AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
FRIDAY, SEPTEMBER 13, 2019
11:00 AM

CALL TO ORDER

INVOCATION

CITIZEN'S OPEN FORUM (The Citizens Open Forum section of the agenda is an opportunity for citizens to speak regarding matters that are not posted on that particular meeting's agenda. Individual citizens speaking during the Citizens Open Forum shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time. At the beginning of the Citizens Open Forum section of the meeting, citizens desiring to speak shall stand* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand* during this time of recognition will be allowed to speak. The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. Because this section of the meeting is for matters not posted on that particular meeting's agenda, members of the Board, Committee, Commission, or Corporation may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.)

REPORTS FROM STAFF

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for August 2, 2019

NEW BUSINESS

1. Discuss and consider action to amend the classifications of the Watauga Fire Department by adding six (6) Firefighter positions and creating three (3) Driver/Engineer positions

ADJOURNMENT

Meeting Notices and Reservation of Rights

The Civil Service Commission may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters

pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the to address a subject matter on the agenda. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, (817) 514-5812 OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Tuesday, September 10, 2019 before 11:00 a.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

AGENDA MEMORANDUM

DATE: September 10, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action on the meeting minutes for August 2, 2019

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on August 2, 2019 are being presented for your consideration and approval.

FINANCIAL IMPLICATIONS:

n/a

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider the approval of the minutes from the August 2, 2019 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 08-02-2019

REVIEWED BY:

Andrea Gardner, City Manager Final Approval - 9/10/2019

Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
FRIDAY, AUGUST 2, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
10:00 AM

CALL TO ORDER

The Civil Service Commission of the City of Watauga, Texas was called to order at 10:01 a.m., by Vice Chairman Bowman, with the following members present:

Bernard Bowman	Vice Chairman
Barry Sullivan	Member
Joe Bailey	Chairman (absent with notice)
and	
Marcia Reyna	Civil Service Director
Andrea Gardner	City Manager
Robert Parker	Chief of Police
Keith Hartman	Assistant Chief of Police
James Parham	Sergeant

INVOCATION

Vice Chairman Bowman provided the invocation.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

None

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of March 1, 2019.

   Commissioner Sullivan made a motion to approve the Civil Service Commission Regular Meeting Minutes of March 1 2019. Vice Chairman Bowman seconded

the motion, which passed as follows:

AYES:	Bowman, Sullivan
NAYS:	None
ABSENT:	Bailey
ABSTAIN:	None

NEW BUSINESS

1. Consideration and action to certify the eligibility list resulting from the Police Lieutenant Promotional Written Examination on July 9, 2019 and Assessment Center on July 25, 2019

   Commissioner Sullivan made a motion to certify the eligibility list resulting from the Police Lieutenant Promotional Written Examination on July 9, 2019 and Assessment Center on July 25, 2019. Vice Chairman Bowman seconded the motion, which passed as follows:

AYES:	Bowman, Sullivan
NAYS:	None
ABSENT:	Bailey
ABSTAIN:	None

ADJOURNMENT

With no further business to discuss, Vice Chairman Bowman adjourned the meeting at 10:04 a.m.

APPROVED: this _____ day of _____, _____

SIGNED: this _____ day of _____, _____

APPROVED:

Joe Bailey, Chairman

ATTEST:

Marcia Reyna,
Civil Service Director

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

AGENDA MEMORANDUM

DATE: September 10, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to amend the classifications of the Watauga Fire Department by adding six (6) Firefighter positions and creating three (3) Driver/Engineer positions

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BACKGROUND/INFORMATION:

The City of Watauga's Fire Department was awarded the Staffing for Adequate Fire and Emergency Response (SAFER) Grant on September 6, 2019 which provides funding for six (6) additional firefighter positions. On September 9, 2019, City Council provided direction to the City Manager and staff to accept the SAFER grant and increase the number of firefighters within the department. Due to cost recovery efforts, City Council also provided direction to create the Driver/Engineer position. The Watauga Fire Department has requested the Driver/Engineer position in the budget for the past several years. The cost recovery efforts will allow for the City to fund these positions. The Driver/Engineer position will provide for an additional level of supervision within the Fire Department and a promotional and developmental path for Firefighters. In addition, this position will allow for more consistency in the knowledge of the apparatus' operations and limits.

If the Civil Service Commission approves the proposed amendment to the Fire Department's classifications, the City Council will be asked to adopt these classifications by ordinance. Attached is a draft of the ordinance that will be presented to the City Council.

FINANCIAL IMPLICATIONS:

As approved in the FY2019-20 Budget with funding from the SAFER Grant and cost recovery efforts.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission amend the classifications of the Watauga Fire Department by adding six (6) Firefighters positions and creating three (3) Driver/Engineer positions

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

AGENDA MEMORANDUM

1. Ordinance for Additional Firefighters and Driver Engineer DRAFT

REVIEWED BY:

Andrea Gardner, City Manager Final Approval - 9/10/2019

Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NUMBER 1671 WHICH GOVERNS POSITION CLASSIFICATIONS AND MAXIMUM POSITIONS IN EACH CLASSIFICATION FOR THE CITY OF WATAUGA FIRE DEPARTMENT AS REQUIRED BY TEXAS LOCAL GOVERNMENT CODE SECTION 143.021; ADDING SIX (6) FIREFIGHTER POSITIONS EFFECTIVE OCTOBER 1, 2019 AND CREATING THREE (3) DRIVER/ENGINEER POSITIONS EFFECTIVE ON JANUARY 6, 2020; PROVIDING THAT ALL ORDINANCES IN CONFLICT HEREWITH ARE HEREBY REPEALED TO THE EXTENT THAT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE

DRAFT

WHEREAS, the City of Watauga, Texas has adopted Local Government Code Chapter 143, Municipal Civil Service for the City of Watauga Police Department and Fire Department; and

WHEREAS, Local Government Code Chapter 143, Municipal Civil Service, §143.021 provides that the municipal governing body shall establish firefighter classifications, as well as the number of positions in each classification; and

WHEREAS, on September 13, 2019, the Watauga Civil Service Commission approved the classification and number of positions in each classification of the Watauga Fire Department as follows: Fire Chief (1), Assistant Fire Chief (1), Battalion Chief/Fire Marshal (1), Fire Lieutenant (3), Driver/Engineer (3) and Firefighters (21); and

WHEREAS, the City of Watauga Fire Department was awarded the Staffing for Adequate Fire and Emergency Response (SAFER) Grant on September 6, 2019 providing funding for six (6) additional Firefighter positions; and

WHEREAS, the City Council finds that addition of six (6) Firefighter positions will provide the citizens of Watauga with a higher level service from the Watauga Fire Department; and

WHEREAS, the City Council wishes to authorize the creation of the position of Driver/Engineer; and

WHEREAS, the City Council finds that fire departments of similar size to the Watauga Fire Department have a Driver/Engineer or similar position; and

WHEREAS, the City Council finds that the creation of the Driver/Engineer position will

allow for more consistency in knowledge of the apparatus' limits, handling, and ownership of the equipment; and

WHEREAS, the City Council finds that the creation of the Driver/Engineer position will provide for an additional level of supervision and opportunity for development and growth in the Fire Department; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Watauga, Texas that the following amendments be made to the personnel structure, rank, and classification in the Watauga Fire Department:

I.

Prior to the effective dates in this Ordinance, the following classifications and number of positions in each classification in the City of Watauga Fire Department existed:

CLASSIFICATION	**NUMBER OF POSITIONS**
FIREFIGHTER	15
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1
ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	**21**

II.

As of the effective dates outlined in this Ordinance, the following classifications and number of positions in each classification in the City of Watauga Fire Department shall exist, and no others:

CLASSIFICATION	**NUMBER OF POSITIONS**
FIREFIGHTER	21
DRIVER/ENGINEER	3

FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1
ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	**30**

III.

This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Watauga, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance(s) are hereby repealed.

IV.

If any section, sub-section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

V.

This Ordinance does not demonstrate, nor is it any evidence of any intent to enter into a contractual obligation, unilateral or otherwise, with any civil service employee. This Ordinance is enacted to comply with Chapter 143, Texas Local Government Code, specifically §143.021, and for no other purpose. The City Council expressly disavows any intent to create a contractual obligation by adoption of this Ordinance.

VI.

This Ordinance shall become effective and be in full force and effect from and after the date of passage and adoption by the City Council and upon approval thereof by the Mayor of the City of Watauga, Texas and publication hereof as prescribed by law.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this the ____ day of _____, 2019.

APPROVED:

_____

ARTHUR L, MINER, Mayor

DRAFT

ATTEST:

_____

ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____

GEORGE HYDE, Interim City Attorney

DRAFT