AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
FRIDAY, JANUARY 24, 2020
10:00 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 Commission that citizens actively participate in the City's governance system and processes. Public input to the Commission is encouraged during the Public Testimony, Public Hearings, or New Business 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

1. Update on the Watauga Fire Department Promotional Examination for Driver/Engineer position
   Marcia Reyna, Human Resources and Civil Service Director

2. Update on Meet and Confer Deliberations with the Watauga Police Officers' Association
   Marcia Reyna, Human Resources and Civil Service Director

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for November 1, 2019
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

NEW BUSINESS

1. Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on December 6, 2019
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

2. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on January 10, 2020
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

3. Discuss and consider action to amend the classifications of the Watauga Fire Department to (1) Fire Chief, (1) Assistant Fire Chief, (1) Battalion Chief/Fire Marshal, three (3) Fire Lieutenant, three (3) Driver/Engineer and eighteen (18) Firefighter
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

4. Discussion and action on electing a Civil Service Commission Chairman as required by Local Government Code Chapter 143, Section 143.006(e)
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

5. Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e
   Marcia Reyna, Human Resources and Civil Service Director
   Andrea Gardner, City Manager

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, January 20, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner, City Secretary

AGENDA MEMORANDUM

DATE: January 8, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action on the meeting minutes for November 1, 2019

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on November 1, 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 November 1, 2019 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 11-01-2019

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
FRIDAY, NOVEMBER 1, 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 9:01 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
Shawn Fannan	Fire Chief

DRAFT

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 October 3, 2019

   Vice Chairman Bowman made a motion to approve the Civil Service Commission Regular Meeting Minutes of October 3, 2019. Commissioner Sullivan 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 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

   Commissioner Sullivan made a motion 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. Vice Chairman Bowman seconded the motion, which passed as follows:

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

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

   Commissioner Sullivan made a motion to certify the eligibility list resulting from the Police Corporal Promotional Written Examination on October 8, 2019 and Assessment Center on October 24, 2019. Vice Chairman Bowman seconded the motion, which passed as follows:

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

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

Vice Chairman Bowman made a motion to approve 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. Commissioner Sullivan 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 9:14 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: January 8, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on December 6, 2019

BACKGROUND/INFORMATION:

On October 11, 2019 a notice for a Watauga Police Department Entrance Examination for the position Police Officer was posted. The written examination and physical ability examination were held on December 6, 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, approval and certification.

FINANCIAL IMPLICATIONS:

As included in the FY 2019-2020 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider, approve and certify the Watauga Police Department Entrance Exam Eligibility List created on December 6, 2019.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WPD Entrance Exam Eligibility List 12-6-19

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda

POLICE DEPARTMENT ELIGIBILITY LIST

Test Date: December 6, 2019
Exam Location: Hector F. Garcia Community Center
7901 Indian Springs Road, Watauga, TX 76148

Rank	Applicant Identifier	Military Points	Physical Ability	VO2% (Tie Breaker)	Exam Score	Total Score
1	69	5	Pass	84.92	86	91
2	66		Pass	79.33	91	91
3	54		Pass	61.07	87	87
4	73		Pass	30.7	87	87
5	67		Pass	80.51	86	86
6	49		Pass	66.22	86	86
7	56	5	Pass	67.21	79	84
8	52		Pass	51.66	84	84
9	55	5	Pass	76.17	77	82
10	58		Pass	56.17	80	80
11	68	5	Pass	52.21	75	80
12	60		Pass	69.93	78	78
13	53		Pass	83.93	77	77
14	48		Pass	58.9	77	77
15	71		Pass	41.31	77	77
16	75		Pass	39.55	76	76
17	50		Pass	54.19	73	73
18	51		Pass	49.95	73	73
19	59		Pass	47.35	73	73

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 Police Officer Entrance Examination given on December 6, 2019.

Marcia Reyna, Director of Human Resources & Civil Service
City of Watauga, Posted December 6, 2019

AGENDA MEMORANDUM

DATE: January 8, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on January 10, 2020

BACKGROUND/INFORMATION:

On December 6, 2019 a notice for a Watauga Fire Department Entrance Examination for the position Firefighter was posted. The written examination and physical ability examination were held on January 10, 2020. 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, approval and certification.

FINANCIAL IMPLICATIONS:

As approved in the FY 2019-2020 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 created on January 10, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WFD Exam Eligibility List 01-10-2020

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda

FIRE DEPARTMENT ELIGIBILITY LIST

Written Examination
Test Date: January 10, 2020
Location: Watauga Central Fire Station
5909 Hightower Drive, Watauga, TX 76148

Physical Examination
Test Date: January 10, 2020
Location: Watauga Central Fire Station
5909 Hightower Drive, Watauga, TX 76148

An examination for the position of Firefighter was administered on January 10, 2020. 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	Military Points	Physical Ability	Exam Score	Total Score
1	0436		5:33	91	91
2	0112		3:18	87	87
3	9244		3:41	87	87
4	7671		5:52	86	86
5	0597		4:09	84	84
6	0181		3:45	83	83
7	0990		3:58	80	80
8	7301		4:49	80	80

Marcia Reyna

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Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted on January 10, 2020

AGENDA MEMORANDUM

DATE: January 8, 2020

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 to (1) Fire Chief, (1) Assistant Fire Chief, (1) Battalion Chief/Fire Marshal, three (3) Fire Lieutenant, three (3) Driver/Engineer and eighteen (18) Firefighter

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BACKGROUND/INFORMATION:

On September 9, 2019, City Council provided direction to Andrea Gardner, City Manager, to create the Driver/Engineer position in the Fire Department. The Watauga Fire Department has requested the Driver/Engineer position in the budget for the past several years. Current cost recovery efforts will allow for the City to fund three (3) Driver/Engineer 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.

One of the steps in incorporating the position of Driver/Engineer in the Fire Department's rank structure requires an amendment to the existing classifications. It is requested that the number of Firefighters be decreased by three (3) from 21 to 18 and three (3) Driver/Engineer positions be added. This amendment will not increase the total number of positions found in the classification plan because three (3) Firefighters will be promoted to Driver/Engineer in compliance with Civil Service requirements.

Attached is a draft of the proposed ordinance that will be presented for City Council consideration and approval on February 10, 2020 once the Civil Service Commission approves the requested amendment. Note that the effective date for the ordinance is February 29, 2020 to allow for promotional testing.

The Current Fire Department Classifications were approved by the Civil Service Commission on September 13, 2019 and by the City Council through Ordinance 2019-019 on September 16, 2019.

AGENDA MEMORANDUM

FINANCIAL IMPLICATIONS:

As included in the FY 2019-20 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. DRAFT Ordinance for Reclassification of 3 Firefighters to 3 Driver -Engineer

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda

CITY OF WATAUGA, TEXAS
ORDINANCE NO. 2020-002

AN ORDINANCE AMENDING ORDINANCE NUMBER 2019-019 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 THREE (3) DRIVER/ENGINEER POSITIONS AND REMOVING THREE (3) FIREFIGHTER POSITIONS EFFECTIVE FEBRUARY 29, 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 January 24, 2020, 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 (18); and

WHEREAS, a written promotional examination for the position of Driver/Engineer was held on January 15, 2020 and a promotional assessment center was held on January 28 and 29, 2020; and

WHEREAS, the City Council finds the reclassification of three (3) Firefighter positions to three (3) Driver/Engineer positions will provide the citizens of Watauga with a higher level of service from the City of Watauga Fire Department; and

WHEREAS, the City Council finds the reclassification of three (3) Firefighter positions to three (3) Driver/Engineer positions will provide an additional level of supervision and a promotional path for Firefighters.

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.

The facts and recitations set forth in the preamble of this ordinance are hereby found to be true and correct and adopted herein for all purposes.

II.

Effective February 29, 2020, three (3) Firefighter positions within the classification "Firefighter" be removed and reclassified to three (3) Driver/Engineer positions.

III.

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	21
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1
ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	27

DRAFT

IV.

As of the effective date 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	18
DRIVER/ENGINEER	3
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	1

ASSISTANT FIRE CHIEF	1
FIRE CHIEF	1
TOTAL	**27**

V.

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.

VI.

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.

VII.

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.

VIII.

This Ordinance shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Sections 3.11 and 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City Council of the City of Watauga, Texas on this the ____ day of _____, 2020.

APPROVED:

_____

ARTHUR L, MINER, Mayor

DRAFT

ATTEST:

_____
ANDREA GARDNER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____
GEORGE HYDE, City Attorney

DRAFT

AGENDA MEMORANDUM

DATE: January 8, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action on electing a Civil Service Commission Chairman as required by Local Government Code Chapter 143, Section 143.006(e)

BACKGROUND/INFORMATION:

Section 143.006(e) of the Texas Local Government Code requires that the Civil Service Commission elect a chairman and vice-chairman every January. A Civil Service Commission meeting is held annually in January to allow for a chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda

AGENDA MEMORANDUM

DATE: January 8, 2020

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action on electing a Civil Service Commission Vice-Chairman as required by Local Government Code Chapter 143, Section 143.006(e

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BACKGROUND/INFORMATION:

Section 143.006(e) of the Texas Local Government Code requires that the Civil Service Commission elect a chairman and vice-chairman every January. A Civil Service Commission meeting is held annually in January to allow for a vice-chairman to be selected.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission consider and take action on this item.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Marcia Reyna, Human Resources and Civil Service Director Approved - 1/16/2020
Andrea Gardner, City Manager Final Approval - 1/20/2020
Approved as to form for inclusion on Agenda