

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
P.O. BOX 1309  
SULPHUR, LOUISIANA 70664  
Office: (337)888-5352

The Sulphur Municipal Fire and Police Civil Service Board met in Special Meeting on Monday, December 21, 2020, at 5:35 pm. The meeting was held via teleconference and Board Secretary Hebert initiated the conference call from her office telephone (337)-888-5352.

After all parties were on the conference call. The meeting was called to order by Chairman Granger. A roll call was made with the results below.

Present were:

- Chairman, Mike Granger
- Vice Chairman, Chris Vice
- Member, Thomas Bourgeois
- Police Representative, John Wall

Absent were:

- Member, Mary Ceasar

Also, Present:

- Board Secretary, Lee Ann Hebert
- Mayor, Mike Danahay

**APPROVAL OF AGENDA**

Motion to approve agenda was made by Vice Chairman Vice and seconded by Member Bourgeois. All members voted in favor, none opposed.

**NEW BUSINESS**

Intention to adopt the revised amendments to Rule XII, Section 1 (N): COVID-19 SPECIAL EMERGENCY LEAVE WITH PAY. Secretary Hebert read aloud the proposed revised amendments to the rule as posted on the Notice of Public Hearing. The board members and Mayor Danahay discussed the rule revisions and the purpose for them. After all discussions were completed. A motion to approve the adoption of the revised amendments as posted on the Notice of Public Hearing was made by Member Bourgeois and seconded by Vice Chairman Vice. Roll Call was made, and results were as follows:

Chairman Granger- APPROVE MOTION

Vice Chairman Vice- APPROVE MOTION

Member Bourgeois- APPROVE MOTION

Police Representative Wall- APPROVE MOTION

All members voted in favor, motion carried, and approved.

**ADJOURN**

Motion to adjourn was made by Member Bourgeois and seconded by Chairman Granger. All members voted in favor, none opposed. Meeting was adjourned at 5:43 pm.

**Minutes submitted by**

Lee Ann Hebert, Board Secretary

**Approved by the board**

A handwritten signature in blue ink, likely belonging to a board member, is written over the "Approved by the board" line.



**Sulphur Municipal Fire and Police  
Civil Service Board**

P.O. Box 1309  
Sulphur, LA 70664  
Phone: (337) 888-5352 Fax: (337) 533-9318  
Email: [CivilServiceSecretary@sulphur.org](mailto:CivilServiceSecretary@sulphur.org)



Mike Granger, Chairman  
Chris Vice, Vice Chairman  
Mary Caesar, Member  
Thomas Bourgeois, Member  
John Wall, Police Representative

December 22, 2020

**The Sulphur Municipal Fire and Police Civil Service Board met via teleconference on December 21, 2020. The board approved the adoption of the revised amendments in its proposed form for Sulphur Board Rule XII, Section 1 (N) as indicated below.**

**RULE XII**

**SECTION 1:**

**N. COVID-19 SPECIAL EMERGENCY LEAVE WITH PAY**

**An employee who suffers an injury or illness arising out of and in the course of employment, shall receive time off with pay and not be required to use sick leave, annual leave, or compensatory leave if the employee meets one of the following criteria:**

- a) Is quarantined at the direction of the employer due to confirmed or suspected COVID-19 exposure.
- b) Receives a COVID-19 diagnosis from a physician.
- c) Receives a presumptive positive COVID-19 test.
- d) Receives a laboratory-confirmed COVID-19 diagnosis.

**Duration of Rule**

**This Rule is effective prospectively from December 21, 2020. The provisions of this Rule shall expire on July 15, 2021 after adoption by the board.**

Should anyone have any questions or concerns, feel free to reach out to any board member or the board secretary.

By direction of the Chairman:

A handwritten signature in blue ink that reads "Lee Ann Hebert".

Lee Ann Hebert  
Board Secretary



## **NOTICE OF PUBLIC HEARING**

(PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES)

The Sulphur Municipal Fire and Police Civil Service Board will hold a public hearing to consider the adoption of the revised amendments to **Rule XII, Section 1 (N)**, of the civil service board rules. Unless cause is shown at this time why these revised amendments should not be adopted, the board will proceed to approve the adoption of the revised amendments in their proposed or revised form.

**This hearing will be held at 5:30 pm on December 21, 2020 via teleconference.**

### **Current Board Rule: RULE XII, SECTION 1 (N)**

#### **N. COVID-19 SPECIAL EMERGENCY LEAVE WITH PAY**

An employee who suffers an injury or illness arising out of and in the course of employment, shall receive time off with pay and not be required to use sick leave, annual leave, or compensatory leave if the employee meets one of the following criteria:

- a) Is quarantined at the direction of the employer due to confirmed or suspected COVID-19 exposure.
- b) Receives a COVID-19 diagnosis from a physician.
- c) Receives a presumptive positive COVID-19 test.
- d) Receives a laboratory-confirmed COVID-19 diagnosis.

#### **Duration of Rule**

This Rule is effective prospectively from July 29, 2020. The provisions of this Rule shall expire on January 1, 2021 after adoption by the board.

### **Proposed Revisions: RULE XII, SECTION 1 (N)**

#### **N. COVID-19 SPECIAL EMERGENCY LEAVE WITH PAY**

An employee who suffers an injury or illness arising out of and in the course of employment, shall receive time off with pay and not be required to use sick leave, annual leave, or compensatory leave if the employee meets one of the following criteria:

- a) Is quarantined at the direction of the employer due to confirmed or suspected COVID-19 exposure.
- b) Receives a COVID-19 diagnosis from a physician.
- c) Receives a presumptive positive COVID-19 test.
- d) Receives a laboratory-confirmed COVID-19 diagnosis.

#### **Duration of Rule**

This Rule is effective prospectively from December 21, 2020. The provisions of this Rule shall **expire on July 15, 2021** after adoption by the board.

Anyone interested in joining the teleconference shall email the Board Secretary at [CivilServiceSecretary@sulphur.org](mailto:CivilServiceSecretary@sulphur.org) with your name and phone number to be added.

**POST THIS NOTICE FROM 12/17/2020 through 12/21/2020**

**DO NOT REMOVE BY ORDER OF  
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**





**Sulphur Municipal Fire and Police  
Civil Service Board**

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Mike Granger, Chairman  
Chris Vice, Vice Chairman  
Mary Caesar, Member  
Thomas Bourgeois, Member  
John Wall, Police Representative

December 17, 2020

Dear Sir or Madam:

Due to the safety of our board members and first responders, as well as in adherence to Proclamation (159-JBE-2020) issued by Governor John Bel Edwards on November 5, 2020, the Sulphur Municipal Fire and Police Civil Service Board is unable to hold a public meeting at its public location as prescribed in the rules of this board. However, In accordance with Renewal of Emergency Proclamation Number 159-JBE-2020, Section 7.

WHEREAS, all state agencies, boards and commissions, and local political subdivisions of the state shall provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements. Such certification shall be posted at the same time and in the same manner as the agenda for the meeting. Nothing in this order shall be interpreted to waive any notice requirements.

**Pursuant to Proclamation Number 159 JBE 2020, the Sulphur Municipal Fire and Police Civil Service Board will be meeting via teleconference on Monday, December 21, 2020, at 5:30 pm.**

Please see agenda, attached, for further information regarding this meeting. If you have any questions regarding this notice, please do not hesitate to contact the Board Secretary, Lee Ann Hebert by email at [Civilservicesecretary@sulphur.org](mailto:Civilservicesecretary@sulphur.org).

If you would like to join in on the teleconference, contact the Board Secretary by email with your phone number to be added.

**By Direction of the Chairman, Mike Granger**

A handwritten signature in blue ink that reads "Lee Ann Hebert".

Lee Ann Hebert  
Board Secretary