



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



**CITY HALL - COUNCIL CHAMBERS  
550 LANDA STREET**

**TUESDAY, APRIL 14, 2026 at 11:00 AM**

**AGENDA**

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

None

4. **APPROVAL OF MINUTES**

- A) Approval of minutes from March 2, 2026.  
Chairperson Paul Ericksen

[26-461](#)

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 calling for a Police Corporal promotional examination/assessment center process to fill a vacancy and/or create an eligibility list. [26-462](#)
- B) Discuss and consider calling for a Police Lieutenant promotional examination/assessment center process to fill a vacancy and/or create an eligibility list. [26-463](#)
- C) Discuss and consider calling for a Deputy Chief promotional examination/assessment center process to fill a vacancy and/or create an eligibility list. [26-464](#)

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

4/14/2026

Agenda Item No. A)

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**PRESENTER:**

Chairperson Paul Ericksen

**SUBJECT:**

Approval of minutes from March 2, 2026.

**FINAL - MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
REGULAR MEETING OF MONDAY, MARCH 2, 2026**

**AGENDA**

**1. CALL TO ORDER**

The meeting commenced at 2:00 pm.

**2. ROLL CALL**

The following Commissioners were present:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

Commissioner Kelly Minor

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

A) Approval of minutes from February 3, 2026.

**Vice-Chairperson Aleman made a motion to approve the item.  
Commissioner Minor seconded the motion; which was approved.**

**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 promotional eligibility list for Battalion/Division Chief from the promotional examination and assessment centers conducted in January and February 2026.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item.  
Commissioner Minor seconded the motion; which was approved.**

B) Discuss and consider approval and certification of the promotional eligibility list for Fire Captain from the promotional examination and

assessment centers conducted in January and February 2026.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

C) Discuss and consider approval and certification of the promotional eligibility list for Fire Lieutenant from the promotional examination and assessment centers conducted in January and February 2026.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

D) Discuss and consider calling for a Firefighter entrance examination to fill a vacancy and/or create an eligibility list.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

E) Discuss and consider calling for a Police Officer entrance examination to fill a vacancy and/or create an eligibility list.

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

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

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

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

**Human Resources Generalist, Lori Stidham presented and briefly discussed the item.**

**Vice-Chairperson Aleman made a motion to approve the item. Commissioner Minor seconded the motion; which was approved.**

## **7. EXECUTIVE SESSION**

8. **ADJOURNMENT**

The meeting adjourned at 2:07 pm.

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

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

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

Attest:

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

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

**4/14/2026**

Agenda Item No. A)

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**PRESENTER**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Corporal promotional examination/assessment center process 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

**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 **POLICE CORPORAL** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Monday, May 18, 2026**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Corporal Examination will begin promptly at 9:00 a.m., Monday, May 18, 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**

In accordance with section 143.031 of the Local Rules and Regulations, and Chapter 143.031 of the Local Government Code, the Police Corporal Examination is open to each Police Officer who has continuously been in the Police Officer position for at least two (2) years immediately prior to the examination date.

**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., **Tuesday, April 28, 2026.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Tuesday, May 19, 2026, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED** this **14<sup>th</sup>** day of **April 2026**.

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PAUL ERICKSEN  
CHAIRPERSON

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HEIDI ALEMAN  
VICE-CHAIRMAN

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KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

Date/Time: \_\_\_\_\_

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BECCA MIEARS  
CIVIL SERVICE DIRECTOR

**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 **POLICE CORPORAL Promotional Assessment Orientation/Training and Assessment Centers**. The following will be administered on the following dates and times in accordance with the New Braunfels Police Officer Association Meet and Confer Agreement:

**Assessment Online Orientation/Training**

**Date: Monday, June 22, 2026**

**Time: 1:00 PM and 3:00 PM**

**Place: Virtual**

**(ATTENDANCE IS HIGHLY RECOMMENDED)**

**Assessment Center Training (On-Site)**

**Date: Monday, June 29, 2026**

**Time: 2:00 PM**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department Training Room, New Braunfels, Texas**

**Assessment Centers**

**Date: Week of June 29 – July 2, 2026**

**Time: 8:00 am – 5:00 pm**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department, New Braunfels, Texas**

**APPROVED** this *14th day of April 2026*.

\_\_\_\_\_  
PAUL ERICKSEN  
CHAIRPERSON

\_\_\_\_\_  
HEIDI ALEMAN  
VICE-CHAIRMAN

\_\_\_\_\_  
KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

\_\_\_\_\_  
BECCA MIEARS  
CIVIL SERVICE DIRECTOR

Date/Time: \_\_\_\_\_

**4/14/2026**

Agenda Item No. B)

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**PRESENTER**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Police Lieutenant promotional examination/assessment center process 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

**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 **POLICE LIEUTENANT** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Tuesday, May 19, 2026**  
**Time: 9:00 a.m.**  
**Place: Police Department Training Room**  
**3030 West San Antonio Street**  
**New Braunfels, Texas 78130**

The Police Lieutenant Examination will begin promptly at 9:00 a.m., Tuesday, May 19, 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**

In accordance with section 143.031 of the Local Rules and Regulations and Chapter 143.031 of the Local Government Code, the Police Lieutenant Examination is open to each Police Sergeant who has continuously been in the Police Sergeant position for at least two (2) years immediately prior to the examination date.

**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., Tuesday, April 28, 2026.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Wednesday, May 20, 2026, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED** this **14<sup>th</sup>** day of **April 2026**.

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PAUL ERICKSEN  
CHAIRPERSON

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HEIDI ALEMAN  
VICE-CHAIRMAN

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KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

Date/Time: \_\_\_\_\_

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BECCA MIEARS  
CIVIL SERVICE DIRECTOR

**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 **POLICE LIEUTENANT Promotional Assessment Orientation/Training and Assessment Centers**. The following will be administered on the following dates and times in accordance with the New Braunfels Police Officer Association Meet and Confer Agreement:

**Assessment Online Orientation/Training**

**Date: Monday, June 22, 2026**

**Time: 1:00 PM and 3:00 PM**

**Place: Virtual**

**(ATTENDANCE IS HIGHLY RECOMMENDED)**

**Assessment Center Training (On-site)**

**Date: Monday, July 6, 2026**

**Time: 2:00 PM**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department Training Room, New Braunfels, Texas**

**Assessment Centers**

**Date: Tuesday, July 7-Wednesday, July 8, 2026**

**Time: 8:00 am – 5:00 pm**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department, New Braunfels, Texas**

**APPROVED** this *14th day of April 2026*.

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PAUL ERICKSEN  
CHAIRPERSON

\_\_\_\_\_  
HEIDI ALEMAN  
VICE-CHAIRMAN

\_\_\_\_\_  
KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

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BECCA MIEARS  
CIVIL SERVICE DIRECTOR

Date/Time: \_\_\_\_\_

**4/14/2026**

Agenda Item No. C)

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**PRESENTER**

Human Resources Generalist, Lori Stidham

**SUBJECT:**

Discuss and consider calling for a Deputy Chief promotional examination/assessment center process 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

**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 **DEPUTY CHIEF** online written promotional examination. The 2-hour examination will be administered on the following date and time:

**Date: Tuesday, May 19, 2026**

**Time: 9:00 a.m.**

**Place: Police Department Training Room  
3030 West San Antonio Street  
New Braunfels, Texas 78130**

The Police Deputy Chief Examination will begin promptly at 9:00 a.m., Tuesday, May 19, 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 Deputy Chief Examination is open to each Police Lieutenant who has continuously been in the Police Lieutenant position for at least two (2) years, and who has four (4) years of service with the New Braunfels Police Department immediately prior to the examination date to meet the required minimum of three (3) candidates. If unable to reach the required three (3) candidates after the tenth (10<sup>th</sup>) day of the registration period for Police Lieutenant, the Deputy Chief Examination is open to each Police Lieutenant with less than two (2) years continuous service in the position of Police Lieutenant with the New Braunfels Police Department immediately prior to the examination 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., **Tuesday, April 28, 2026.**

**IF NEEDED**, eligible Police Lieutenant team members with less than two (2) years of service, desiring to participate in the promotional examination must submit their **NOTICE OF INTENT TO TEST** no later than 5:00 p.m., **Tuesday, May 12, 2026.**

The individual raw test scores will be posted outside the main lobby of City Hall by 12:00 p.m. on Wednesday, May 20, 2026, in accordance with Section 143.033 of the Local Government Code.

**PASSED AND APPROVED** this **14<sup>th</sup>** day of **April 2026**.

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PAUL ERICKSEN  
CHAIRPERSON

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HEIDI ALEMAN  
VICE-CHAIRMAN

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KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

Date/Time: \_\_\_\_\_

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BECCA MIEARS  
CIVIL SERVICE DIRECTOR

**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 **DEPUTY CHIEF Promotional Assessment Orientation/Training and Assessment Centers**. The following will be administered on the following dates and times in accordance with the New Braunfels Police Officer Association Meet and Confer Agreement:

**Assessment Online Orientation/Training**

**Date: Monday, June 22, 2026**

**Time: 1:00 PM and 3:00 PM**

**Place: Virtual**

**(ATTENDANCE IS HIGHLY RECOMMENDED)**

**Assessment Center Training (On-Site)**

**Date: Monday, July 6, 2026**

**Time: 2:00 PM**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department Training Room, New Braunfels, Texas**

**Assessment Centers**

**Date: Tuesday, July 7- Wednesday, July 8, 2026**

**Time: 8:00 am – 5:00 pm**

**Place: 3030 West San Antonio Street, New Braunfels Police  
Department, New Braunfels, Texas**

**APPROVED** this *14th day of April 2026*.

\_\_\_\_\_  
PAUL ERICKSEN  
CHAIRPERSON

\_\_\_\_\_  
HEIDI ALEMAN  
VICE-CHAIRMAN

\_\_\_\_\_  
KELLY MINOR  
COMMISSIONER

ATTEST:

Posted: \_\_\_\_\_

\_\_\_\_\_  
BECCA MIEARS  
CIVIL SERVICE DIRECTOR

Date/Time: \_\_\_\_\_