



**CITY OF NEW BRAUNFELS, TEXAS  
CIVIL SERVICE COMMISSION MEETING**



**CITY HALL - TEJAS ROOM  
550 LANDA STREET**

**THURSDAY, MAY 16, 2024 at 1:00 PM**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **PRESENTATIONS**

None

4. **APPROVAL OF MINUTES**

- A) Approval of minutes from the April 23, 2024 meeting.  
Chairperson, Paul Ericksen

[24-676](#)

5. **COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

6. **DISCUSSION AND ACTION**

- A) Discuss and consider approval and certification of the revised Promotional Testing Reference Material for the Fire Department.

[24-677](#)

Human Resources Generalist, Lori Stidham

- B) Discuss and consider appeals by two (2) Fire Engineers of question(s) 28, 41 and 67 from the Fire Lieutenant Promotional Examination conducted on April 29, 2024.

[24-678](#)

Human Resources Generalist, Lori Stidham

7. **EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

8. **ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

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Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# Civil Service Commission Agenda Item Report

550 Landa Street  
New Braunfels, TX

**5/16/2024**

Agenda Item No. A)

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**PRESENTER:**

Chairperson, Paul Ericksen

**SUBJECT:**

Approval of minutes from the April 23, 2024 meeting.

**FINAL - MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
REGULAR MEETING OF TUESDAY, APRIL 23, 2024**

**AGENDA**

**1. CALL TO ORDER**

The meeting commenced at 3:00 pm.

**2. ROLL CALL**

The following Commissioners were present:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

Commissioner Andrew Hamilton

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

A) Approval of minutes from the February 26, 2024 meeting.

**Vice-Chairperson Aleman made a motion to approve the item.**

**Commissioner Hamilton seconded the motion, which passed.**

**5. COMMUNICATIONS**

This time is for citizens to address the Civil Service Commission on issues and items of concerns not on this agenda. There will be no action at this time.

**6. DISCUSSION AND ACTION**

A) Discuss and consider approval and certification of the eligibility list for Police Officer from the entrance examination conducted on April 13, 2024.

**HR Generalist Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson made a motion to approve the item.**

**Commissioner Hamilton seconded the motion, which passed.**

B) Discuss and consider approval and certification of updates made to the New Braunfels Police Department Service/Seniority History.

**HR Generalist Lori Stidham presented and briefly discussed the item.**

**Commissioner Hamilton made a motion to approve the item.  
Vice-Chairperson Aleman seconded the motion, which passed.**

C) Discuss and consider approval and certification of updates made to the New Braunfels Fire Department Service/Seniority History.

**HR Generalist Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item.  
Commissioner Hamilton seconded the motion, which passed.**

**7. EXECUTIVE SESSION**

The Commission shall retire into an Executive Session on any agenda item as provided under Chapter 551.074 and 551.071 of the Texas Government Code and/or Section 143.053(d) of the Texas Local Government Code, as applicable.

**8. ADJOURNMENT**

**Meeting adjourned at 3:04 pm.**

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Commission Member

\_\_\_\_\_  
Commission Member

**Attest:**

\_\_\_\_\_  
Lori Stidham

\_\_\_\_\_  
HR Generalist

**5/16/2024**

Agenda Item No. A)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider approval and certification of the revised Promotional Testing Reference Material for the Fire Department.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A



## **FIRE DEPARTMENT PROMOTIONAL EXAMINATION REFERENCE LIST**

### **ENGINEER**

- Pumping and Aerial Apparatus Driver/Operator Handbook, 3<sup>rd</sup> Edition, IFSTA (ISBN 978-087939571-1)
- Building Construction Related to the Fire Service, 4<sup>th</sup> Edition, IFSTA (ISBN 978-087939594-0)
- Developing the Leader Within You 2.0, John Maxwell (ISBN 978-0-7180-74081)

### **LIEUTENANT**

- Fire and Emergency Services Company Officer, 6<sup>th</sup> Edition, IFSTA (**Fire Officer I - ONLY**); Omit Part B Fire Officer Level II, Chapters 12-16 (ISBN 978-087939650-3)
- Collapse of Burning Buildings: A Guide to Fireground Safety, 2<sup>nd</sup> Edition (ISBN 978-1-59370-233-5)
- The 21 Irrefutable Laws of Leadership, John Maxwell (ISBN 978-0-3101-5949-0) **CAPTAIN**
- Fire and Emergency Services Company Officer, 6<sup>th</sup> Edition, IFSTA (**Fire Officer II - ONLY**); Omit Part A Fire Officer Level I, Chapters 1-11 (ISBN 978-087939650-3)
- Fire Officer's Handbook of Tactics, 5<sup>th</sup> Edition, Norman (ISBN 9781593704186)
- The 360° Leader, John Maxwell (ISBN 978-1-4002-0359-8) **BATTALION CHIEF**
- Chief Officer, 4<sup>th</sup> Edition, IFSTA (ISBN 978-087939644-2)
- The Evolving Fireground: Research-Based Tactics, 1<sup>st</sup> Edition (ISBN 978-1-59370-405-6)
- Leadership: The 11 Essential Changes Every Leader Must Embrace, John Maxwell (ISBN 978-0-7180-9850-6)

**Reference Copies available at the Human Resources/Civil Service Office at City Hall, 550 Landa Street (reference only; cannot be checked out).  
Posted and Approved: 05/16/2024; until further notice.**

**5/16/2024**

Agenda Item No. B)

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**PRESENTER:**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider appeals by two (2) Fire Engineers of question(s) 28, 41 and 67 from the Fire Lieutenant Promotional Examination conducted on April 29, 2024.

**DEPARTMENT:** Human Resources

**COUNCIL DISTRICTS IMPACTED:** N/A

**BACKGROUND INFORMATION:**

N/A

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF ANALYSIS:**

N/A