



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
FRIDAY, NOVEMBER 1, 2019
9:00 AM

CALL TO ORDER

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Civil Service Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Body. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

INVOCATION

REPORTS FROM STAFF

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for October 3, 2019

NEW BUSINESS

1. Discuss and consider action to approve and certify the eligibility list resulting from the Police Corporal Promotional Written Examination on October 8, 2019 and Assessment Center on October 24, 2019
2. Discuss and consider action to approve and certify Watauga Fire Department Entrance Exam Eligibility List created on October 17, 2019

3. Discuss and consider the adoption of a Commission Order recognizing the grandfathered position of Firefighter/EMT, currently set at salary Step10/CS1 as an "other position" specified by the commission to be eligible to participate in the promotions examination process for promotion to Driver/Engineer in the Fire Department, as provided for in the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations, Chapter 10, Section 10.01 and Texas Local Government Code Section 143.028.

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 Monday, October 28, 2019, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: October 25, 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 October 3, 2019

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on October 3, 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 October 3, 2019 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 10-03-2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/28/2019

Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
THURSDAY, OCTOBER 3, 2019
CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD
9:00 AM

CALL TO ORDER

The Civil Service Commission of the City of Watauga, Texas was called to order at 9:00 a.m., by Chairman Bailey, with the following members present:

Joe Bailey	Chairman
Bernard Bowman	Vice Chairman
Barry Sullivan	Member
and	
Marcia Reyna	Civil Service Director
Andrea Gardner	City Manager
Robert Parker	Chief of Police

INVOCATION

Commissioner Sullivan provided the invocation.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

Civil Service Director Reyna informed the Commission that a future meeting would be needed to certify the eligibility list for Police Corporal. Promotional testing for Corporal is scheduled during the month of October.

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of September 13, 2019.

Commissioner Sullivan made a motion to approve the Civil Service Commission Regular Meeting Minutes of September 13, 2019. Vice Chairman Bowman seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

1. Discuss and consider action to certify the eligibility list resulting from the Police Sergeant Promotional Written Examination on September 10, 2019 and Assessment Center on September 24, 2019

Commissioner Sullivan made a motion to certify the eligibility list resulting from the Police Sergeant Promotional Written Examination on September 10, 2019 and Assessment Center on September 24, 2019. Vice Chairman Bowman seconded the motion, which passed as follows:

AYES: Bailey, Bowman, Sullivan

NAYS: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Chairman Bailey adjourned the meeting at 9:04 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: October 25, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve and certify the eligibility list resulting from the Police Corporal Promotional Written Examination on October 8, 2019 and Assessment Center on October 24, 2019

BACKGROUND/INFORMATION:

On April 10, 2019 a notice for a Civil Service Promotional Examination for the position Police Corporal was posted. The written examination was held on October 8, 2019 and the Assessment Center was conducted on October 24, 2019. The promotional process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers and the Alternate Promotional System adopted by the Watauga Police Department on November 8, 2018. The attached raw eligibility list is presented for the Civil Service Commission's consideration and certification.

FINANCIAL IMPLICATIONS:

As approved in the FY 2019-20 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and certify the Promotional Eligibility List for Police Corporal as required by Section 143.036 of the Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Police Corporal RAW Test Scores 10-24-19

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/28/2019

Approved as to form for inclusion on Agenda



POLICE CORPORAL PROMOTIONAL RAW SCORES

Written Examination

Date: Tuesday, October 8, 2019

Location: Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

Assessment Center

Date: Thursday, October 24, 2019

Location: Watauga Police Department Training Room, 7101 Whitley Road, Watauga, TX 76148

In accordance with the Watauga Police Department's Alternate Promotion System adopted on November 8, 2018, below are the results of a promotional written examination for the position of Police Corporal administered on October 8, 2019 and assessment center administered on October 24, 2019.

Rank	Candidate Identifier	Written Exam Score	Total Points for Written Exam (50%)	Assessment Center Score	Total Points for Assessment Center (50%)	Seniority Points	TCOLE Points	Total
1	4093	77	38.50	72.25	36.13	8	4	86.63
2	7933	72	36.00	71.75	35.88	4	2	77.88

Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted October 24, 2019



AGENDA MEMORANDUM

DATE: October 25, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve and certify Watauga Fire Department Entrance Exam Eligibility List created on October 17, 2019

BACKGROUND/INFORMATION:

On August 28, 2019 a notice for a Watauga Fire Department Entrance Exam for the position Firefighter was posted. The written examination and physical ability examination were held on October 17, 2019. The testing process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers and the The City of Watauga Firefighters's and Police Officers' Civil Service Rules and Regulations. The attached eligibility list is presented for the Civil Service Commission's consideration and certification

FINANCIAL IMPLICATIONS:

As approved in the FY 2019-20 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider, approve and certify the Watauga Fire Department Entrance Exam Eligibility List.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. FIRE DEPARTMENT ELIGIBILITY LIST 10-17-2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 10/28/2019

Approved as to form for inclusion on Agenda



FIRE DEPARTMENT ELIGIBILITY LIST

Written Examination

Test Date: October 17, 2019
Location: Watauga Central Fire Station
 5909 Hightower Drive, Watauga, TX 76148

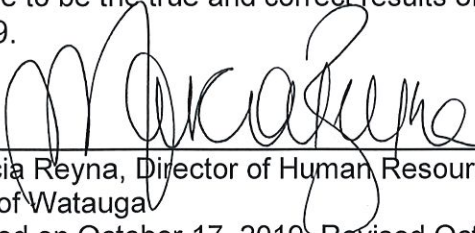
Physical Examination

Test Date: October 17, 2019
Location: Watauga Central Fire Station
 5909 Hightower Drive, Watauga, TX 76148

An examination for the position of Firefighter was administered on October 17, 2019. The following eligibility list was created as a result of the examination. This list shall be in effect for 12 months from this date unless exhausted earlier.

Rank	Applicant Identifier	DD214	Physical Ability	Exam Score	Total Score
1	5665	5	4:06	89	94
2	3796		4:05	89	89
3	7921		4:34	88	88
4	2276		4:39	88	88
5	1813		3:34	87	87
6	8337		4:30	87	87
7	8646		3:43	85	85
8	1945		3:33	80	80
9	0149		5:18	79	79
10	5543		4:00	78	78
11	8350		3:22	77	77
12	0792		4:31	77	77
13	6891		4:56	77	77
14	5765		3:45	75	75
15	5907		3:59	74	74
16	5565		5:54	74	74
17	5495		4:52	70	70

I, Marcia Reyna, Director of Human Resources & Civil Service for the City of Watauga, do hereby certify the above to be the true and correct results of the Fire Department Entrance Examination given on October 17, 2019.



 Marcia Reyna, Director of Human Resources & Civil Service
 City of Watauga
 Posted on October 17, 2019, Revised October 18, 2019



AGENDA MEMORANDUM

DATE: October 28, 2019

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider the adoption of a Commission Order recognizing the grandfathered position of Firefighter/EMT, currently set at salary Step10/CS1 as an “other position” specified by the commission to be eligible to participate in the promotions examination process for promotion to Driver/Engineer in the Fire Department, as provided for in the City of Watauga Firefighters’ and Police Officers’ Civil Service Rules and Regulations, Chapter 10, Section 10.01 and Texas Local Government Code Section 143.028.

BACKGROUND/INFORMATION:

Prior to September 2007, the Watauga Fire and Police operations were a part of the Watauga Department of Public Safety and served as a combined department. In September 2007, City Council voted to abolish this concept and created the Watauga Fire and Police Departments. This resulted in a need to reorganize positions and divide employees by departments. Many of our Public Safety Officers were cross-trained in police and fire operations. Some still maintain their dual certifications to this day. As the Watauga Fire Department evolved, it began to hire solely Firefighter/Paramedics, but maintained the position of Firefighter/EMT because employees with the position title existed. These employees were essentially "grandfathered" since future plans were to no longer hire for the position of entry level Firefighter/EMT. The position of Firefighter has been constant and is what the Watauga Fire Department considers its entry level position per the Classification Plan approved by the Civil Service Commission.

For the purposes of clarification, it is respectfully requested that the Civil Service Commission submit an order to identify the grandfathered position of Firefighter/EMT to have the same eligibility requirements for promotion as the position of Firefighter/Paramedic.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

It is respectfully requested that the Civil Service Commission discuss and consider action to adopt a Commission Order recognizing the grandfathered position of Firefighter/EMT, currently set at salary Step10/CS1 as an "other position" specified by the commission to be eligible to participate in the promotions examination process for promotion to Driver/Engineer in the Fire Department, as provided for in the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations, Chapter 10, Section 10.01 and Texas Local Government Code Section 143.028.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Civil Service Commission Order DRAFT

REVIEWED BY:

George Hyde, Legal
Marcia Reyna, Human Resources and Civil Service
Director
Andrea Gardner, City Manager

Approved - 10/28/2019

Approved - 10/28/2019

Final Approval -
10/28/2019

Approved as to form for inclusion on Agenda

City of Watauga Firefighters' and Police Officers' Civil Service Commission

Order 2019-001

Whereas, the City of Watauga, Texas conducted an election resulting in the adoption of Chapter 143 of the Texas Local Government Code adopting Municipal Civil Service for Firefighters and Police Officers; and,

Whereas, the City of Watauga Firefighters' and Police Officers' Civil Service Commission was established in accordance with state law; and,

Whereas, the governing body of the City of Watauga, Texas, previously created Firefighter/EMT positions within its Fire Department in accordance with state law; and,

Whereas, the governing body of the City of Watauga, Texas, transitioned Firefighter/EMT positions into Firefighter/Paramedic positions, with the exception of one remaining Firefighter/EMT position which was "grandfathered" and established a unique salary step level for the position in accordance with state law; and,

Whereas, the governing body established a new classified position of Driver/Engineer in FY2019-2020, which is the immediate rank above Firefighter/EMT and Firefighter/Paramedic positions; and,

Whereas, Texas Local Government Code Section 143.030(b) enables each fire fighter who at any time has continuously held for at least two years a position in the classification that is immediately below, in salary, the classification for which the examination is to be held; and,

Whereas, Firefighter/EMT is not in the classification that is immediately below, in salary, the classification for which the examination is to be held, due to the creation of the Firefighter/Paramedic position; and,

Whereas, Texas Local Government Code Section 143.028(a) authorizes the commission to establish "other positions" to be eligible for promotion in addition to the next lower position as provided in Section 143.030(b); and,

Whereas, Chapter 10, Section 10.01 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations authorize the commission to specify other positions eligible for promotion in the Fire Department; and,

Whereas, the Commission finds it just, right and appropriate, based on the facts and circumstances, to include the sole remaining grandfathered position of Firefighter/EMT with Firefighter/Paramedic for the purpose of eligibility for promotion within the Fire Department to Driver/Engineer;

BE IT THEREFORE ORDERED by the City of Watauga Firefighters' and Police Officers' Civil Service Commission that:

- 1) The above recitals are true and correct.

- 2) The position of Firefighter/EMT is hereby designated as an “other position” specified by the Commission as eligible to participate in the promotion process and eligible to promote within the Fire Department to Driver/Engineer.
- 3) If any part of this Order shall for any reason be held to be invalid or unconstitutional by a Court of proper jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, phrases and words, but they shall remain in effect, it being the Commission's intent that this Order shall stand notwithstanding the invalidity of any subpart.
- 4) Initial notice of this Order shall be published in the same location and in the same manner as notices for promotional examinations, until the deadline to sign the promotional sign-up list.

Passed and Adopted on this the _____ day of _____ 2019.

APPROVED:

JOE BAILEY, Chairman

BERNARD BOWMAN, Vice Chairman

BARRY SULLIVAN, Member

ATTEST:

MARCIA REYNA, Civil Service Director

APPROVED AS TO FORM AND LEGALITY:

GEORGE HYDE, City Attorney
Russell Rodriguez Hyde, Bullock, LLP