



**AGENDA**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**REGULAR MEETING**  
**7105 WHITLEY ROAD, WATAUGA, TEXAS 76148**  
**TUESDAY, MARCH 26, 2024**  
**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**PUBLIC COMMENT** If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the City Council and Staff 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. If necessary, the Chair will task the City Manager to respond to the citizen and report back to the City Council as soon as practicable. Such report to the City Council shall not constitute a meeting called by the City Council nor shall it constitute deliberation or formal action. Individual citizens addressing the City Council during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Council and no formal Council action will be taken.

**PUBLIC TESTIMONY FOR ACTION ITEMS** Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the City Council may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Council member and the citizen will not count toward the time limit and Council Members are encouraged not to speak until the citizen has first utilized their allocated time.

## REPORTS FROM STAFF

### ACTION ITEMS

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on January 30, 2024.
2. Discuss and consider action to approve and certify the Watauga Fire Department Entrance Exam Eligibility List created on March 1, 2024.

### 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 [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

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, Linda Proskey, 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 March 22, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey  
City Secretary



**MINUTES**  
**WATAUGA CIVIL SERVICE COMMISSION MEETING**  
**TUESDAY, JANUARY 30, 2024**  
**CITY HALL, COUNCIL CHAMBER, 7105 WHITLEY ROAD**  
**6:00 PM**

**CALL TO ORDER**

The Civil Service Commission Meeting of the City of Watauga of the City of Watauga, Texas was called to order at 6:00 pm by Brian Downey.

**ROLL CALL**

Brian Downey – Member Place 1

TJ Crabill – Member Place 2

Renni Burt – Member Place 3

And

Juliet Rodriguez – HR/Civil Service Director

Keith Hartman – Assistant Police Chief

Randy Barkey – Assistant Fire Chief

**ANNOUNCEMENT**

**Julie Rodriguez – HR/Civil Service Director** – We would like to announce that Fire Chief Shawn Fannan is planning on retiring on February 29, 2024, from the Watauga Fire Department.

**PUBLIC COMMENT**

None

**PUBLIC TESTIMONY FOR ACTION ITEMS**

None

**ACTION ITEMS**

1. Discuss and consider approval of the minutes for the Civil Service Commission Meeting held on November 28, 2023.

Place 3 Burt made a motion to approve and certify the Civil Service Commission Meeting minutes and the motion was seconded by Place 2 Crabill.

AYES: Downey, Crabill, Burt

NAY: None

ABSTAIN: None

2. Discuss and Consider action on electing a Civil Service Commission Chairman and Vice Chairman as required by Local Government Code Chapter 143, Section 143.006 €.

Place 3 Burt nominated Place 1 Downey for Chairperson and the motion was seconded by Place 2 Crabill. Place 3 Burt nominated Place 2 Crabill for Vice Chairperson and the motion was seconded by Place 1 Downey.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

3. Discuss and consider action to approve and certify the Watauga Fire Department Fire Lieutenant Promotional Eligibility List created on November 28, 2023.

**Julie Rodriguez – HR/Civil Service Director** – The written examination for the Fire Department’s Fire Lieutenant position was held on Wednesday, November 1st, 2023, and the assessment center was held on Tuesday, November 28th, 2023. Two candidates tested for the position and two candidates passed and made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 3 Burt made a motion to approve and certify the Fire Lieutenant Promotional Eligibility List and the motion was seconded by Place 1 Downey.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

4. Discuss and consider action to approve and certify the Watauga Fire Department Driver/Engineer Promotional Eligibility List created on December 14, 2023.

**Julie Rodriguez – HR/Civil Service Director** – The written examination for the Fire Department’s Driver/Engineer position was held on Friday, November 3, 2023, and the assessment center was held on Thursday, December 14, 2023. Five candidates tested for the position and three candidates pass and make it on the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 3 Burt made a motion to approve and certify the Driver/Engineer Promotional Eligibility List and the motion was seconded by Place 2 Crabill.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

5. Discuss and consider action to approve and certify the Watauga Police Department Police Lieutenant Promotional Eligibility List created on January 25, 2024.

**Julie Rodriguez – HR/Civil Service Director** – The written examination for the Police Department’s Police Lieutenant position was held on Thursday, January 4th, 2024, and the assessment center was held on Thursday, January 25th, 2024. Three candidates tested for the position and three candidates passed and made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 2 Crabill made a motion to approve and certify the Police Lieutenant Eligibility List and the motion was seconded by Place 3 Burt.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

6. Discuss and consider action to approve and certify the Watauga Police Department Entrance Exam Eligibility List created on January 19, 2024.

**Julie Rodriguez – HR/Civil Service Director** – On Friday, January 19th, 2024, we held a Police Officer entrance examination. We had 28 candidates show up to the exam and 15 candidates made it to the eligibility list. We are respectfully requesting that you certify the eligibility list.

Place 3 Burt made a motion to approve and certify the Police Officer Entrance Exam Eligibility List and the motion was seconded by Place 2 Crabill.

AYES: Downey, Crabill, Burt  
NAY: None  
ABSTAIN: None

## ITEMS FOR FUTURE AGENDAS

## ADJOURNMENT

With no further business to discuss, Chairman Downey adjourned the meeting at 6:09 pm.

**APPROVED:** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**SIGNED:** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Juliet Rodriguez,  
HR/Civil Service Director

\_\_\_\_\_  
Chairman Brian Downey

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




## WATAUGA FIRE DEPARTMENT CERTIFIED ELIGIBILITY LIST

### Written Examination

**Test Date:** March 1, 2024  
**Location:** TCC – Fire Service Training Center  
4801 Marine Creek Pkwy, TX 76179

Rank	Applicant Identifier	Military Points	MC PT Credit	Written Exam	Total Score
1	100			90	90
2	101			88	88
3	111			87	87
4	106	5		80	85
5	110			82	82
6	115			82	82
7	109			81	81
8	113			80	80
9	114			80	80
10	112			79	79
11	107			75	75
12	103			74	74
13	108			74	74
14	102			73	73
15	104			70	70

An examination for the position of Firefighter was administered on March 1, 2024. 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.

  
Juliet Rodriguez  
HR/Civil Service Director  
City of Watauga

Certified and posted on 3/26/2024  
Expires on 3/1/2025