AGENDA
WATAUGA CIVIL SERVICE COMMISSION MEETING
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
THURSDAY, SEPTEMBER 20, 2018
10:00 AM

CALL TO ORDER

INVOCATION

CITIZEN'S OPEN FORUM

Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the Secretary prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Commission on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. In compliance with the Texas Open Meetings Act, no deliberation or comments will be made by Members with regard to citizen comments and no formal action can be taken by the Commission on items that are not posted on the agenda.

APPROVAL OF MINUTES FOR MEETING ON

1. June 1, 2018

NEW BUSINESS

1. Discussion and action to order an election for the Police Department Alternate Promotional System as provided by the Texas Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers Section 143.035

2. Discussion and action to amend the classifications of the Watauga Fire Department by abolishing one (1) Battalion Chief position, and then creating one (1) Assistant Fire Chief position, which is intended to be a position filled by an appointment made by the Fire Chief

ADJOURNMENT

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, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on September 14, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker

Zolaina R. Parker, City Secretary, TRMC

AGENDA MEMORANDUM

DATE: September 13, 2018

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: June 1, 2018

BACKGROUND/INFORMATION:

The minutes for the Civil Service Commission Meeting held on June 1, 2018 are attached for your review and approval.

FINANCIAL IMPLICATIONS:

n/a

RECOMMENDATION/ACTION DESIRED:

Approval of the minutes from the Civil Service Commission Meeting held on June 1, 2018.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. CSC Minutes 06012018

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC Final Approval - 09/14/2018

MINUTES
WATAUGA CIVIL SERVICE COMMISSION MEETING
FRIDAY, JUNE 1, 2018
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 10:05 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
Randy Barkley	Battalion Chief

INVOCATION

Chairman Bailey gave the invocation.

CITIZEN'S OPEN FORUM

None

APPROVAL OF MINUTES FOR MEETING ON

1. Approval of Civil Service Commission Regular Meeting Minutes of January 22, 2018

   Vice--Chairman Bowman made a motion to approve the Civil Service Commission Regular Meeting Minutes of January 22, 2018, as amended. Commissioner Bailey seconded the motion, which passed as follows:

   AYES: Bailey, Bowman, Sullivan

NAYS: None
ABSENT: None
ABSTAIN: None

NEW BUSINESS

1. Discussion and action to amend the classifications of the Watauga Police Department by adding one (1) Police Sergeant position

   Commissioner Bailey made a motion to approve amending the classifications of the Watauga Police Department by adding one (1) Police Sergeant position. Vice-Chairman Bowman seconded the motion, which passed as follows:

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

2. Discussion and action to approve proposed revision to the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations

   Commissioner Bailey made a motion to approve proposed revision to the City of Watauga Firefighters' And Police Officers' Civil Service Rules and Regulations. 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 10:24 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 13, 2018

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action to order an election for the Police Department Alternate Promotional System as provided by the Texas Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers Section 143.035

BACKGROUND/INFORMATION:

Section 143.035 of the Texas Local Government Code Municipal Civil Service for Firefighters and Police Officers allows for the Watauga Police Department to adopt an Alternate Promotional System. This system sets the procedures and requirements to fill Police Department non-entry level positions (i.e. promotions). On March 21, 2011, the Civil Service Commission canvassed the votes from a successful Alternate Promotional System election where the majority of the Officers voted for the proposed system. The current system has been in place and worked well for the past 7 years.

On September 5, 2018, City Council approved the funding of five (5) Police Corporal positions in the Fiscal Year 2018-19 budget. This is a new position ranked in between Police Officer and Police Sergeant. There are several steps required to incorporate a new position in a Civil Service department's rank structure. If the Civil Service Commission orders an election and it is successful, the Civil Service Director will then post a reading list and schedule the promotional examination within the required time period. In addition, staff will return to the Civil Service Commission at a later date to request an amend to the Police Department's Classifications to include the Police Corporal position.

Attached is a letter from Police Chief Robert Parker. Chief Parker is requesting that the Civil Service Commission order an election to amend the current Alternate Promotional System.

The following changes are included in the proposed Alternate Promotional System. 1. Added Police Corporal promotion requirements; 2. Revised Police Sergeant promotion requirements to two (2) years in Police Corporal position and Advanced (Texas Commission on Law Enforcement) TCOLE certification; 3. Revised Police Lieutenant promotion requirements from TCOLE Advanced to Master certification;

AGENDA MEMORANDUM

4.Changed Assistant Chief of Police promotion requirements to include a requirement of ten (10) years in law enforcement in addition to four (4) years of service in the Watauga Police Department. Also included language to clarify that the Assistant Chief of Police is a position appointed by the Chief of Police; 5. Changed Assessment Center wording to include "leadership individual/group exercises" instead of only "leadership group exercises" to allow more flexibility in the process and 6. Changed the scoring methodology from "60 points for written examination and 40 points for assessment center" to "40 points for written examination and 60 points for assessment center".

FINANCIAL IMPLICATIONS:

Budgeted in Fiscal Year 2018-19 Budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully that the Civil Service Commission order an election for the Police Department Alternate Promotional System as provided by the Texas Local Government Code Chapter 143 Municipal Civil Service for Firefighters and Police Officers Section 143.035.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Alternate Promotional System Letter from Chief 09-12-2018

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC Final Approval - 09/14/2018

INTER OFFICE MEMO

DATE: September 12, 2018

TO: Civil Service Commission
Marcia Reyna, Human Resources & Civil Service Director

FROM: Robert Parker, Chief of Police

SUBJECT: Alternative Promotional System in the Police Department

Pursuant to Section 143.035 of Texas Local Government Code Chapter 143, I recommend amending the current alternate promotional system approved on March 21, 2011 and request that the Commission order an election and that the Civil Service Director conduct an election in accordance with state law.

Proposed Alternate Promotional System in Police Department

I. Eligibility for Promotion

A. Promotional Eligibility for Corporal Position

1. Promotion to Corporal requires that the police officer must have, at minimum, four (4) years of service as a Police Officer in the Watauga Police Department.
2. A police officer with two (2) years of prior service as a police officer in another comparable law enforcement agency and two (2) years of service with the Watauga Police Department, for a total of four (4) years, will also be eligible.
3. Examples of law enforcement agencies comparable in duties include municipal police departments, departments of public safety and sheriff departments. Final eligibility decisions will be made at the discretion of the Chief of Police.
4. Candidate must have an Intermediate TCOLE certification.

B. Promotional Eligibility for Sergeant Position

1. Promotion to Sergeant requires that the police officer must currently be in the position of Corporal in the Watauga Police Department, and have

served for at least two (2) years as a Corporal in the Watauga Police Department.
2. Candidate must have an Advanced TCOLE certification.
3. If there are not enough Corporals with two (2) years' service in that position to provide an adequate number of persons to take the examination, the exam may be opened to persons in that position with less than two years' service as a Corporal.

C. Promotional Eligibility for Lieutenant Position

1. Promotion to Lieutenant requires that the police officer must currently be in the position of Sergeant in the Watauga Police Department, and have served for at least two (2) years as a Sergeant in the Watauga Police Department.
2. Candidate must have a Master TCOLE certification.

D. Promotional Eligibility for Assistant Chief of Police Position

1. Promotion to Assistant Chief requires that the police officer must have a total of ten (10) years of experience as a police officer in another comparable law enforcement agency and at least four (4) years of service in the Watauga Police Department.
2. Candidate must also have a Master TCOLE certification.
3. This is an appointed position as authorized in Section 143.014 of the Texas Local Government Code.

II. Promotional Examination Procedure

A. Written Exam

Each police officer shall be given an identical examination in the presence of the other eligible promotional candidates. Promotional candidates who successfully pass the written examination with a raw score of 70% or better will proceed to participate in an Assessment Center. Only the written examination may be appealed. Reviews and appeals of the written examination will be conducted in accordance with Chapter 9 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations.

B. Source List and Examination Notice

Promotional examination notices and source lists will be posted in accordance with Chapter 9 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations.

C. Test Scores and Eligibility List

Test scores and eligibility lists will be posted in accordance with Chapter 9 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations.

D. Assessment Center

There shall be an established Assessment Center. The assessment board shall consist of at least three (3) police officers from outside the Watauga Police Department, preferably from a department with equal or greater number of police officers as the Watauga Police Department. An additional police officer, who must meet the same requirements stated above, for a total of four (4) will serve as an alternate. Assessment board members must not be on any type of probation. At least one member of the board shall be of the same rank as the position sought. All other members shall be of the same rank or higher than the rank being sought. It is required that the members of the board of assessors not be personally acquainted with the candidates nor be employed by the Watauga Police Department.

Each assessor will certify by a written, sworn, and notarized affidavit that he or she has not and will not talk to or correspond with ANY PERSON about any candidate's abilities, personality, or qualifications for promotion, prior to and during participation in the assessment center process. The assessor must further stipulate that he or she has no direct relationship with any candidate, other than professional, that would interfere with the assessor's objectivity in providing a fair, balanced, and impartial evaluation of the candidate. Each candidate will certify by a written, sworn, and notarized affidavit that he or she has not and will not talk to or correspond with ANY PERSON about any candidate's abilities, personality, or qualifications for promotion, prior to and during participation in the assessment center process.

The board shall assess the candidate's skills based on leadership individual/group exercises, decision making exercises and oral interview questions. There will be a total of ten (10) questions/exercises which are equally weighted at ten (10) points each.

No part of the Assessment Center may be appealed.

Upon completion of all assessments, the Civil Service Director shall provide each candidate a written performance evaluation. The evaluation shall at minimum highlight the candidate's strengths and weaknesses as observed throughout the process.

E. Department Participation

The Civil Service Director or his/her designee shall be in attendance at all of the exercises conducted by the assessment board. The Civil Service Director's role will be to oversee the process not to be an assessor or to provide any input or evaluation. No observers other than the Director of Civil Service or his/her designee shall be allowed during the assessment center.

F. Application of Alternate Promotional System to Personnel on Active Military Duty

Promotional candidates serving on active duty during the time in which the written examination of a promotional examination is administered will be facilitated in accordance with Section 143.032 of the Texas Local Government Code and Chapter 10 of the City of Watauga Firefighters' and Police Officers' Civil Service Rules and Regulations and will be administered and facilitated by the Civil Service Director.

Should an active duty candidate pass the written examination with a score of 70 and be eligible to continue to the Assessment Center, the remaining candidates shall proceed through the process as outlined herein. When the active duty candidate returns to employment from active service the Civil Service Director shall, within 60 days, facilitate and supervise the administration of the Assessment Center, which may or may not be identical to the processes administered to the other candidates.

After the returning active duty member completes written examination and assessment center and all appeals processes outlined herein, the Civil Service Director shall establish a new eligibility list.

G. Seniority and Certification Points

The final promotional score of each candidate shall also include seniority and certification points.

Seniority points shall be calculated at one (1) point for each full year of service with the Watauga Police Department as a commissioned police officer, up to a maximum of ten (10) points. Cut off for seniority time will be the date of the written examination. Only those employees receiving a passing grade (70%) on the written test are eligible for seniority and certification points.

Certification points shall be applied as follows:

- 2 points - Texas Commission on Law Enforcement Intermediate Certificate
- 4 points - Texas Commission on Law Enforcement Advanced Certificate
- 6 points - Texas Commission on Law Enforcement Master Certificate

It is the police officer's responsibility to provide proof of certification from TCOLE

to the Civil Service Director no later than 17:00 on the last business day prior to the written examination.

H. Scoring Methodology

Each candidate's final score shall be the sum of scores from the written examination and assessment center plus certification and seniority points. The final score on the total promotional system determines placement of candidates on the eligibility list, as follows:

Written Examination	Possible: 40 points
Assessment Center	Possible: 60 points
Total Score	Maximum: 100 points
Additional Points:	
TCOLE Certification	Possible: 6 points
Seniority	Possible: 10 points
Total Maximum Score:	116 points

Note: Additional points for seniority and certification are added to the candidates final score, if and only when the candidate has scored a minimum of 70% or greater on the written examination.

AGENDA MEMORANDUM

DATE: September 13, 2018

TO: Civil Service Commission Members

FROM: Marcia Reyna, Human Resources and Civil Service Director

SUBJECT: Discussion and action to amend the classifications of the Watauga Fire Department by abolishing one (1) Battalion Chief position, and then creating one (1) Assistant Fire Chief position, which is intended to be a position filled by an appointment made by the Fire Chief

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BACKGROUND/INFORMATION:

The Watauga Fire Department is requesting an amendment to the existing classifications to create one (1) Assistant Fire Chief position and to abolish one (1) Battalion Chief position. This change will not increase the total number of employees. The only cost would be the difference in salary which has been approved in the Fiscal Year 2018-19 budget. The creation of the Assistant Fire Chief position would allow for better management and operations of the Fire Department.

If approved by the Civil Service Commission and then by City Council, the Fire Chief will have the authority to appoint a firefighter to the position of Assistant Fire Chief as provided by Section 143.014(b) as long as the candidate meets the requirements established Section 143.014(c).

Attached is a draft of the proposed ordinance that will be presented for City Council approval on October 22, 2018 if the Civil Service Commission approves the requested amendment.

The Current Fire Department Classifications were approved by the Civil Service Commission on September 24, 2012 and by the City Council through Ordinance 1510 on October 22, 2012.

CURRENT FIRE DEPARTMENT CLASSIFICATIONS

CLASSIFICATION	NUMBER OF POSITIONS
FIREFIGHTER	15
FIRE LIEUTENANT	3
BATTALION CHIEF BATTALION CHIEF/ FIRE MARSHAL	2
FIRE CHIEF	1

AGENDA MEMORANDUM

TOTAL	**21**

PROPOSED FIRE DEPARTMENT CLASSIFICATION

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

FINANCIAL IMPLICATIONS:

Included in the Fiscal Year 2018-19 budget.

RECOMMENDATION/ACTION DESIRED:

It is respectfully recommended that the Civil Service Commission amend the classifications of the Watauga Fire Department to 15 Firefighters, 3 Fire Lieutenants, 1 Battalion Chief/Fire Marshal, 1 Assistant Fire Chief and 1 Fire Chief.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Proposed Ordinance for Assistant Fire Chief

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC Final Approval - 09/14/2018

CITY OF WATAUGA, TEXAS
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NUMBER 1510 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; CREATING ONE (1) ASSISTANT FIRE CHIEF POSITION EFFECTIVE ON OCTOBER 29, 2018 AT 12:00 P.M. AND AUTHORIZING THE FIRE CHIEF TO APPOINT AN INDIVIDUAL TO SERVE AS ASSISTANT FIRE CHIEF PURSUANT TO SECTION 143.014 OF THE TEXAS LOCAL GOVERNMENT CODE; ABOLISHING ONE (1) BATTALION CHIEF POSITION EFFECTIVE ON OCTOBER 29, 2018 AT 12:02 P.M.; 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 20, 2018, 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 (1), Fire Lieutenant (3), Firefighters (15); and

WHEREAS, the City Council wishes to authorize the creation of the position of Assistant Fire Chief in the Watauga Fire Department and authorize the Fire Chief to appoint an individual to serve as Assistant Fire Chief pursuant to §143.014 of the Texas Local Government Code; and

WHEREAS, the City Council finds that fire departments of similar size to the Watauga Fire Department have an Assistant Fire Chief or similar position; and

WHEREAS, the City Council finds that creation of the Assistant Fire Chief position and the abolishment of one Battalion Chief position will assist the Fire Chief in the efficient administration of the Fire Department and provide the citizens of Watauga with a higher level

service from the Watauga Fire Department; and

WHEREAS, the City Council finds that the duties that are normally assigned to an Assistant Fire Chief or similar position in departments of comparable size are currently performed by the current Battalion Chief responsible for operations; and

WHEREAS, the City Council finds that the creation of the Assistant Fire Chief position and the abolishment of one Battalion Chief position will result in more uniform command structure of the Watauga Fire Department and will allow the Fire Chief to focus on his duties as the commander of the Watauga Fire Department and to delegate to the Assistant Fire Chief the responsibility to ensure the directives of the Fire Chief are carried out and the responsibility to address routine matters not needing the direct attention of the Fire Chief; and

WHEREAS, the City Council finds that in order to create and fund an Assistant Fire Chief position, one Battalion Chief position must be abolished; and

WHEREAS, the City Council finds that no firefighter who is currently classified as a Battalion Chief will be demoted as a result of abolishing one Battalion Chief position; and

WHEREAS, the City Council finds that the creation of the Assistant Fire Chief position and the abolishment of one Battalion Chief position will provide an additional promotional opportunity for firefighters in the Watauga Fire Department;

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.

At 12:00 p.m. on October 29, 2018, the position of Assistant Fire Chief is created, which results in four (4) ranks/classifications in the Watauga Fire Department below the classification of department head and the Fire Chief shall have the authority to appoint an officer to the position of Assistant Fire Chief pursuant to Section 143.021 of the Local Government Code.

II.

At 12:02 p.m., on October 29, 2018, one (1) position within the rank of Battalion Chief is abolished.

III.

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

DRAFT

CLASSIFICATION	NUMBER OF POSITIONS
FIREFIGHTER	15
FIRE LIEUTENANT	3
BATTALION CHIEF/ FIRE MARSHAL	2
FIRE CHIEF	1
TOTAL	**21**

IV.

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

DRAFT

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

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 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 22nd day of October, 2018.

DRAFT

APPROVED:

_____

PATRICK SHELBOURNE, Mayor

ATTEST:

_____

ZOLAINA R. PARKER, City Secretary

APPROVED AS TO FORM AND LEGALITY:

_____

MARK G. DANIEL, City Attorney