

**FINAL - MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
REGULAR MEETING OF MONDAY, JANUARY 29, 2024**

**AGENDA**

**1. CALL TO ORDER**

The meeting commenced at 1:00 pm.

**2. ROLL CALL**

The following Commissioners were present:

Chairperson Paul Ericksen

Commissioner Andrew Hamilton

**3. PRESENTATIONS**

None

**4. APPROVAL OF MINUTES**

A) Approval of minutes from the January 4, 2024 meeting.

Commissioner Hamilton 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 report from the Civil Service Director regarding questions 1 - 34 from the Fire Captain promotional examination conducted on January 11, 2024.

Civil Service Director, Becca Miears presented the item and briefly discussed an incident that occurred during the Fire Captain promotional examination conducted on January 11, 2024. She explained to the Commission that after the online written examination began; one of the candidates informed both Lori Stidham, HR Generalist and Director, Becca Miears that he noticed that there were questions on the examination that were taken from chapters of the book that were not listed as an approved section of the reference material. Several other candidates noticed as well and informed the

HR staff who were present. The director had advised the candidates to continue to take the exam and assured them that the incident would be handled. She further explained to the commission that revisions have been made for the rank of Lieutenant on the reference material list and is listed as an agenda item for Commission's approval.

Chairperson Ericksen asked if anyone present at the meeting would like to address the issue.

Fire Lieutenant, Cody Williams introduced himself and addressed the Commission by stating that he would like for the Commission to consider throwing out the examination due to the first 34 questions that were not from the approved study material.

Fire Lieutenant, Justin Doegey also addressed the Commission, stating regardless if the questions were thrown out or given full credit, the rank order would not change.

Civil Service Director, Becca Miers clarified with the Commission that rank order would not change to the written portion of the scores, but could possibly change after the assessment center.

Fire Lieutenant, Cody Williams addressed his concerns with the vendor to the Commission.

Civil Service Director, Becca Miers informed the Commission that HR did speak to the vendor regarding the issues from the exams. She also confirmed that the same vendor would be utilized for the Lieutenant's examination to keep the current timeline.

Fire Chief, Ruy Lozano addressed the Commission as well, explaining that HR and the Fire Department did not want to make a final decision on using the same test vendor until after the Commission ruled on this issue. He further explained that HR and the Fire Department will search for a new vendor and make improvements to the review process of the examinations.

Chairperson Ericksen asked if there were any other comments or questions.

Fire Lieutenant, Stuart Toepich asked the Commission what are the options for test.

**Chairperson Ericksen stated the options are throwing out the 34 questions or to re-test.**

**Fire Chief, Lozano recommended giving credit for the 34 questions.**

**Chairperson Ericksen announced that the Commission would be retiring into Executive Session to discuss the item at 1:11 pm.**

**The Commission reconvened into open session at 1:19 pm. Chairperson Ericksen announced no action was taken during Executive Session.**

**Commissioner Hamilton made a motion to eliminate all 34 questions from the chapters not listed on the approved Promotional Reference material list. And to give equivalent credit to all candidates for all 34 questions. Chairperson Ericksen seconded the motion, which passed.**

**B) Discuss and consider approval of amendments to the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations; Section 143.023 Cause for Rejection for Entry Level Firefighter Chapter 143.**

**Civil Service Director, Becca Miears presented and briefly discussed the item.**

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

**C) Discuss and consider approval of amendments to the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations; Section 143.032 (3) (b) Promotional Examination Procedure Chapter 143.**

**Civil Service Director, Becca Miears presented and briefly discussed the item.**

**Chairperson Ericksen asked for any comments.**

**Fire Captain, Jack Ward asked if a valid Texas ID could be added to the list.**

**City Attorney, Val Acevedo stated having valid Texas Drivers License is a minimum requirement. She further explained that in Texas you**

can't legally hold both a valid Texas Drivers license and a valid Texas ID. You could hold both and one would need to be surrendered.

Fire Captain, Jack Ward also asked if a Concealed License to Carry would be considered.

Civil Service Director, Becca Miears answered that this was considered however, it was not listed on the list of approved identification for the I-9 form, and wanted to remain consistent with the I-9 requirements.

Commissioner Hamilton made a motion to approve the item. Chairperson Ericksen seconded the motion, which passed.

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

Civil Service Director, Becca Miears presented and briefly discussed the item.

Commissioner Hamilton made a motion to approve the item. Chairperson Ericksen seconded the motion, which passed.

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

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

Commissioner Hamilton made a motion to approve the item. Chairperson Ericksen seconded the motion, which passed.

F) Discuss and consider approval and certification of the revised eligibility list for Fire Engineer from the promotional examination conducted on December 8, 2023.

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

Chairperson Ericksen 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 1:28 pm.**

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

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Commission Member

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Commission Member

Attest:

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Lori Stidham Human Resources Generalist