



CITY OF NEW BRAUNFELS, TEXAS
CIVIL SERVICE COMMISSION MEETING



CITY HALL - TEJAS ROOM
550 LANDA STREET

THURSDAY, OCTOBER 9, 2025 at 1:00 PM

AGENDA

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

None

4. **APPROVAL OF MINUTES**

- A) Approval of minutes from September 15, 2025. [25-1252](#)
Chairperson Paul Ericksen

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 [25-1253](#) eligibility list for Police Sergeant from the promotional examination and assessment centers conducted on August 25, 2025 and October 1, 2025.
- B) Discuss and consider calling for a Fire Lieutenant [25-1254](#) promotional examination to fill a vacancy and/or create an eligibility list.
- C) Discuss and consider calling for a Fire Captain [25-1255](#) promotional examination to fill a vacancy and/or create an eligibility list.
- D) Discuss and consider calling for a Battalion Chief [25-1256](#) promotional examination to fill a vacancy and/or create an eligibility list.
- E) Discuss and consider approval and certification of the [25-1257](#) updated Promotional Testing Reference Material for the Police Department.

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.

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

10/9/2025

Agenda Item No. A)

PRESENTER:

Chairperson Paul Ericksen

SUBJECT:

Approval of minutes from September 15, 2025.

**FINAL - MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
REGULAR MEETING OF MONDAY, SEPTEMBER 15, 2025**

AGENDA

1. CALL TO ORDER

The meeting commenced at 2:04 pm.

2. ROLL CALL

The following Commissioners were present:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

3. PRESENTATIONS

None

4. APPROVAL OF MINUTES

A) Approval of minutes from September 8, 2025.

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

Chairperson Ericksen 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 appeals by four (4) Firefighters of the following questions 19, 63, 96 and 100 from the Fire Engineer online written examination conducted on August 26, 2025.

Human Resources Generalist, Lori Stidham informed the Commission that the Firefighter who submitted an appeal for question number 19 and one of the Firefighters who submitted an appeal for question number 96 were not present for the meeting.

Therefore, she proceeded by introducing Firefighter, Chase Celli to present his appeal of question number 63 to the Commission.

Firefighter, Chase Celli presented his reason of why he appealed

question number 63 to the Commission. Firefighter Celli explained to the Commission that he believed that multiple answers were correct, per the book.

Chairperson Ericksen opened the floor to anyone else who wanted to speak on the item. No one asked to speak, therefore the Commission proceeded with next question.

Human Resources Generalist, Lori Stidham introduced Firefighter, Aaron Jacobsen to present his appeal of question number 100. He informed Lori Stidham that he decided not to appeal question number 96.

Firefighter, Aaron Jacobsen presented his reason of why he appealed question number 100 to the Commission. Firefighter Jacobsen explained to the Commission that he believed that all three choices were correct. He explained the question had a "wording issue."

Human Resources Generalist, Lori Stidham announced that Firefighter, Aaron Jacobsen withdrew his appeal of question number 96.

Chairperson Ericksen opened the floor to anyone who wanted to speak on the item.

Firefighter, Kenneth Robinson spoke in agreement with Firefighter, Chase Celli's appeal of question number 63.

Chairperson Ericksen announced the Commission would retire into executive session at 2:13 pm.

The Civil Service Commission reconvened into open session at 2:20 pm. Chairperson Ericksen announced no action was taken while in executive session.

Chairperson Ericksen asked if the Fire Chiefs would like to speak on the item. Chief Lozano answered no, not at this time; Assistant Fire Chief Michael Wehman introduced himself to the Commission and explained he vetted the test and stated that question number 63 was "word for word" from the book and that he agreed that question 100 was "worded improperly".

Vice- Chairperson Aleman made a motion to sustain question number

63. Chairperson Ericksen seconded the motion, which passed.

Vice-Chairperson Aleman made a motion to eliminate question number 100. Chairperson Ericksen seconded the motion, which passed.

B) Discuss and consider approval and certification of the eligibility list for Fire Engineer from the promotional online written examination conducted on August 26, 2025; depending on the outcome of 6A.

Human Resources Generalist announced that no action will be made on this item and that the tests will be re-graded and updated list will be placed on the next agenda for the Commission's approval.

7. EXECUTIVE SESSION

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

8. ADJOURNMENT

The meeting adjourned at 2:22 pm.

Date Approved: _____

Commission Member _____

Commission Member _____

Attest:

Lori Stidham

HR Generalist

10/9/2025

Agenda Item No. A)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider approval and certification of the eligibility list for Police Sergeant from the promotional examination and assessment centers conducted on August 25, 2025 and October 1, 2025.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A



CITY OF NEW BRAUNFELS POLICE DEPARTMENT
 POLICE SERGEANT PROMOTIONAL EXAMINATION/ASSESSMENT CENTER
 MONDAY, AUGUST 25, 2025 at 9:00 A.M.
 WEDNESDAY, OCTOBER 1, 2025 at 9:00 A.M.
 LOCATION: POLICE DEPARTMENT TRAINING ROOM

POLICE SERGEANT PROMOTIONAL ELIGIBILITY LIST

RANK	NAME	RAW WRITTEN GRADE	RAW WRITTEN GRADE (X60%)	RAW ASSESSMENT CENTER SCORE	RAW ASSESSMENT CENTER SCORE (X40%)	COMPOSITE SCORE	SENIORITY POINTS	FINAL SCORE
1	John Mahoney	94.00	56.40	75.31	30.124	86.52	10	96.52
2	Justin Rogers	86.00	51.60	90.12	36.048	87.65	0	87.65
3	Michael Smith	85.00	51.00	80.25	32.10	83.10	0	83.10
4	Jerryd Airola	90.00	54.00	71.60	28.64	82.64	0	82.64
5	Zachary Kory	88.00	52.80	64.20	25.68	78.48	0	78.48
6	Sylvia Powell	79.00	47.40	46.91	18.764	66.16	0	66.16

PASSED, APPROVED, AND CERTIFIED this 9th day of October, 2025 by:

 PAUL ERICKSEN, CHAIRPERSON

 HEIDI ALEMAN, VICE-CHAIRPERSON

 HORACIO LUCERO, COMMISSIONER

ATTEST:

 BECCA MIEARS, CIVIL SERVICE DIRECTOR

Posted by: _____
 Date/Time: _____

10/9/2025

Agenda Item No. B)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Fire Lieutenant promotional examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

NA

STAFF ANALYSIS:

N/A

**CITY OF NEW BRAUNFELS
CIVIL SERVICE COMMISSION**

BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION:

Notice and appropriate action regarding the approval of the FIRE LIEUTENANT online written promotional examination. The written examination will be administered on the following date and time:

**Date: Monday, January 12, 2026
Time: 9:00 A.M.
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas**

The Fire Lieutenant Online Written Examination will begin promptly at 9:00 a.m., Monday, January 12, 2026. The participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Check-in will begin at 8:00 a.m.**

Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.

- **Valid Texas Driver’s License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

The Fire Lieutenant Examination is open to each Fire Engineer who has continuously been in the Fire Engineer position with the City of New Braunfels Fire Department for at least two (2) years, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations and Local Government Code Chapter 143.

PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.

All eligible team members desiring to participate in the promotional examination must submit their [NOTICE OF INTENT TO TEST](#) **no later than 5:00 p.m., Thursday, October 23, 2025.**

The individual raw test scores will be posted outside the main lobby of City Hall on Tuesday, January 13, 2026, in accordance with Section 143.033 of Local Government Code.

PASSED AND APPROVED this 9th day of October 2025.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRPERSON

HORACIO LUCER
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

10/9/2025

Agenda Item No. C)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Fire Captain promotional examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

**CITY OF NEW BRAUNFELS
CIVIL SERVICE COMMISSION**

BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION:

Notice and appropriate action regarding the approval of the FIRE CAPTAIN written Promotional Examination. The examination will be administered on the following date and time:

**Date: Monday, January 12, 2026
Time: 9:00 A.M.
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas**

The Fire Captain Examination will begin promptly at 9:00 a.m., Monday, January 12, 2026. The participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Check-in will start at 8:00 a.m.**

Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.

- **Valid Texas Driver’s License**
- **Valid U.S. Passport or U.S. Passport Card**
- **Valid U.S. Military Identification Card**

The Fire Captain Examination is open to each Fire Lieutenant who has continuously been in the Fire Lieutenant position for at least two (2) years, and who has four (4) years of service with the New Braunfels Fire Department, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations, and Local Government Code Chapter 143.

PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.

All eligible team members desiring to participate in the promotional examination must submit their [NOTICE OF INTENT TO TEST](#) no later than **5:00 p.m., Thursday, October 23, 2025.**

The individual raw test scores will be posted outside the main lobby of City Hall on Tuesday, January 13, 2026 in accordance with Section 143.033 of Local Government Code.

PASSED AND APPROVED this 9th *day of October 2025.*

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

HORACIO LUCERO
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

10/9/2025

Agenda Item No. D)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider calling for a Battalion Chief promotional examination to fill a vacancy and/or create an eligibility list.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

**CITY OF NEW BRAUNFELS
CIVIL SERVICE COMMISSION**

BE IT ORDERED BY THE CITY OF NEW BRAUNFELS CIVIL SERVICE COMMISSION:

Notice and appropriate action regarding the approval of the BATTALION/DIVISION CHIEF written Promotional Examination. The examination will be administered on the following date and time:

**Date: Monday, January 12, 2026
Time: 9:00 A.M.
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas**

The Battalion Chief Examination will begin promptly at 9:00 a.m., Monday, January 12, 2026. The participants must be present and seated prior to 9:00 a.m. **Late arrivals will not be admitted and are no longer eligible for this examination on this date. Check-in will start at 8:00 a.m.**

Check In – An examinee shall be checked in and provide proof of identity with a physical form of identification from the provided list below. Examinees with questions concerning acceptable forms of identification must contact the Civil Service Director prior to the date of the examination.

- Valid Texas Driver’s License
- Valid U.S. Passport or U.S. Passport Card
- Valid U.S. Military Identification Card

The Battalion Chief Examination is open to each Fire Captain who has continuously been in the Fire Captain position for at least two (2) years, and who has four (4) years of service with the New Braunfels Fire Department, in accordance with the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations, and Local Government Code Chapter 143.

PROMOTIONAL EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY.

All eligible team members desiring to participate in the promotional examination must submit their [NOTICE OF INTENT TO TEST](#) no later than **5:00 p.m., Thursday, October 23, 2025.**

The individual raw test scores will be posted outside the main lobby of City Hall on Tuesday, January 13, 2026 in accordance with Section 143.033 of Local Government Code.

PASSED AND APPROVED this 9th *day of October 2025.*

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

HORACIO LUCERO
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

10/9/2025

Agenda Item No. E)

PRESENTER

Human Resources Generalist, Lori Stidham

SUBJECT:

Discuss and consider approval and certification of the updated Promotional Testing Reference Material for the Police Department.

DEPARTMENT: Human Resources

HISTORIC DISTRICT/LANDMARK NAME: N/A

APPLICABLE CITATIONS:

N/A

FINDINGS:

N/A

STAFF ANALYSIS:

N/A

**POLICE DEPARTMENT PROMOTIONAL EXAMINATION
REFERENCE LIST**

CORPORAL

- The Culture Code: The Secrets of Highly Successful Groups: By Daniel Coyle (ISBN 978-0-8041-7698-9) - Hardback

- **The following online policies from the NBPD Policy Manual in PMAM**
 - Financial Transactions and Budget
 - Written System of Directives
 - Bias Based Policing
 - Search and Transport of Prisoners
 - Brady Policy
 - Personnel Files
 - Subpoenas
 - Misconduct
 - Vehicle Crash Investigations
 - Use of Force Investigations
 - Vehicle Pursuits
 - Body Worn Cameras
 - Employee Appearance and Uniforms
 - Conduct
 - Professional Standards of Conduct

- **Texas Criminal and Traffic Law Manual (most current edition) Blue 360 Media**
 - Texas Penal Code – All
 - Code of Criminal Procedures – Chapters 5, 12, 13, 14, 15, 18.08-18.16

**POLICE DEPARTMENT PROMOTIONAL EXAMINATION
REFERENCE LIST**

SERGEANT

- **The Culture Code: The Secrets of Highly Successful Groups: By Daniel Coyle (ISBN 978-0-8041-7698-9) - Hardback**
- **How Successful People Lead: Taking Your Influence to the Next Level: By John C. Maxwell (ISBN 978-1-5995-362-5) - Hardback**
- **The following online policies from the NBPD Policy Manual in PMAM**
 - Financial Transactions and Budget
 - Written System of Directives
 - Bias Based Policing
 - Search and Transport of Prisoners
 - Brady Policy
 - Personnel Files
 - Subpoenas
 - Misconduct
 - Vehicle Crash Investigations
 - Use of Force Investigations
 - Vehicle Pursuits
 - Body Worn Cameras
 - Employee Appearance and Uniforms
 - Conduct
 - Professional Standards of Conduct
 - Patrol
- **Texas Criminal and Traffic Law Manual (most current edition) Blue 360 Media**
 - Texas Penal Code – All
 - Code of Criminal Procedures – Chapters 5, 12, 13, 14, 15, 18.08-18.16

**POLICE DEPARTMENT PROMOTIONAL EXAMINATION
REFERENCE LIST**

LIEUTENANT

- The Culture Code: The Secrets of Highly Successful Groups: By Daniel Coyle (ISBN 978-0-8041-7698-9) - Hardback
- The Wisdom of the Bullfrog: Leadership Made Simple (But Not Easy): By Admiral William H. McRaven (US Navy, Retired) (ISBN 978-1538707944) - Hardback

**POLICE DEPARTMENT PROMOTIONAL EXAMINATION
REFERENCE LIST**

CAPTAIN

- The Culture Code: The Secrets of Highly Successful Groups: By Daniel Coyle (ISBN 978-0-8041-7698-9) - Hardback
- Ruthless Consistency: How Committed Leaders Execute Strategy, Implement Change, and Build Organizations that Win: By Michael Canic, PHD. (ISBN 978-1260459814) - Hardback
- Turn the Ship around! (A True Story of Turning Followers into Leaders) By: L. David Marquet and Stephen R. Covey (ISBN 978-0241250945) - Hardback