dawson: Yea I'm sorry

Barnett: So we can identify it

Dawson: oh ok

Dawson: the Performance improvement plan yes

Barnett: The performance improvement plan is a two page document and section 5 B is where you as the employee are entitled to complete. Could you read this into the record what it says?

Dawson: If this was to happen again, would remind to contact the captain when I left the house. I will continue to cover our policy on my own time. And which what is not written is I talked to Michael um Captain to firefighter, let him know the whole situation um he informed me that this was just a verbal consultation but they also have to have documentation for records that we did have the verbal consultation. Um and just from what he wrote he also just said to just next time just be aware and remember that's all.

Barnett: But you do admit for the purposes of today while under oath as is that you did leave your home while

Dawson: yes

Barnett: let me finish the question

Dawson: ok

Barnett: that you did leave your home while on sick leave?

Dawson: yes

Barnett: and that you did leave your home without permission?

Dawson: yes

Barnett: and that is that is a vio and do you not admit that it is a violation of the policy rule or rule manual?

Dawson: yes

Barnett: Let me see if I can get this straight what happened that day. You were in bed and you didn't feel well

Dawson: mmhm

Barnett: and that uh you just wanted to get out of the house?

Dawson: Well technically I didn't want to get out of the house because I had been laying down for a day and a half. My wife thought it would be prudent if I actually got up and not become too stiff by laying in the bed until my next shift. So she asked me was I able to get up and come sit in the car and I said yes.

Barnett: How old's your daughter?

Dawson: My daughter is 4 years old. Well 5

Barnett: At all times you before you left you could have called the uh Captain.

Dawson: If I was in my right state of mind yes I could have.

Barnett: So now you are saying you were not in your right state of mind.

Dawson: I just , well in my previous statement if you listen to the recording back I said I had take some medication that had made me drowsy to sleep

Barnett: drowsy

Dawson: yes

Barnett: Did that drowsiness have uh uh make you so incapacitated and debilitated that you didn't know what you were doing? Is that what you are telling us?

Dawson: Incapacitated and debilitating where I wasn't able to know what I was doing

Barnett: yes

Dawson: um well no but it does not allow you to recall your work policy when you're actually drowsy or sleepy just in general.

Barnett: So you just want to say that your your your lapse of of memory was caused by the medicine?

Dawson: It could be It could be contributed but it was not the only

Barnett: And what type of medicine were you on? What prescription did you have?

Dawson: I had um

Barnett: As a result of this particular uh sickness that you were out?

Dawson: I was on I took Flexaril, which is a muscle relaxer

Barnett: I know what yes, alright

Dawson: um I was just stating

Barnett: yea yes

Dawson: And also a pain medicine

Barnett: And what pain medicine was that?

Dawson: It was I believe hydrocodone

Barnett: And that was given and that was given to you for this particular

Dawson: yes

Barnett: uh sickness

Dawson: yes

Barnett: What were you out on? For hydrocodone and flexaril?

Dawson: Well I had well

Barnett: you were out for

Dawson: backtrack

Barnett: yea

Dawson: um I we worked out previously on shift which included a uh elevated ab cruncher which is basically you are laying like this and you are pulling your body weight up in the air which that's what caused the tweak in my back which is my L4 nerve it became inflamed.

Barnett: So you were so you so this particular three day period that you were out was because of what injury or what sickness?

Dawson: It was a L4 inflammation um nerve which goes around my back circulars goes across your thigh and goes down all the way to the middle of your heel.

Barnett: I don't want to get spp I don't want to get into the specifics of your medical uh history uh it's not my intention to make that a public record I'm just trying to find out why you were out. So you were out for a muscular or a muscular problem.

Dawson: yes

Barnett: And did you go see a doctor?

Dawson: Yes

Barnett: And who was that doctor?

Dawson: Dr. Garrenger

Barnett: Garrenger?

Dawson: Yes sir

Barnett: And where is he located?

Dawson: He works at Louisiana Heart in the ER and he also works at Slidell Memorial in the ER. He is the one who also presented me with an official doctor's note that was also presented to my department.

Barnett: alright. Would you be so kind uh to get us a copy of also the prescriptions that he that he gave to you for your injury.

Dawson: yes

Barnett: And those prescriptions you're telling us were filled uh during this three day period that you were out?

Dawson: yea they were filled that day.

Barnett: If you would be so kind to get those to the Chief I'd appreciate that.

Dawson: mhmm

Barnett: alright so that day uh you you left the house uh and how long were gone?

Dawson: I was gone from my house maybe 10 minutes.

Barnett: and the purpose of the the uh the trip was to just get out of the house?

Dawson: pretty much

Barnett: your wife didn't want you just lying in bed getting stiffer

Dawson: yes

Barnett: I mean you weren't out lets scratch that

Barnett: Since uh this incident you've gone back to review uh your policy manual?

Dawson: yes

Barnett: uh And you uh what was read by uh Captain Geissler before out of chapter 4 uh you had the occasion of reading?

Dawson: yes

Barnett: and you as we sit here today do you understand why you were sited or that was pointed out as a violation?

Dawson: Yes I completely, in the in the meeting I had with my Captain I told him that I completely understand um it's in the policy and I also was made aware of you know that I should have contacted him and so forth like that but I also let him know the same just like what I told you um and he said well just next time just give him a call if you have to go get medicine anymore or anything or any food and I told him I wouldn't be leaving the house again so he was like that was fine and then when I came back two shifts that's when I had the verbal consultation.

Barnett: And this policy that we talked about before, exhibit B which I'm gonna again from the Geissler statement attached here exhibit B uh as part of your job description you're supposed to be familiar with this.

Dawson: yes

Barnett: and this is the these are the rules and regulations that govern you

Dawson: yes

Barnett: and you do understand that Captain Geissler, he has to uh site you for a violation that's just part of his job.

Dawson: yes I know that

Barnett: Just like if you recognize that one of your fellow firefighters uh commits a violation you have a duty to turn that person in you do understand that?

Dawson: yes

Barnett: That's just the way it is you can't ignore a violation because then you'd be in trouble right?

Dawson: right

Barnett: So you understand he had to turn you in?

Dawson: Yes I do

Barnett: Uh Chief I don't have any other questions uh at this time, uh what I'd like to do is then uh turn it over to see if either of these gentlemen have anything to add.

Dawson: As far as statement wise or question wise?

Barnett: uh You have the ability to say anything you wish. Um it this is not this is not a predisciplinary hearing for you this is merely what's called the interrogation of the bill of rights you have the right to make a statement and that's um I'm just turning it over to you or your representative to uh if you have anything to say.

D. Rodriguez: I have a question. Pat do you copy of the Bill of Rights with you?

Sicard: yes

Barnett: The Bill of Rights was attached to the original letter.

D. Rodriguez: ah yea I believe so I was just hoping he had a copy.

Barnett: which is why I'm gonna introduce that later as soon as you're done.

D. Rodriguez: ok ok

Barnett: What I'm gonna do now is uh I'm gonna show you this, this is gonna be exhibit C . This is a letter dated August 31<sup>st</sup> Abe, uh is that that's your signature?

Dawson: yes

Barnett: And you received this uh uh from who delivered this to you? How'd you get it?

Dawson: Chief Sicard

Barnett: Chief Sicard gave you this? And this letter of August 31<sup>st</sup> that you , that's your signature, you also got a copy of the Bill of Rights? Which

Dawson: yes

Barnett: which we're looking at right over there?

Barnett: Alright So what I'd like to do is identify this as C. Exhibit C – the letter from Chief Sicard date August 31<sup>st</sup>. Its as letter signed by both Abe Dawson the Chief that contained the Bill of Rights. So that's gonna be Exhibit C.

Sicard: You want me to write that on there?

Barnett: you can later everybody has copies here.

D. Rodriguez: unintelligible

Barnett: So any other statements? Or that you'd like

Dawson: Mine is just uh a statement um as far as um that as my Captain Michael Geissler um did what he was supposed to do it was his job um which has been done for many years um by other captains.

Barnett: what do you mean it's been done for many years?

Dawson: far as the written consultation um if something happens a verbal um and um this to my knowledge is the first time ever that it has gone to a interrogation um of this magnitude um now I would completely understand if someone saw me like out and about in Slidell or somewhere like that but for me to have been gone from my premises for 10 minutes to get dinner and then eat dinner at my house all

of this to me personally is gone above and beyond the disciplinary action. And that's just from mine not from the Chief's or from anyone this is strictly from me. Um my captain did his job what he was supposed to do. He gave me a verbal written consultation. Um I completed the employee section of it I signed I agreed to it, um I saw my fault in it and obviously we learned from mistakes um in the I have been employed here since December 2007 full time. In that time, I've only called in twice. Um and this for this is my second time to call in personally it it hurts to be not trusted and to fill like I would take advantage of the department. And that's all I have to say.

Barnett: Ok. Uh Anything else gentlemen?

D. Rodriguez: No sir

Barnett: Alright, at this point what we'll do is uh Chief is we'll conclude this statement do you have the time?

Sicard: Yes it is 9:36.

Barnett: uh And uh gentlemen, this has been uh recorded and taped with your full knowledge correct?

Dawson: Yes

D. Rodriguez: Yes sir.

Barnett: ok

Sicard: Yes Sir

Barnett: Ok you can turn it off

Sicard: ok

Barnett: (unintelligible) use your machine.

## Exhibit Page

Exhibit A – Report

Exhibit B – Chapter 4 of Rule Book (applicable section)

Exhibit C – Letter from Chief Sicard dated August 31<sup>st</sup> with Bill of Rights

St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

(985) 882-5977 Office (985) 882-6664 Fax

stfd3@charter.net



Charles A. Flynn, III  
Fire Chief

Verbal Reprimand

This is a *verbal reprimand* and as such, is *not* reported to the State Examiner's Office. However, repeated or more severe violations of the rules or policies of St. Tammany Fire District No. 3 may result in a written reprimand or other, more serious disciplinary action up to and including termination.

Please PRINT legibly in all areas.

Employee Name Abe Dawson  
Employee Classification: Fire Fighter

Supervising Officer: Keith Kern

Date(s) of violation(s): 6-27-08

Rule: Employee Handbook Chapter 2 Section L  
Neglect of Duty

Describe rule or policy violation: Failure to clean the stretcher + back of the ambulance after a call with a bloody pt onboard. Employee was ask if the ambulance was clean + in order. It was told, it was

(Use back for additional space if needed)

Performance Improvement Plan (PIP) Yes No (If yes, please attach)

By signing below, employee acknowledges that he/she has been verbally informed, made aware or otherwise notified of the policy or rule violation as indicated.

Abe Dawson  
Employee Signature

Charles A. Flynn, III  
Fire Chief's Signature

Keith Kern  
Officer Signature

\_\_\_\_\_  
Date of interview



# St. Tammany Parish Fire Protection District # 3

P.O. Box 849

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Charles A. Flynn, III  
Fire Chief

## Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name Abe DAWSON

Employee Classification: Firefighter

Supervising Officer: Keith Kern

Date(s) of violation(s): 6-27-08

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

Abe will make sure the ambulance is clean before ambulance is turned over to the next shift & before he goes home.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.)

By not cleaning the back of the ambulance after the medical call the next pt could have been contaminated by blood left in ambulance

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

It is the driver responsible to make sure the back of the ambulance is ready for the next pt.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

You need to take your time & check all of the ambulance for any contamination

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I check the ambulance more careful  
to see the ambulance is cleaned.

B) Employee: (To be completed by employee)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up: Date \_\_\_\_\_

Result of follow up:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: (circle)

Successful

Unsuccessful

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Fire Chief's Signature

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date of interview



# St. Tammany Parish Fire Protection District # 3

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res A. Flynn, III  
Fire Chief

## Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name ABE DAWSON  
Employee Classification: OPER/EMT-B

Supervising Officer: PAT SICARD  
Date(s) of violation(s): 8/24/09

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

ABE RESPONDED TO A MEDICAL CALL ON 8/21/09 & STARTED A REFUSAL FORM. ABE DID NOT COMPLETE OR SUBMIT THE FORM. IT IS NOW 9/7/09 AND THE FORM IS STILL IN THE "INCOMPLETE PCR BOX".

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.)

THE RESULT OF THE VIOLATION OF POLICY ON WHEN PAPERWORK IS TO BE COMPLETED IS: [THE INFORMATION TO COMPLETE THE REPORT @ THIS TIME MAY VERY WELL HAVE BEEN FORGOTTEN OR PERHAPS SOME IMPORTANT

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ABE IS THE EMT-B WHO SIGNED THIS REPORT AS "ATTENDANT" AND IS RESPONSIBLE TO HAVE THIS REPORT COMPLETED & SUBMITTED FROM 8/21/09 TO 9/7/09 IS EXCESSIVE.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

ABE NEEDS TO FOCUS ON THE IMPORTANCE OF COMPLETING PCRS BY COMPLETING THEM AS SOON AS THE CALLS COMPLETED OR FIRST THING NEXT SHIFT IF THE CALL WAS "AFTER HOURS".

ATTACHED IS A COPY OF THE  
"REFUSAL" PCR AS EXAMPLE.

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I HAVE BEEN VERY LENIENT IN EMS OPS - I HAVE ADVISED  
THE MANY TIMES TO TURN IN PCR'S ON TIME & TO COMPLETE THE

B) Employee: (To be completed by employee) REPORTS & FULL DETAIL. I'VE →

Will not begin again

Follow up: Date 10/4/07

Result of follow up:

FOLLOWING THIS PIP ON COMPLETING REPORTS ON TIME  
TWO MORE PCR'S ARE ATTACHED FROM 9/23/09 THAT  
ARE STILL INCOMPLETE ON 10/4/09.

Outcome: (circle)

Successful

Unsuccessful

Employee Signature

Fire Chief's Signature

Officer Signature

Date of interview



**St. Tammany Parish Fire Protection District # 3**

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As A. Flynn, III  
Fire Chief

**Verbal Reprimand**

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Please PRINT legibly in all areas.

Employee Name ABE DAWSON  
Employee Classification: FEMT-B / FF

Supervising Officer: P. SICARD

Date(s) of violation(s): 09/23/09

Rule: Employee Handbook Chapter 2 Section 43/14  
FAILURE TO PERFORM DUTIES / NEGLIGENCE OF DUTY

Describe rule or policy violation: DELINQUENT INCOMPLETE PCR'S  
Any member of STFD3 that omits, ignores, overlooks, slights,  
or forgets his/her duty is neglecting his/her duty...

(Use back for additional space if needed)

Performance Improvement Plan (PIP)  Yes  No (If yes, please attach)

By signing below, employee acknowledges that he/she has been verbally informed, made aware or otherwise notified of the policy or rule violation as indicated.

[Signature]  
Employee Signature

[Signature]  
Fire Chief's Signature

[Signature]  
Officer Signature

\_\_\_\_\_  
Date of interview

St. Tammany Fire Dist #3  
Emergency Medical Services

# REFUSAL OF SERVICES REPORT

Date 8/21/09	Incident #	EMS Vehicle No.	Number of Patients of	Received					
Location of Incident Street City Parish				Enroute					
Patient Name Last First M.I.		Age	DOB	Race	Sex	Arrived			
[REDACTED]		22	[REDACTED]	W	M				
Address Street City		State	Zip Code	Phone		Back in Service			
[REDACTED]		Louisiana	[REDACTED]	[REDACTED]					
Chief Complaint N/A						Mileage to Scene			
Time	B/P 129/87	Pulse 68	Resp 18	Temp 99.2	LOC R/O4	Pupil (R) 7 mm	Pupil (L) 4 mm	Motor	Skin (24/1.2) Dry
Medical Control Contact <input type="checkbox"/> Radio <input type="checkbox"/> Telephone <input type="checkbox"/> Other						Authorizing Physician/Hospital			

Narrative

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### RELEASE FROM RESPONSIBILITY FOR REFUSAL OF SERVICES

THIS IS TO CERTIFY THAT I, [REDACTED], AM REFUSING SERVICES INCLUDING TREATMENT AND TRANSPORTATION, OFFERED BY ST. TAMMANY FIRE DISTRICT #3 EMERGENCY MEDICAL SERVICES. I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF THE RISKS INVOLVED, UP TO AND INCLUDING DEATH OR PERMANENT DISABILITY, AND HEREBY RELEASE ST. TAMMANY FIRE DISTRICT #3, THE EMT'S, AND THE MEDICAL CONTROL PHYSICIAN FROM ALL RESPONSIBILITY FOR ANY ILL EFFECTS WHICH MAY RESULT FROM MY ACTION. I AM COMPETENT AND FULLY UNDERSTAND THE RISKS INVOLVED IN MY REFUSING ANY FURTHER TREATMENT AND TRANSPORT BY ST. TAMMANY FIRE DISTRICT #3. I HAVE BEEN ADVISED TO SEEK MEDICAL ATTENTION WITH THE NEAREST APPROPRIATE EMERGENCY ROOM AND/OR MY PRIVATE PHYSICIAN AS SOON AS POSSIBLE.

WITNESS: [Signature]

PATIENT/GUARDIAN: [REDACTED]  
DATE AND TIME: 21 Aug 09

PATIENT REFUSES SERVICE AND REFUSES TO SIGN  
WITNESSES (FAMILY MEMBER, FRIEND, AND/OR LAW ENFORCEMENT)

Signed (Date/Time) \_\_\_\_\_ Signed (Date/Time) \_\_\_\_\_

Attendant / Cert. No. \_\_\_\_\_ Driver / Cert. No. \_\_\_\_\_

Responding Unit 14-31

# St. Tammany Fire District #3 EMS Billing Ticket

Incident # 09-874

Social Security Number	Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Date of Birth	Age	Date of Service	<input type="checkbox"/> BLS <input type="checkbox"/> Oxygen	<input type="checkbox"/> ALS I <input type="checkbox"/> ALS II	Mileage
[REDACTED]		[REDACTED]	30	092309			

Last Name: [REDACTED] First Name: [REDACTED] MI: M Home Telephone Number: [REDACTED]

Mailing Address: [REDACTED] Work Telephone Number: [REDACTED]

City: Lacombe, LA State: LA Zip Code: 70446 Cell Phone Number: [REDACTED]

Alternate Contact  Responsible Person or  Next of Kin (If Responsible Person is Patient) Alternate Telephone Number: [REDACTED]

Address of Responsible Person - if different from above: [REDACTED] Relation to Patient: Mother

Insurance Company Name: [REDACTED] Insurance Policy Number: [REDACTED]

Insurance Address (Include City, State, Zip Code): [REDACTED] Insurance Group Number: [REDACTED]

Insured's Name  Same as Above Relation to Patient  Self  Spouse  Other Insurance Telephone Number: [REDACTED]

Employer Name / Address / Telephone Number: [REDACTED] Medicare Number: [REDACTED]

Auto Ins. (MVA) or  Other Health Ins. (include address & phone number) Medicaid Number: [REDACTED]

Insured's Name: [REDACTED] If Medicare or Medicaid # obtained: "Cert. of Ambulance Transport Form" Must be attached.

Mark all that apply:  Job Related  Bed Confined  Restraints Used  Motor Vehicle Accident  Unconscious  Hemorrhage Chief Complaint or Reason for Transport:

**Part 1**  
I hereby state that I have received services from St. Tammany Fire Dist #3 (STFD#3) and that I am responsible for payment of the same, except where otherwise provided by law. I request that payment of authorized Medicare or other insurance benefits be made whether to me or on my behalf to STFD#3 for any ambulance services and supplies furnished to me by STFD#3. I authorize any holder of medical information about me to release to the Centers for Medicare and Medicaid Services (CMS) or any other third party payor and its agents and carriers, as well as STFD#3 any information or documentation in their possession needed to determine these benefits or the benefits payable for related services, now or in the future. I have been notified by STFD#3 that prior authorization may be required for this transport. If prior authorization was not obtained, I assume all responsibility for any charges not paid by my insurance carrier(s). A copy of this authorization pledge may be used in place of the original.

I acknowledge that I was provided with, or a reasonable attempt was made to provide me with, a copy of STFD#3's Notice of Privacy Practices and my rights in accordance with the Health Insurance Portability and Accountability Act of 1996, also known as HIPAA.

9/23/09 X [REDACTED] [REDACTED]  
Date Signature of Beneficiary Printed Name of Beneficiary

\* If patient signs with a mark (X), the signature, relationship to patient and address of a witness must be documented in the space Provided:

**Part 2 Patient Unable to Sign**  
Patient is unable to sign because (state reason): [REDACTED]. The following representative's signature on behalf of the patient verifies that services were delivered to the patient listed above. This does not constitute and acknowledgement of responsibility for the services rendered to the patient.

Date: [REDACTED] Signature of Representative: [REDACTED] Relationship to Patient: [REDACTED] Address or, for Facility Personnel, Name of Facility: [REDACTED]

**Part 3 Patient Unable to Sign and No Representative Available**  
Patient is unable to sign because (state reason): [REDACTED]. No patient representative is available / willing to sign on behalf of the patient. The following signature does not constitute acknowledgement of responsibility for the services rendered to the patient

Employee Signature: [REDACTED] Registry Number: [REDACTED]

Attendant Signature: [REDACTED] Registry Number: 09994209 Driver Signature: [REDACTED] Registry Number: R1797318

\*\*\*ATTACH ADDENDUM FOR ANY ADDITIONAL INFORMATION\*\*\*

# St. Tammany Fire District #3

## Patient Care Report

Unit # **M-31**

Incident # **09-877**

Date **9-23-09** Tx Mileage **6.5 mi** To Scene  1  2  3 Fr Scene  1  2  3 Incident Address **[REDACTED]** Tx To: **LHH**

Age **40** Male  Female  Chief Complaint **suicidal ideations** Call Rec **2137** Enroute **2138** At scene **2137** At PL **2141** Depart **2145** At Hosp **2200** In Service **2225**

GCS: Initial Score: <b>15</b>		MOI		Restraints (EVC Only)		Prior Med / Surg History	
Eyes	Verbal	Motor	<input type="checkbox"/> Speed 40+mph	<input type="checkbox"/> GSW	<input type="checkbox"/> Driver	<input type="checkbox"/> Pass.	<input type="checkbox"/> Cardiac
<input type="checkbox"/> Spon	<input type="checkbox"/> Orient	<input type="checkbox"/> Obeys	<input type="checkbox"/> Ejection	<input type="checkbox"/> Neuro	<input type="checkbox"/> Shoulder Belt	<input type="checkbox"/> Lap Belt	<input type="checkbox"/> CABG
<input type="checkbox"/> Spch	<input type="checkbox"/> Confus	<input type="checkbox"/> Local	<input type="checkbox"/> Rollover	<input checked="" type="checkbox"/> Fall Segment	<input type="checkbox"/> Child Safety Seat	<input type="checkbox"/> None	<input type="checkbox"/> Stent
<input type="checkbox"/> Pain	<input type="checkbox"/> Inappr	<input type="checkbox"/> Withdr	<input type="checkbox"/> Fall > 20 ft	<input type="checkbox"/> Intrusion 12 + in	<input type="checkbox"/> Helmet	<input type="checkbox"/> Airbag Deployment	<input type="checkbox"/> CHF
<input type="checkbox"/> None	<input type="checkbox"/> Gerble	<input type="checkbox"/> Flexion	<input type="checkbox"/> Extrication > 20 min	<input type="checkbox"/> Death Same MV	<input type="checkbox"/> Extrication	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> MI
Secondary: <b>15</b>	<input type="checkbox"/> None	<input type="checkbox"/> Extend	<input type="checkbox"/> Pedestrian vs. MV				<input type="checkbox"/> Dementia
Pt. Name (Last, First, MI)							<input type="checkbox"/> Alzheimers
							Other
							Other
							Other

Time	B/P	Pulse	Resp	SpO2	Breath Sounds	Pupil (L/R)	Skin	CBG
2143	140/90	87	<input checked="" type="checkbox"/> Reg <input checked="" type="checkbox"/> Strong	99%	CBBB	1/1	W/ firm	0 mg/dl
2147	138/83	78	<input checked="" type="checkbox"/> Reg <input checked="" type="checkbox"/> Strong	99%	CBBB	1/1	W/ firm	0 mg/dl
			<input type="checkbox"/> Ireg <input type="checkbox"/> Thready	%		1		mg/dl
			<input type="checkbox"/> Reg <input type="checkbox"/> Strong	%		1		mg/dl
			<input type="checkbox"/> Ireg <input type="checkbox"/> Thready	%				mg/dl

Time	Procedures / Meds	S	U	Attempt	EMP #	Status	Destination	Facility Notified	Dry Run	PPE Use	ALS Airway Verified	Current Meds:	Allergies
2142	V15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	357	<input checked="" type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Pt. Choice	<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Refusal	<input checked="" type="checkbox"/> Gloves	<input checked="" type="checkbox"/> Auscultation	Vitamin B12	1/KD
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Improved	<input type="checkbox"/> Dr. Choice	<input type="checkbox"/> Radio	<input type="checkbox"/> Rx No Tx	<input type="checkbox"/> Gown	<input type="checkbox"/> Visual		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Diverston	<input type="checkbox"/> Direct	<input type="checkbox"/> Direct	<input type="checkbox"/> Dead on Scene	<input type="checkbox"/> Goggles	<input type="checkbox"/> ETCO2		
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> No Need							

Narrative: (C) Chief Complaint (H) Hx of Present Illness (A) Assessment (R) Rx/Treatment (T) Transport, Changes, Condition of Patient

Medical unit arrived on scene found patient combative. Wore  
 impedance to STPSC that patient threatened himself with knife.  
 Patient came unresponsive to FR for evaluation. Patient with  
 normal vitals. Patient was A+Ox3, CRB. Transported patient KFR  
 staff without incident.

Attendant Signature / NREMT # **[Signature]** Date **9/23/09** Receiving MD / RN Signature **[Signature]** Date **9/23/09**  
 Driver Signature / NREMT # **[Signature]** Date **9/23/09** Receiving MD / RN Printed Name **Bernard Shene Spillers** Date **9/23/09**



Charles A. Flynn, III  
Fire Chief

### St. Tammany Parish Fire Protection District # 3

P.O. Box 849  
Lacombe, Louisiana 70445-0847  
(985) 882-5977 Office (985) 882-6664 Fax  
[stfd3@charter.net](mailto:stfd3@charter.net)

### Verbal Reprimand

This is a *verbal reprimand* and as such, is *not* reported to the State Examiner's Office. However, repeated or more severe violations of the rules or policies of St. Tammany Fire District No. 3 may result in a written reprimand or other, more serious disciplinary action up to and including termination.

Please PRINT legibly in all areas.

Employee Name DAWSON ABRHAM  
Employee Classification: FF/OPER/FMT-B

Supervising Officer: CAPT LOBER

Date(s) of violation(s): 10/8/09

Rule: Employee Handbook Chapter 2 Section V.C  
INCIDENT and MEDICAL reporting

Describe rule or policy violation: FF Dawson failed to enter report(s) in a ~~manor~~ manner consistent with policy.

(Use back for additional space if needed)

Performance Improvement Plan (PIP)  Yes  No (If yes, please attach)

By signing below, employee acknowledges that he/she has been verbally informed, made aware or otherwise notified of the policy or rule violation as indicated.

[Signature]  
Employee Signature  
[Signature]  
Officer Signature

[Signature]  
Fire Chief's Signature  
10/8/09  
Date of interview



Charles A. Flynn, III  
Fire Chief

## St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

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### Performance Improvement Plan

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Please PRINT legibly in all areas.

Employee Name DAWSON, ABRAHAM  
Employee Classification: FF/EMT B

Supervising Officer: CAPT. LOBER  
Date(s) of violation(s): 10/8/09

#### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

CHAPTER 2 SECT. V C: FF DAWSON WILL ENTER/COMPLETE INCIDENT DOCUMENTATION ON HARD COPY & ENTER IN FIREHOUSE SOFTWARE PROGRAM IN A MANNER CONSISTENT WITH TIME DEADLINES IN POLICY BOOK.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.)

FAILING TO ENTER REPORTS ON TIME AS PER POLICY, & BACKLOG OF WORK ACCUMULATES - & REPORTS CANNOT GET ENTERED TO THE STATE. VALUABLE INFORMATION CAN BE LOST OR FORGOTTEN

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ALL PERSONNEL ARE RESPONSIBLE FOR ENTERING THEIR REPORTS ON TIME.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

REPORTS SHOULD BE ENTERED AS SOON AS THE CALL IS COMPLETED. DO NOT PUT IT OFF UNTIL LATER

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I WILL MORE AGGRESSIVELY MONITOR INCIDENT/E.M.S. REPORTS AND ADDRESS LATE AND/OR MISSING REPORTS ASAP

B) Employee: (To be completed by employee)

I will not report in a timely manner.

Follow up: Date 12/8/09

Result of follow up:  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: (circle)

Successful

Unsuccessful

[Signature]  
Employee Signature

[Signature]  
Fire Chief's Signature

[Signature]  
Officer Signature

\_\_\_\_\_  
Date of interview

St. Tammany Fire District #3  
Quality Assurance Report

EMT: Dawson Shift: C Date Reviewed: 10/4/09

The report for item number: 874 was reviewed for Quality Assurance.

         Please meet with the billing department a.s.a.p. due to missing or incomplete billing/insurance information and/or signatures.

         The following items were missing from your report but were corrected by a QA panel member and submitted for billing.

         Times          Item #          Chief complaint          Patient info.          Mileage  
         Destination          Miscellaneous         

The narrative for this report:

         Very good, keep up the good work!          Needs better penmanship.  
         Contained misspelled words.          Needs more organization/cohesiveness.  
         Needs more detail.          Contained incorrect protocol.

The Chief Complaint for this report:

         Did not match on all forms.          Was not a legitimate chief complaint.  
                  This report was not completed in a timely manner in accordance with STFD#3 policy.

Regarding incorrect protocol:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regarding Chief Complaint / Other:

         Billing is not complete. Note delinquency of this report.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use this information to assure that your PCR report writing skills/protocols are always improving. Additionally, the purpose of this document is to assist in minimizing STFD#3 liabilities. Please make the necessary adjustments to ensure that our patient care and our billing information are the best they can be at all times. These QA forms will be kept on file for reference to ensure that all EMT's are proficient in their report writing.

Thank you for your cooperation,  
QA panel members

Panel Chair EMT D. Kelly V... EMT D. Russell Atchison EMT D. Michael Geissler EMT-I

St. Tammany Fire District #3  
Quality Assurance Report

EMT: Dawson Shift: C Date Reviewed: 10/1/05

The report for item number: 877 was reviewed for Quality Assurance.

       Please meet with the billing department a.s.a.p. due to missing or incomplete billing/insurance information and/or signatures.

       The following items were missing from your report but were corrected by a QA panel member and submitted for billing.

       Times        Item #        Chief complaint        Patient info.        Mileage  
       Destination        Miscellaneous       

The narrative for this report:

       Very good, keep up the good work!  Needs better penmanship.

       Contained misspelled words.        Needs more organization/cohesiveness.

       Needs more detail.        Contained incorrect protocol.

The Chief Complaint for this report:

       Did not match on all forms.        Was not a legitimate chief complaint.

       This report was not completed in a timely manner in accordance with STFD#3 policy.

Regarding incorrect protocol:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regarding Chief Complaint / Other:

- ① GCS Scoring (E + V + m)
- ② MEDICAL Hx
- ③ V/S TIME IN "PROCEDURES" DOES NOT MATCH V/S TIMES ABOVE.
- ④ NARRATIVE CANNOT BE Q.A.'D BECAUSE I CANNOT RETRO IT.

Please use this information to assure that your PCR report writing skills/protocols are always improving. Additionally, the purpose of this document is to assist in minimizing STFD#3 liabilities. Please make the necessary adjustments to ensure that our patient care and our billing information are the best they can be at all times. These QA forms will be kept on file for reference to ensure that all EMT's are proficient in their report writing.

Thank you for your cooperation,  
QA panel members

Panel Chair: EMT-P, Kelly Van... EMT-P, Russell Atchison, EMT-P, Michael Geisler, EMT-I



# St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

(985) 882-5977 Office (985) 882-6664 Fax

[stfd3@charter.net](mailto:stfd3@charter.net)

Charles A. Flynn, III  
Fire Chief

## Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name ABE DAWSON  
Employee Classification: OPERATOR/EMT-B

Supervising Officer: PATRICK SICARD  
Date(s) of violation(s): OCTOBER 11, 2010

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

ABE DAWSON HAS BEEN INSTRUCTED TO REALIZE THE IMPORTANCE OF ARRIVING TO WORK ON TIME SO THAT THE APPARATUS WILL BE STAFFED AT ALL TIMES AND THE COMMUNITY WILL BE PROTECTED WITH THE MAXIMUM NUMBER OF FF/EMTS ALLOWED BY STFD3. AS CAPTAIN AND REPRESENTATIVE OF STFD3 ADMINISTRATION, I EXPECT THIS TO BE THE LAST A.W.O.L. FROM ABE DAWSON. (SEE CHAPTER 4, P.15, C. "A.W.O.L.")

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause an interruption in efficiently, safely and effectively handling emergency response calls.

EXAMPLE OF CONSEQUENCE: IF A MEDICAL WOULD HAVE COME OUT IN THE 15 MIN PERIOD THAT ABE DAWSON WAS A.W.O.L., THE T/P-31 WOULD NOT HAVE BEEN STAFFED, NOR WOULD R-31 HAVE BEEN STAFFED IF THAT APPARATUS WAS NEEDED. IF A FIRE WAS TONED OUT, AS EX.#2, STA-31 WOULD HAVE BEEN ONE FF SHORT, WHICH WOULD HAVE LEFT ONE VITAL APPARATUS UNABLE TO RESPOND.

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ABE DAWSON IS SOLELY RESPONSIBLE FOR ARRIVING TO WORK ON TIME. IF THERE WERE A LEGITIMATE REASON TO BEING TARDY FOR WORK, ABE DAWSON SHOULD HAVE CONTACTED CAPTAIN SICARD BY PHONE TO ADVISE OF THE REASON FOR BEING TARDY. THIS DID NOT OCCUR WHICH CAUSED ABE DAWSON TO BE A.W.O.L. (CH.4, P.15, C.)

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

ABE DAWSON NEEDS TO REALIZE THE IMPORTANCE IN THE RESPONSIBILITIES OF THIS JOB, OF BEING ON-DUTY WHEN MANDATED, IN ORDER TO PROVIDE FIRE/EMS PROTECTION TO STFD3.

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I HAVE MADE IT CLEAR AS TO WHAT IS EXPECTED OF ABE PERTAINING TO ARRIVING TO WORK ON TIME. ABE HAS BEEN LIMITED TO FOLLOWING THE A.L. POLICY IN A

B) Employee: (To be completed by employee) STRICT MANNER. ABE MUST COMPLY TO THE POLICY OF A.L. (SEE REVERSE SIDE OF PAGE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up: Date \_\_\_\_\_

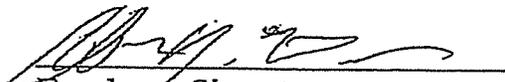
Result of follow up:

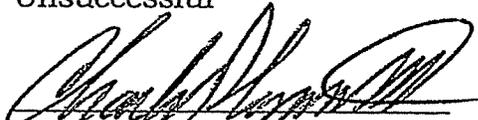
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\_\_\_\_\_

Outcome: (circle)

Successful

Unsuccessful

  
Employee Signature

  
Fire Chief's Signature

  
Officer Signature

10/20/10  
Date of interview #1

A.  
..(CHAPTER 4, P. 11. C) "... SINGLE ANNUAL LEAVE DAY MUST BE OBTAINED FROM THE FIRE CHIEF AT LEAST 72 HRS. IN ADVANCE." ADDITIONALLY, PER 300, ABE DAWSON WILL TAKE A.L. FOR 12 OR 24 HRS ; IF ABE CHOOSES TO USE A SHIFT SWAP, HE WILL SWAP ACCORDING TO STFD3 POLICY AND WILL NOT SWAP FOR LESS THAN 12 HRS AT A TIME.  
ABE HAS BEEN ADVISED THAT A.W.O.L. AND/OR TARDINESS IS NOT ACCEPTABLE AND THIS FORM IS WRITTEN DOCUMENTATION TO THIS WARNING.



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Les A. Flynn, III  
Fire Chief

## Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name ABE DAWSON  
Employee Classification: OPERATOR/EMT-B

Supervising Officer: PATRICK SICARD  
Date(s) of violation(s): 10-17-10

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

ABE DAWSON HAS BEEN ADVISED OF THE POLICY OF BACKING APPARATUS UP USING A SPOTTER, ABE DAWSON HAS BEEN INSTRUCTED THAT A SPOTTER MUST BE USED FOR BACKING UP ALL APPARATUS LARGER THAN AN SUV AND ACCORDING TO THE POLICY, THE EXCEPTION TO THIS RULE IS LISTED IN THE POLICY MANUAL AND DID NOT APPLY TO THE VIOLATION

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.

THE CONSEQUENCES COULD HAVE BEEN DAMAGE TO THE TRUCK AND BUILDING, WHICH WOULD HAVE COST THE DEPT A COSTLY REPAIR, PLACED THE TRUCK OUT-OF-SERVICE, AND/OR COST THE DEPT A HIGHER PREMIUM FOLLOWING A CLAIM ON THE INSURANCE POLICY.

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ABE DAWSON WAS THE DRIVER OF THE TRUCK THEREBY THE RESPONSIBLE PARTY IN THIS SITUATION.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

ABE HAS TO MAKE SURE THAT THE APPARATUS ARE NEVER REVERSED INTO THE BAYS WITHOUT A SPOTTER ASSISTING IN THE SAFE PARKING OF THE APPARATUS. ABE NEEDS TO UNDERSTAND THE IMPORTANCE IN THIS POLICY TO AVOID A POTENTIAL "WRECK" WHICH WOULD BE THE APPARATUS, THE POTENTIAL COST OF AN ACCIDENT, AND ...

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I HAVE INSTRUCTED ABE DAWSON TO ALWAYS USE A SPOTTER TO BACK UP AN APPARATUS AND THAT THIS IS A DOCUMENTED WARNING TO NOT

B) Employee: (To be completed by employee) VIOLATE THIS POLICY AGAIN.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up: Date \_\_\_\_\_

Result of follow up:

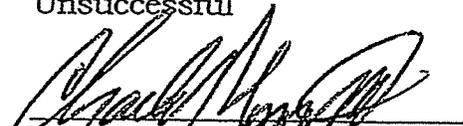
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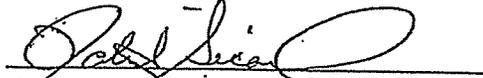
Outcome: (circle)

Successful

Unsuccessful

  
Employee Signature

  
Fire Chief's Signature

  
Officer Signature

10-20-10  
Date of interview #1



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Fire Chief

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Please PRINT legibly in all areas.

Employee Name ABE DAWSON  
Employee Classification: OPERATOR / EMT-B

Supervising Officer: PATRICK SICARD  
Date(s) of violation(s): OCTOBER 17, 2010

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)  
ABE DAWSON HAS BEEN INSTRUCTED ON THE IMPORTANCE OF PERFORMING HIS JOB DUTIES EXPECTED OF HIM @ STFD 3.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.  
ABE DAWSON WAS ADVISED BY CAPTAIN SICARD TO CHAMOUS T-31 & R-31 BEFORE LEAVING WORK. ABE DAWSON DID NOT PERFORM THESE DUTIES AND LEFT WORK @ SHIFT CHANGE. THE CONSEQUENCES OF THIS "NEGLECT OF DUTY" WERE: THE FOLLOWING CREW (C-SHIFT) HAD TO ACCEPT <sup>OVER</sup>

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)  
ABE DAWSON IS RESPONSIBLE FOR THIS VIOLATION OF "NEGLECT OF DUTY," THE RESPONSIBILITY WAS ABE'S IN THIS SITUATION BECAUSE CAPT. SICARD PERSONALLY TOLD ABE TO CHAMOUS THE TRUCKS BEFORE LEAVING AT SHIFT CHANGE.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)  
ABE DAWSON NEEDS TO LISTEN TO HIS OFFICER(S) AND FOLLOW OUT THE ORDER(S). BY FOLLOWING ORDERS, THERE IS NO "BREAK" IN THE "STRUCTURE" OF THE CHAIN OF COMMAND, THE CONTINUITY OF AUTHORITY WITHIN THE FIRE SERVICE, AND VIOLATION(S) OF DEPARTMENTAL POLICIES (AS/ARE) NOT AVOIDED.

DIRTY TRUCKS AND ABE DAWSON HAD TO BE INSTRUCTED BY CAPTAIN SICARD ON THIS VIOLATION (CH 2, P. 14, K). THE RESULTS OF THIS "NEGLECT OF DUTY" VIOLATION WERE, AS MENTIONED, THE C-CREW HAD TO CLEAN THE TRUCKS. ADDITIONALLY, ABE DAWSON HAD VIOLATED THE ORDER TO CLEAN THE TRUCKS FROM CAPT. SICARD. FURTHERMORE, AN ADDITIONAL RESULT OF NEGLECTING TO CLEAN THE TRUCKS WAS A DISRESPECT TO ABE'S PARTNERS, CAPTAIN, AND TO THE TAXPAYERS (WHO PAY FOR THESE TRUCKS AND EXPECT THE TRUCKS TO BE KEPT MAINTAINED, CLEANED...).

5) What will each party do?

A) Supervisor: (Example: I will be clear in my instruction and also be sure to allow time for employee to complete his/her assignments.)

I HAVE INSTRUCTED ABE DAWSON ON THE IMPORTANCE OF OBEYING AUTHORITY AND THE CHAIN OF COMMAND STRUCTURE. ABE HAS BEEN INSTRUCTED ON THE

B) Employee: (To be completed by employee) POTENTIAL CONSEQUENCES OF NOT OBEYING...

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Follow up: Date \_\_\_\_\_

Result of follow up:

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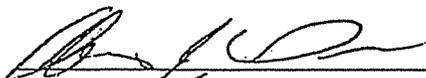
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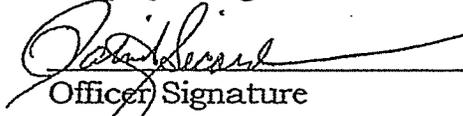
Outcome: (circle)

Successful

Unsuccessful

  
\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Fire Chief's Signature

  
\_\_\_\_\_  
Officer Signature

10/20/10  
Date of interview. #1

S.A. CONT.

↳ AUTHORITY / OFFICER-LEVEL STAFF AND HOW THIS "FEEDS" INTO A BREAKDOWN IN THE SYSTEM, etc. ABE HAS BEEN ADVISED THAT THIS IS A DOCUMENTED WARNING TO NOT NEGLECT / DISOBEY INSTRUCTION FROM AN OFFICER. ABE HAS BEEN ADVISED BY CAPT. SICARD TO ASK FOR PERMISSION FROM CAPT. SICARD BEFORE LEAVING FROM WORK UNTIL FURTHER NOTICE.



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Charles A. Flynn, III  
Fire Chief

**Verbal Reprimand**

This is a *verbal reprimand* and as such, is *not* reported to the State Examiner's Office. However, repeated or more severe violations of the rules or policies of St. Tammany Fire District No. 3 may result in a written reprimand or other, more serious disciplinary action up to and including termination.

Please PRINT legibly in all areas.

Employee Name Abe Dawson  
Employee Classification: Operator/Firefighter

Supervising Officer: Supt. J. Dumas

Date(s) of violation(s): 4-3-11

Rule: Employee Handbook Chapter 2 Section V. B. 1. c  
Incident reports entered into Firehouse C

Describe rule or policy violation: Reports should be entered into Firehouse  
no later than the following shift. (ie item 11-0600316)

(Use back for additional space if needed)

Performance Improvement Plan (PIP)  Yes  No (If yes, please attach)

By signing below, employee acknowledges that he/she has been verbally informed, made aware or otherwise notified of the policy or rule violation as indicated.

[Signature]  
Employee Signature

[Signature]  
Fire Chief's Signature

[Signature]  
Officer Signature

4-6-11  
Date of interview



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Charles A. Flynn, III  
Fire Chief

## Performance Improvement Plan

This is a Performance Improvement Plan and is designed to assist officers and employees with coming to an agreement on Fire District expectations and employee actions or behaviors.

Please PRINT legibly in all areas.

Employee Name Abe Dawson  
Employee Classification: Operator / Firefighter

Supervising Officer: Capt J. Dumas  
Date(s) of violation(s): 4-3-11

### Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

Reports to be entered into firehouse in accordance w/ policies

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.)

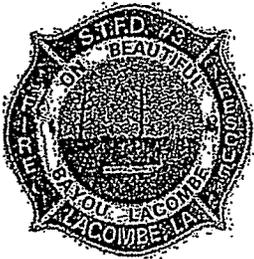
Loss of pertinent information due to tardiness of report writing  
less detailed report

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

Driver on ems calls is responsible for full portion of report

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

Better time management to complete duties



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Fire Chief

**WRITTEN CONSULTATION**

This is a written consultation and is not reported to the Office of State Examiners (O.S.E.). However, repeated written consultations and/or more severe violations of the rules or policies of St. Tammany Fire District No. 3 may result in disciplinary action, which is reported to the O.S.E.

Please PRINT legibly in all areas.

Employee Name: ABE DAWSON

Employee Classification: OPERATOR / EMT-B

Supervising Officer: MICHAEL GEISSLER

Date(s) of Violation(s): DECEMBER 13, 2014

Date of Consultation: DECEMBER 14, 2014

Policy: Employee Handbook Chapter 6 Section E, 2 PAGE 6

Quote policy infraction(s):

EMPLOYEE/RESERVE MEMBERS SHALL ALWAYS SPEAK THE TRUTH IN CONNECTION WITH ANY DEPARTMENTAL INVESTIGATION, QUESTIONING, INTERVIEW OR IN MAKING STATEMENTS ABOUT ANY INCIDENT, WHETHER PERTAINING TO AN EMERGENCY CALL OR TO DEPARTMENT AFFAIRS.

Describe policy violation(s):

ABE DAWSON DID NOT TELL THE TRUTH WHEN ASKED WHERE HE WAS GOING/WENT IN SLEDGE ON THE DATE OF VIOLATION.

ABE DAWSON WAS NOT FAITHFUL WHEN ASKED ABOUT THE DAMAGE LOCATED ON UNIT 33.

Use the back of this page for additional space, if needed.

**Attach this form to the Performance Improvement Plan (PIP).**

By signing below, the employee acknowledges that he/she has been verbally instructed / consulted by his/her company officer, made aware and notified of the policy or rule violation(s), as indicated on this form.

Employee Signature: [Signature] Date: 12-16-14

Officer Signature: [Signature] Date: 12-16-14

Fire Chief's Signature: [Signature] Date: 12-16-14

Rev. AR



**St. Tammany Parish Fire Protection District # 3**

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Fire Chief

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Please PRINT legibly in all areas.

Employee Name ABE DAWSON

Employee Classification: OPERATOR / EMT-B

Supervising Officer: MICHAEL BESSLED

Date(s) of violation(s): DECEMBER 13, 2014

Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

ABE DAWSON SHALL SPEAK THE TRUTH AT ALL TIMES, ESPECIALLY WHEN BEING QUESTIONED ABOUT DEPARTMENTAL ISSUES AND INCIDENTS.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.

BEING UNTRUTHFUL DELAYS THE INVESTIGATION PROCESS WHEN DEALING WITH AN INCIDENT. BEING UNTRUTHFUL ALSO REDUCES AN EMPLOYEE'S CREDIBILITY WHILE BEING QUESTIONED ABOUT AN INCIDENT.

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ALL EMPLOYEES ARE RESPONSIBLE FOR TELLING THE TRUTH WHILE ON DUTY AND DURING INCIDENT QUESTIONING AND INVESTIGATIONS.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

ABE DAWSON NEEDS TO BE TRUTHFUL WHEN DISCUSSING DEPARTMENT BUSINESS

Rec.



Charles A. Flynn, III  
Fire Chief

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#### WRITTEN CONSULTATION

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Please PRINT legibly in all areas.

Employee Name: ABE DAWSON

Employee Classification: OPERATOR/EMT-B

Supervising Officer: MICHAEL GEISSLER

Date(s) of Violation(s): DECEMBER 13, 2014

Date of Consultation: DECEMBER 16, 2014

Policy: Employee Handbook Chapter 10 Section I/A PAGE 6

Quote policy infraction(s):

ALL VEHICLE ACCIDENTS (WHETHER SINGLE VEHICLE OR MULTIPLE VEHICLE AND WHETHER MOVING OR NOT OR WHETHER MOVING OR STATIONARY) SHALL BE REPEATED IMMEDIATELY TO THE SUPERVISING OFFICER. SUPERVISING OFFICER SHALL CONTACT THE FIRE CHIEF OR ASST. CHIEF, IN THE ABSENCE OF THE FIRE CHIEF WITHIN 30 MINUTE OF NOTIFICATION OF ACCIDENT.  
Describe policy violation(s):

ABE DAWSON DID NOT IMMEDIATELY REPORT THE INCIDENT TO HIS CAPTAIN WHILE STILL ON SCENE. ABE RETURNED FROM SLIDELL TO STATION 33 AND FAILED TO NOTIFY HIS CAPTAIN OF THE DAMAGE UPON ARRIVAL TO STATION 33.

Use the back of this page for additional space, if needed.

**Attach this form to the Performance Improvement Plan (PIP).**

By signing below, the employee acknowledges that he/she has been verbally instructed / consulted by his/her company officer, made aware and notified of the policy or rule violation(s), as indicated on this form.

Employee Signature: [Signature] Date: 12-16-14

Officer Signature: [Signature] Date: 12-16-14

Fire Chief's Signature: [Signature] Date: 12-16-14

Re. [Signature]



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Employee Name ABE DAWSON  
 Employee Classification: OPERATOR / EMT-B

Supervising Officer: MICHAEL BESSLER  
 Date(s) of violation(s): DECEMBER 13, 2014

Supervisor to complete #1-#5A:

1) Based on the attached corrective action form which describes the employee rule or policy violation, I expect the following behavior: (example: Max Fireperson will not just complete the paperwork on a truck inspection, but will physically assess each component listed on the Inspection Sheet on a monthly basis)

ABE SHOULD MAKE EVERY ATTEMPT TO AVOID DAMAGE TO A DEPARTMENT VEHICLE. ANY DAMAGE AND ACCIDENTS SHOULD BE REPORTED IMMEDIATELY FOLLOWING CHIEF-OF-COMMAND.

2) Consequences/Results of Problem or Behavior: (example: When a truck is not inspected, vital equipment may be missing that would cause in interruption in efficiently, safely and effectively handling emergency response calls.

NOT REPORTING AN ACCIDENT OR DAMAGE CAN RESULT IN LEGAL ACTION. DOCUMENTATION/INSURANCE INFO CAN NOT BE FILED PROPERLY AND ANY DAMAGES CANNOT BE INSURED AND REPAIRED IN A TIMELY MANNER.

3) Who is responsible and why? (example: Every person checking an apparatus should complete his/her work fully, completely and accurately so that all responders have all the equipment they need to do their lifesaving work.)

ALL EMPLOYEES WHO ARE INVOLVED IN AN ACCIDENT OR DAMAGE TO DEPARTMENT PROPERTY SHALL REPORT THE INCIDENT IMMEDIATELY.

4) What action needs to take place to establish change? (Example: The apparatus need to be checked as per the monthly schedule)

IF THE EMPLOYEE IS INVOLVED IN AN ACCIDENT OR CAUSES DAMAGE TO A VEHICLE IN THE FUTURE, HE SHALL REPORT IT IMMEDIATELY.

Rec. 6

128

At 11:49 on 12/13/14 I was notified by Chief Sicard that an incident occurred at the Fireman's Federal Credit unit in Slidell.

At 11:59 I contact Captain Kern who was covering for <sup>Abe</sup>~~Kern~~ to notify me when Abe arrived back at Station 33.

Kern notified me at 12:18 that Abe has returned to Station 33.

At some point before 13:12 or 13:31 the incident was discussed between myself and Abe Dawson at station 33.

This was followed by a documented incident report and consultation that was discussed and signed on 12/16/2014.



Michael Geissler

Captain/Paramedic

Rec: (B)  
B

Unit 31 incident – 12/13/14

On the morning of Saturday, December 13, 2014, Abe Dawson contacted me by phone asking to make a 30 minute trip to the First NBC located near the mall in Slidell. Abe stated that a branch manager contacted him in reference to some unauthorized activity on his account. I told Abe to give me a minute to think about it since it would bring manpower down to 4. Shortly after, Abe contacted me saying he got Keith Kern to cover for him while he ran to Slidell. Understanding the situation, I allowed Keith to cover although they do not have the same certifications. Keith stopped by station 31 then made his way to station 33 for coverage. At 11:49am, Chief Sicard contacted me by phone asking if I was aware that Abe Dawson was in a department vehicle outside of the district. I was aware that Abe Dawson was out of the district but not aware that Abe Dawson took a department vehicle. Chief Sicard then informed me that he was contacted by Chief Lee Hinson in reference to an incident that occurred at the Fireman's Credit Union. Apparently unit 33 struck a concrete post and was witnessed by someone who knows Lee Hinson. Lee Hinson was notified and then notified Chief Sicard. Abe Dawson was allowed to complete his task in Slidell and I was notified by Keith Kern when Abe Dawson returned to Station 33. Knowing the incident occurred, I made my way to station 33 to inspect the vehicle and discuss the incident. Prior to entering Station 33, I inspected Unit 33 for damages. Unit 33 has damage to the rear passenger side underneath the tail light and damage to the front passenger side panel just behind the headlight. Other minor scratches and scuffs were noted as well. The dent located behind the headlight appeared new to me. I made my way into station 33 where Abe Dawson led me to the computer in the front office for some minor internet repair. At this point, I began to ask Abe where he went in Unit 33. Abe made it clear that he only went to the First NBC after asking multiple times if that was the only place he went. I then asked if he went to the Fireman's Federal Credit Union located near Hobby Lobby. He then admitted he went to that located since he has an account at that location. I proceeded to ask what occurred while at the Credit Union. Hesitant to respond, Abe stated he "bumped" unit 33 into one of the concrete post. I asked him to go into the bay and show me where the damage occurred. Abe found a scuff on the rear driver's side tire that he claimed was the damage. I asked if there was any additional damage as we moved towards to the passenger side. Abe skimmed the rear passenger side then moved towards the front where he pointed out the dent located behind the passenger side headlight. At this point, Abe appeared to admit that the dent was caused by the incident at the Credit Union. We walked back inside and Abe was instructed to meet with me later that afternoon for consultation. The consultation however occurred a shift later due to call volume on the previous shift. See consultations and PIPs for additional information.

  
Michael Geissler

Captain/Paramedic

Re. 





Incident report

12/13/14

Re: Abe Dawson incident

On the morning of December 13, 2014, I was contacted by telephone by Asst. Chief, Lee Hinson of STFD#6. Asst. Chief Hinson advised me that he had received a phone call from "someone" advising him that Unit-33 from Lacombe had just run into a pole at the Firefighter's Credit Union in Slidell. Asst. Chief Hinson advised me that the person thought he (Lee Hinson) was still working for STFD#3. The person described the driver of Unit-33 as a "black man."

After this phone conversation, I contacted Captain Michael Geissler by phone and asked him if he knew anything about what was just told to me by Asst. Chief Hinson. Captain Geissler advised me that he had no idea of a collision with the truck (Unit-33), the fact that Abe was in a departmental vehicle, or that Abe was going to the Firefighter's Credit Union because he (Michael) said Abe advised him that he (Abe) was only going to the First NBC bank.

Captain Geissler advised Chief Sicard that he was going to take a ride to Station 33 and look into the matter. I advised Captain Geissler to keep me in touch of what happened regarding the allegations that Asst. Chief Hinson reported.

(See incident report from Captain Geissler and Abe Dawson on what occurred at Station 33 following this notification.)



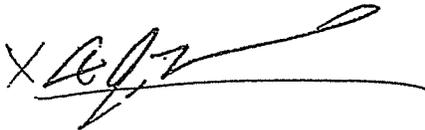
Patrick Sicard, Fire Chief

Rec. ① 

12-13-14

To whom it may concern:

I (Abraham Dawson) had called my captain and requested that if possible that I be permitted to go to the bank in Slidell to take care of some personal business with someone or company from out of the country taking money out of my account. I told my captain that the bank was FirstNBC by the mall. The actual bank was NOFFCU. I also informed my captain that I was going to take my POV but I took U-33 instead thinking if a call came out that I would be able to respond to a call faster in the U-33 than in my POV. I left the station heading to the bank. When I arrived at the bank there was a line in all three drive through entrances. So I waited in the line closest to the bank teller. Once I was able to pull in to speak to the teller. I turned too tight into the entrance causing the back left tire to bump the curb then causing the truck to rock and bump the guard in the drive trough. I didn't think that it hit hard enough to do anything to the vehicle. When I arrived back at the station I still was unaware of any damage to the vehicle. It was pointed out by my captain that there was a dent to the right fender of the vehicle. As a look back at the whole situation I see the error in my ways. I should have just told the truth and not been too nervous, ashamed or scared to tell my captain what was going on because he has never given me a reason too. We have always had an open line of communication on our shift where we can be completely open with each other. I see where I was wrong and I accept full responsibility for my actions. I apologize to my captain and to my department.

X 

Rec. 



# Incident Report

## STFD#3

### Details of Incident:

Date of Incident: 12/13/14 Patient Involved: \_\_\_\_\_

Incident# \_\_\_\_\_ EMS# \_\_\_\_\_ Unit # 33

Location of Incident 1512 CAUSE BLVD., SLEDELL LA 70458  
(Street Address) (City) (State) (Zip)

Details of Incident: SEE ATTACHED

Names of Medics/Firefighters Involved: ABE DAWSON

Other People Involved: \_\_\_\_\_

Captain Notified?  Yes / No If yes what time and date: BY CHIEF STUARD - 11:49, 12/13/14

Chief Notified?  Yes / No If yes what time and date: 11:49, 12/13/14

Assistant Fire Chief Notified? Yes / No If yes what time and date: CONTACTED BY 300 ON 12/13/14

Action Taken if any: A CONSULTATION WAS PERFORMED WITH ABE DAWSON. 2 PERS WERE COMPLETED, UNIT 33 WAS MOVED FROM STATION 33 TO STATION 31 AFTER PHOTO WERE TAKEN.

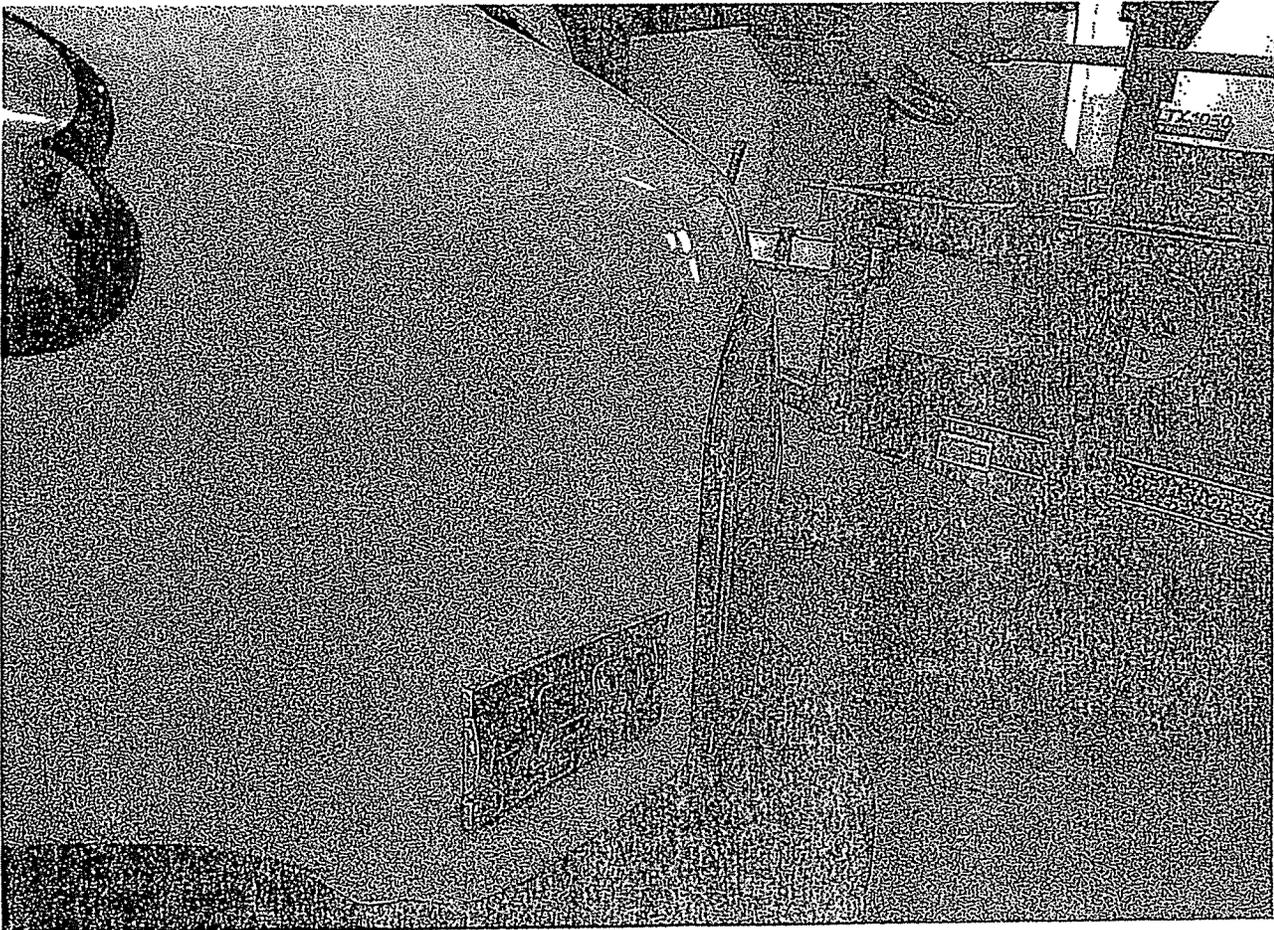
This report completed by (signature/date): Michael Grewler 12/16/14

Rec. (B)

(B)

## CRITICAL INCIDENT FORM

<b>EMPLOYEE'S NAME:</b> Abraham Dawson		
<b>SUPERVISOR'S NAME:</b> Chief Patrick Sicard		
<b>DATE:</b> 01/09/2015	<b>FURTHER INVESTIGATION OR ACTION RECOMMENDED?</b>  YES          X	
<b>DATE OF INCIDENT:</b> December 12, 2014		
<b>Did employee's actions result in one of the following?</b>		
<input checked="" type="checkbox"/> Unwillingness or failure to perform the duties of his position in a satisfactory manner?		
Deliberate omission of any act that it was his duty to perform?		
Commission or omission of any act to the prejudice of the departmental service or contrary to public interest or policy?		
Insubordination?		
<input checked="" type="checkbox"/> Conduct of a discourteous or offensive nature toward the public or toward any municipal officer or employee?		
Reporting for work under the influence, or the use of drugs or alcohol off duty to the extent that the employee's ability to perform his job is impacted?		
Political activity?		
The development of any condition that calls the employee's fitness for duty into question?		
<b>DESCRIPTION OF INCIDENT:</b> <i>Refer to typed incident in the file from Captain's mtg. w/ Abe Dawson prior to chief Sicard opening an investigation</i> <span style="float: right;">(PB)</span>		
	<b>DATE</b>	<b>INITIALS</b>
<b>REFERRED TO SUPERVISOR:</b>	12/13/14	(PB)
<b>REFERRED TO CHIEF:</b>	12/13/14	(PB)
<b>REFERRED TO APPOINTING AUTHORITY:</b>	12/16/14	(PB)



R... D

PS

Abe Dawson

**INVESTIGATION CHECKLIST FOR:**

Action	Date/Initials
Critical Incident Form	1/9/15 <i>AB</i>
Receipt of Outside Complaint? Date of Complaint:	12/13/14 12/13/14 <i>AB</i>
Order for Investigation: Date Initiated: 01/09/14 60-Day Target: 03/09/15	01/09/15 to 03/09/15 <i>AB</i>
Notice of Investigation to Employee Copy of Fire Service Bill of Rights Included	01/09/15 <i>AB</i>
Administrative Leave With Pay	N/A <i>AB</i>
Date of Employee Interview(s)	01/15/15 <i>AB</i>
Date of Witness Interview(s)	N/A <i>AB</i>
Recommendation for Disciplinary Action	01/27/15 <i>AB</i>
Letter for Pre-disciplinary Conference (Include all evidence which may be used.)	01/21/15 <i>AB</i>
Pre-Disciplinary Conference: Attended By: Chief Sicard, Abe Dawson	01/21/15 <i>AB</i>
Notice of Findings Exoneration Letter of Disciplinary Action [X] PAF [X]	01/27/15 <i>AB</i>
Appeal by Employee to Civil Service Board? Date of Hearing:	N/A <i>AB</i>
Notes:	

## INTEROFFICE MEMORANDUM

TO: Abraham Dawson, Firefighter/Operator

FROM: Patrick Sicard, Fire Chief

SUBJECT: Notice of Investigation

DATE: January 09, 2015

This is to notify you that we are initiating an investigation into an incident involving you in a matter which occurred on December 13, 2014. Specifically,

*the incident in which you shift traded with Captain Keith Kern (on this date) and drove a company vehicle (Unit-33) without permission to run personal errand(s) in Slidell, LA, which resulted in the collision of Unit-33 and a pole at the Firefighter's Credit Union, which was not reported to an officer. The subsequent documentation of said incident is attached hereto and made part hereof.*

Whether the referenced document and your conduct relating to it constitutes a violation(s) of La. R.S. 33:2560 (A) and/or the following departmental policies:

- *Chapter 2, Page 20, Section M 1 states: "Any use of STFD#3 property or equipment outside of STFD#3 departmental business is prohibited. This includes, but is not limited to: A. Borrowing any property or equipment for personal use at an employee's home or anything outside of employment."*  
*Section M 2 states: "This policy (typed above) stands even when the intent is to return the borrowed item(s)."*
- *Chapter 2, Page 21, Section M 6 states: "Violation of this policy (typed above) shall be subject to disciplinary action and possible criminal charges or monetary restitution."*
- *Chapter 2, Page 19, Section J 2 states: "The use of STFD#3 vehicles to perform, check-on, or otherwise conduct "other business" is expressly forbidden."*
- *Chapter 6, Page 6, Section E 1 states: "Employees and reserve members are required to speak the truth at all times, whether under oath or not, in giving testimony or in connection with any legal order received or in connection with official duties."*
- *Chapter 6, Page 6, Section E 2 states: "Employees and reserve members shall always speak the truth in connection with any departmental investigation, questioning, inquiry or in making statements about any incident, whether pertaining to an emergency call or to departmental affairs."*
- *Chapter 10, Page 6, Section IV A states: "All vehicle accidents. (whether single vehicle or*

multiple vehicle and whether minor or major or whether moving or stationary), shall be reported immediately to the supervising officer. Supervising officer shall contact the Fire Chief or Asst. Fire Chief, in the absence of the Fire Chief, within 30 minutes of notification of the accident."

- Chapter 10, Page 6, Section IV C states: "At-fault employee drives may be liable for damages to STFD#3 property and/or other people's property."

This investigation is an opportunity to fully explore what happened, and to determine if any departmental policies were violated. It is also our intent to give everyone, including you, an opportunity to be heard. In many cases, employees are fully exonerated once we have all the facts, but state law requires us to provide you with this notice prior to discussing the situation with you if there is a possibility that disciplinary action could result.

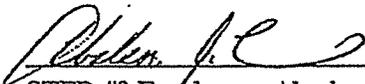
The person conducting this investigation will be Chief Patrick Sicard and Asst. Chief Scott Lober. I have enclosed a copy of the Fire Service Bill of Rights for your review and reference.

Our goal is to complete this investigation no later than 60 days from today's date. If we feel necessary, we will ask the fire civil service board/governing authority to extend this time for an additional 60 days, or we may see if a voluntary agreement to extend the time is of benefit to both you and the department. You will be advised of our findings as soon as they become available.

At any time we question you regarding this investigation, you may be represented by counsel or any other representative of your choice. During the time that you are securing representation, we may be talking to other individuals who may have information about this situation. If we have occasion to speak with you regarding this situation at any time during the course of the investigation, our conversations will be recorded. You have an opportunity to obtain a copy of these recordings simply by making a written request.

Should we determine that disciplinary action may be warranted, you will be advised of a pre-disciplinary hearing prior to the expiration of the investigation period. It is our desire to protect your rights while we determine whether or not any inappropriate actions may have occurred that may compromise the integrity or impact the efficiency of the fire department.

Received by:

  
STFD #3 Employee: Abraham Dawson

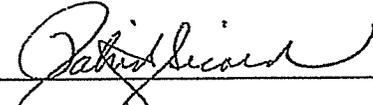
0714  
 1-15-15

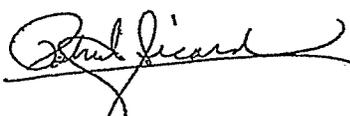
Date: 1-9-15

1-15-15

Time: 1:38 o'clock P.M.

0714

Witness: 



**EMPLOYEE INVESTIGATION AUTHORIZATION**

<b>Initiate Investigation on (Name/Rank): Abraham Dawson, FF/Operator</b>	
<b>Date: 01/09/15</b>	<b>60 Days from Initiation of Investigation: 03/09/15</b>
<b>Recommended by: Chief Patrick Sicard</b>	
<b>Authorized by: Chief Patrick Sicard</b>	
<b>Immediate Supervisor of Employee Under Investigation: Captain Michael Geissler Notified? YES, on 12/13/14</b>	
<b>Person(s) Authorized to Conduct Investigation: Chief Patrick Sicard &amp; Asst. Chief Scott Lober.</b>	
<b>Administrative Leave With Pay? N/A Date(s)</b>	
<b>Notes:</b> 	



Patrick F. Sicard  
Fire Chief

## St. Tammany Parish Fire Protection District # 3

P.O. Box 849

Lacombe, Louisiana 70445-0847

(985) 882-5977 Office (985) 882-6664 Fax

[parapat3@gmail.com](mailto:parapat3@gmail.com)

### INTERROGATION COMMENCEMENT NOTICE

Date: January 15, 2015

To: Abraham Dawson, Firefighter/Operator

From: Fire Chief Patrick Sicard

You are the target of an investigation. You were provided with a written Notice of Investigation ("NOI"). A complete copy of that NOI is attached hereto and made part hereof.

Under the Fire Employees Bill of Rights ("FEBR"), La. R.S. 33:2181 *et seq.*, you have certain rights and are entitled to certain notices. A copy of the FEBR is also attached hereto and made part hereof. Please review the FEBR as it sets forth your rights during an investigation and an interrogation.

The FEBR requires, among other things, that we provide you with certain written notice/advice at the commencement of any interrogation. Accordingly and because your interrogation is now beginning we advise you of the following:

1. **Nature of the Investigation**

This is an investigation into possible misconduct and policy violations by you. The specific items being investigated are set forth in the attached NOI, which is adopted by reference.

2. **Identity and Authority of Those Conducting Investigation**

Fire Chief Pat Sicard- Chief of St. Tammany Fire Protection District No. 3 ("District 3") who acts as the appointing authority.

Assistant Chief Scott Lober- Assistant Chief who has been ordered by Chief Sicard to conduct this investigation on behalf of the appointing authority.

3. **Identity of Those Present During Interrogation**

Fire Chief Patrick Sicard

Assistant Chief Scott Lober

Yourself

Note: Mr. Dawson declined any representation be present at this meeting

4. **Specific Charges or Violations Being Investigated**

Please see attached NOI which is adopted by reference.

By signing this document you are only signifying that you received this document. You are in no way agreeing to the validity of any of the possible violations or misconduct being investigated.

Received By: \_\_\_\_\_

Employee's Signature

Witness: \_\_\_\_\_

Date: 1-15-14

Time: 0712

## INTEROFFICE MEMORANDUM

TO: Abraham Dawson

FROM: Chief Patrick Sicard

SUBJECT: Notice of Pre-Disciplinary Hearing

DATE: January 21, 2015

On January 09, 2015, we initiated an investigation into an event involving you which occurred on December 13, 2014. You received notice of the investigation and were questioned during its course. Our investigation has provided information to support the following:

1. That you were involved in using a department vehicle to run personal errand(s) outside the boundaries of St. Tammany Fire District No. 3 while off duty.
2. That you did not tell the truth to your captain, Michael Geissler, when he inquired into the incident in which you wrecked the department vehicle, Unit-33, while driving the unit in an unauthorized manner.

This conduct may be a violation of the following departmental policies:

- Chapter 2, Page 20, Section M 1 states: "Any use of STFD#3 property or equipment outside of STFD#3 departmental business is prohibited. This includes, but is not limited to: A. Borrowing any property or equipment for personal use at an employee's home or anything outside of employment."
- Section M2 states: "This policy (typed above) stands even when the intent is to return the borrowed item(s)."
- Chapter 2, Page 21, Section M 6 states: "Violation of this policy (typed above) shall be subject to disciplinary action and possible criminal charges or monetary restitution."
- Chapter 2, Page 19; Section J 2 states: "The use of STFD #3 vehicles to perform, check on or otherwise conduct "other business" is expressly forbidden."
- Chapter 6, Page 6, Section E 1 states: "Employees and reserve members are required to speak the truth at all times, whether under oath or not, in giving testimony or in connection with any legal order received or in connection with official duties."
- Chapter 6, Page 6, Section E 2 states: "Employees and reserve members shall always speak the truth in connection with any department investigation, questioning, inquiry or

in making statements about an incident, whether pertaining to an emergency call or to departmental affairs.”

Your actions may result in disciplinary action up to, and including, termination for the reasons identified below from LA Revised Statute La. R.S. 22:2560:

- 1). Unwillingness or failure to perform the duties of his position in a satisfactory manner.
- 2). The deliberate omission of any act that it was his duty to perform.
- 15). Any other act or failure to act which the board deems sufficient to show the offender to be an unsuitable or unfit person to be employed in the fire and police service.

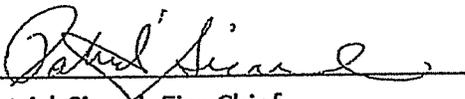
You are hereby ordered to appear on January 22, 2015 at 7:00 a.m. at 27690 Main Street, Lacombe, LA 70445 for a pre-disciplinary hearing. During this meeting, we will go over the facts of this incident and give you an opportunity to provide reasons why we should not take disciplinary action against you. As this is a direct order, a failure to attend this meeting will be considered insubordination and may result in disciplinary action. You may bring a representative or counsel with you who will be allowed to offer you advice and make statements on the record regarding any question asked of you during the course of the hearing. Included with this memorandum are all of the documents or statements which may be used against you. If you have any witnesses who might provide any information contrary to what has already been gathered, you may bring them with you and we will be happy to hear what they have to say.

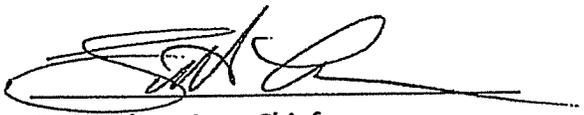
The persons present at the pre-disciplinary hearing will be: Chief Patrick Sicard and Asst. Chief Scott Lober, yourself, any witnesses called, and if you choose, your attorney and/or representative. The hearing will be recorded and you may have it transcribed at your own expense.

Please also be advised that you are entitled to certain rights including, but not limited to those set forth in the Firefighter’s Bill of Rights that is found at La. R.S. 33:2181-2186. You may access these statutes online at <http://www.legis.state.la.us/lss/search.htm> or request a copy from me personally or through the chain of command.

Attached hereto please find your information:

1. Incident report
2. Pictures of damage to Unit-31
3. Abraham Dawson's statement
4. Captain Michael Geissler's statement
5. Chief Sicard's statement
6. Compact disc of recorded conversation between Chief Sicard and Abraham Dawson during the steps of the investigation.

  
Patrick Sicard, Fire Chief

  
Scott Lober, Asst. Chief

  
Abraham Dawson, Firefighter/Operator

INTEROFFICE MEMORANDUM

TO: Abraham Dawson  
FROM: Patrick Sicard, Fire Chief  
SUBJECT: Notice of Disciplinary Action  
DATE: Tuesday, January 27, 2015

---

On January 09, 2015 we commenced an investigation regarding your use of U-33 off duty and the subsequent accident in the unit. Pursuant to notice, we conducted a pre-disciplinary hearing at Fire District Headquarters on January 22, 2015. This Memorandum is my written disciplinary decision.

I find that the incident involving you and the use of U-33 on December 13, 2014 to have violated the following departmental policies.

- Chapter 2, Page 20, Section M1 states: "Any use of STFD#3 property or equipment outside of STFD#3 departmental business is prohibited. This includes, but is not limited to: A. Borrowing any property or equipment for personal use at an employee's home or anything outside of employment."
- Section M2 states: "This policy (typed above) stands even when the intent is to return the borrowed item(s)."
- Chapter 2, page 21, Section M6 states: "Violation of this policy (typed above) shall be subject to disciplinary action and possible criminal charges or monetary restitution."
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- Chapter 6, Page 6, Section E2 states: "Employees and reserve members shall always speak the truth in connection with any department investigation, questioning, inquiry, or in making statements about an incident, whether pertaining to an emergency call or to departmental affairs."

I, therefore, find that the imposition of discipline is warranted.

In view of all of the circumstances, I am ordering a five calendar day suspension (which shall encompass two full shifts without pay) for you to serve upon the administration's notice, which will be in accordance with the department's staffing abilities.

Please note that you have certain rights under Louisiana Civil Service Law including the right to appeal this disciplinary action to the STFD #3 Civil Service Board within 15 days.

Received by:

  
Employee Signature

 A/c 301  
Witness Signature

Date: 1-27-15

Time: 1:56 o'clock, 1 m.

### PERSONNEL ACTION FORM

#### TO THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

Explanation | Common Errors to Avoid

(city or fire protection district)

Today's Date

St. Tammany FPD 3

02/19/2015

1. Employee's Last Name	First Name	M.I.	Suffix	Date of Birth	Social Security No.
Dawson	Abraham	J		[REDACTED]	[REDACTED]

2. Department	3. Personnel Action	4. Effective Date of Action
Fire	Suspension	02/23/2015

5. From:	6. To:	7. Monthly Salary
Not Applicable	Not Applicable	
Firefighter Operator	Firefighter Operator	

8. Remarks:

Employee suspended for 5 consecutive calendar days beginning February 23, 2015 for the following violations.

- Chapter 2, Page 20, Section M1 states: "Any use of the STFD#3 property or equipment outside of STFD#3 departmental business is prohibited. This includes, but is not limited to: A. Borrowing any property or equipment for personal use at an employee's home or anything outside of employment."
- Section M2 states: "This policy (typed above) stands even when the intent is to return the borrowed item(s)."
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- Chapter 6, Page 6, Section E2 states: "Employees and reserve members shall always speak the truth in connection with any department investigation, questioning, inquiry, or in making statements about an incident, whether pertaining to an emergency call or to departmental affairs."

Recommended:

*[Signature]*  
 Chief

Approved:

*[Signature]*  
 Appointing Authority  
*[Signature]*  
 Chairperson Municipal Fire and Police Civil Service Board



Patrick F. Sicard  
Fire Chief

St. Tammany Fire Protection District No. 3  
P.O. Box 849  
Lacombe, Louisiana 70445  
Office: 985.882.5977 Fax: 985.882.6664

February 21, 2015

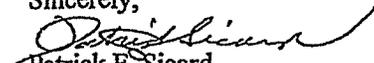
Abraham Dawson  
62268 Hwy 434  
Lacombe, LA 70445

Dear Abe,

This letter is to notify you of your suspension dates in reference to the incident involving you and the use of U-33 on December 13, 2014. Your suspension will start February 23, 2015 and continue through February 27, 2015.

If you have any questions regarding these dates, please contact me.

Sincerely,

  
Patrick F. Sicard  
Fire Chief

