



AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
VIDEOCONFERENCE MEETING
TUESDAY, SEPTEMBER 15, 2020
5:30 PM

If you wish to view-only, the meeting will be streamed “live” on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/comments>. You will have the option to join the virtual meeting and comment “live” at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

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Civil Service Commission - Comment Registration - September 15, 2020

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This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Civil Service Commission Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name*

Last Name*

Address1*

“Live” meeting space is limited and will be provided on a first come, first served basis. If you select the “live” meeting option, the WEBEX meeting details will be emailed to you at the e-mail address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a

microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

CALL TO ORDER

INVOCATION

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Watauga 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 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.

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for May 27, 2020
Marcia Reyna, Human Resources and Civil Service Director
Andrea Gardner, City Manager

NEW BUSINESS

1. Discuss and consider action to approve and certify the eligibility list resulting from the Fire Lieutenant Promotional Written Examination on August 27, 2020 and Assessment Center on September 9, 2020

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 Thursday, September 10, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Andrea Gardner

Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: September 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 May 27, 2020

BACKGROUND/INFORMATION:

The minutes from the Civil Service Commission Meeting on May 27, 2020 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 May 27, 2020 Civil Service Commission Meeting.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 05-27-2020

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 9/10/2020

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
WEDNESDAY, MAY 27, 2020
HELD BY VIDEOCONFERENCE
6:00 PM**

CALL TO ORDER

The Civil Service Commission Meeting of the City of Watauga, Texas was called to order at 6:02 p.m., by Vice Chairman Sullivan.

ROLL CALL

The Civil Service Commission of the City of Watauga, Texas convened the meeting by videoconference, with the following members present:

Barry Sullivan	Vice Chairman
Brian Downey	Member
Joe Bailey	Absent with notice
and	
Andrea Gardner	City Manager/City Secretary
Robert Parker	Chief of Police
Shawn Fannan	Fire Chief
Randy Barkley	Assistant Fire Chief
Marcia Reyna	Civil Service Director

PUBLIC TESTIMONY

None

INVOCATION

Vice Chairman Sullivan provided the invocation.

REPORTS FROM STAFF

1. Update on new Civil Service Commission Member
Mrs. Reyna introduced new Civil Service Commission Member Brian Downey to staff and the Commission. She stated that his law enforcement background will be beneficial in this role. She welcomed him and thanked him for serving on the Commission.

APPROVAL OF MINUTES FOR MEETING ON

1. Discuss and consider action on the meeting minutes for February 18, 2020

Member Downey made a motion to approve the minutes from the February 18, 2020 Civil Service Commission Meeting. Vice Chairman Sullivan seconded the motion, which passed as follows:

AYES: Downey, Sullivan

NAYS: None

ABSENT: Bailey

ABSTAIN: None

NEW BUSINESS

1. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on May 15, 2020

Member Downey made a motion to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on May 15, 2020. Vice Chairman Sullivan seconded the motion, which passed as follows:

AYES: Downey, Sullivan

NAYS: None

ABSENT: Bailey

ABSTAIN: None

ADJOURNMENT

With no further business to discuss, Vice Chairman Sullivan adjourned the meeting at 6:06 p.m.

APPROVED: this _____ day of _____, _____

SIGNED: this _____ day of _____, _____

APPROVED:

Barry Sullivan, Vice 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 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 eligibility list resulting from the Fire Lieutenant Promotional Written Examination on August 27, 2020 and Assessment Center on September 9, 2020

BACKGROUND/INFORMATION:

On May 28, 2020 a notice for a promotional examination for the position of Fire Lieutenant was posted. The written examination was held on August 27, 2020. The Assessment Center was held on September 9, 2020. The promotional process was held in compliance with Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers and the City of Watauga Firefighter's and Police Officers' Civil Service Rules and Regulations. The attached promotional eligibility list is presented for the Civil Service Commission's consideration, approval and certification.

FINANCIAL IMPLICATIONS:

As included in the Fiscal Year 2020-21 budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully requested that the Civil Service Commission approve the Fire Lieutenant promotional eligibility list.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Promotional Eligibility List for Fire Lieutenant 09-09-2020 Uncertified

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 9/10/2020

Approved as to form for inclusion on Agenda



FIRE LIEUTENANT PROMOTIONAL EXAMINATION RAW SCORES

Written Examination

Date: Thursday, August 27, 2020

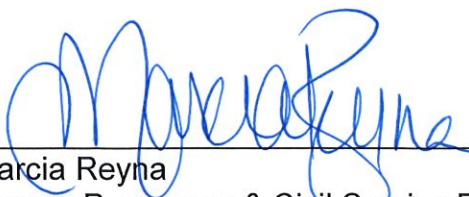
Assessment Center

Date: Wednesday, September 9, 2020

Location: Watauga Fire Department Training Room, 5909 Hightower Drive, Watauga, TX 76148

In accordance with the Meet and Confer Agreement between the City of Watauga, Texas and the Watauga Firefighters' Association (Term April 23, 2018 – April 23, 2021), below are the results of a promotional written examination for the position of Fire Lieutenant administered on August 27, 2020 and an assessment center administered on September 9, 2020.

Candidate Identifier	Written Exam Score	Total Points for Written Exam (60%)	Assessment Center Score	Total Points for Assessment Center (40%)	Seniority Points	Total
6202	91.00	54.60	71.00	28.40	6	89.00
7550	87.00	52.20	70.50	28.20	5	85.40



Marcia Reyna
Human Resources & Civil Service Director
City of Watauga
Posted September 9, 2020