

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

P.O. BOX 1309

SULPHUR, LOUISIANA 70664

Office: (337)527-2058

The Sulphur Municipal Fire and Police Civil Service Board met in Special Meeting on Wednesday, July 29, 2020, at 5:30 pm. The meeting was held via teleconference with (4) board members present. Board Secretary, Lee Ann Hebert initiated the conference call from her personal cell phone at her residence.

After all parties were on the conference call. The meeting was called to order at 5:40pm by Chairman Granger. A roll call was made with the results below.

Present were:

- Chairman, Mike Granger
- Member, Mary Ceasar
- Member, Thomas Bourgeois
- Police Representative, Ryan Arnold

Also, Present:

- Board Secretary, Lee Ann Hebert

Not Present:

- Vice Chairman, Chris Vice

APPROVAL OF AGENDA

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

NEW BUSINESS

Board Secretary Hebert read aloud the proposed revisions/amendments to Rule XII, Section 1, (N) to the board members. Motion to approve the adoption of the amendments with minor revisions on the Notice of Public Hearing was made by Member Bourgeois and seconded by Police Representative Arnold. Member Bourgeois amended his first motion and made a motion to approve the adoption of the amendments as posted on the Notice of Public Hearing (see attached) to Rule XII, Section 1, (N)-COVID-19 Special Emergency Leave with Pay. Police Representative Arnold seconded the motion. Roll Call was made, and results were as follows:

Chairman Granger- APPROVE MOTION

Member Ceasar- APPROVE MOTION

Member Bourgeois- APPROVE MOTION

Police Representative Arnold- APPROVE MOTION

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

ADJOURN

A motion to adjourn was made by Member Bourgeois and seconded by Police Representative Arnold. All members voted in favor, none opposed. Meeting was adjourned at 5:48pm.

Minutes submitted by

Lee Ann Hebert, Board Secretary

Approved by the board





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

P.O. Box 1309

Sulphur, LA 70664

Phone: (337) 527-2058 Fax: (337) 533-9318

Email: CivilServiceSecretary@sulphur.org



Mike Granger, Chairman
Chris Vice, Vice Chairman
Mary Caesar, Member
Thomas Bourgeois, Member
Ryan Arnold, Police Representative

July 27, 2020

Dear Sir or Madam:

Due to the safety of our board members and first responders, as well as in adherence to Proclamation (97-JBE-2020) issued by Governor John Bel Edwards on July 24, 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 97- 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 97 JBE 2020, the Sulphur Municipal Fire and Police Civil Service Board will be meeting via teleconference on Wednesday, July 29, 2020, at 5:30pm.

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. 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".

Board Secretary
Lee Ann Hebert

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 amendments to **Rule XII, Section 1 (N)**, of the civil service board rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This hearing will be held at 5:30pm. on July 29, 2020 via teleconference.

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

N. COVID-19 SPECIAL EMERGENCY LEAVE

An employee who suffers an injury or illness arising out of and in the course of employment, shall 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 March 30, 2020. The provisions of this Rule shall expire 120 days 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 July 29, 2020. The provisions of this Rule shall expire on January 1, 2021 after adoption by the board.

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

POST THIS NOTICE FROM 07/27/2020 through 07/29/2020

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



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Civil Service Board**
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Mike Granger, Chairman
Chris Vice, Vice Chairman
Mary Caesar, Member
Thomas Bourgeois, Member
Ryan Arnold, Police Representative

July 29, 2020

The Sulphur Municipal Fire and Police Civil Service Board met via teleconference on July 29, 2020. The board approved the adoption of the 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.
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- 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.

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

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

By direction of the Chairman:

Lee Ann Hebert
Board Secretary