



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



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

MONDAY, JANUARY 29, 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 January 4, 2024 meeting. [24-133](#)
Paul Ericksen, Chairperson

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. [24-139](#)
Becca Miears, Civil Service Director
- 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. [24-134](#)
Lori Stidham, Human Resources Generalist
- 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. [24-135](#)
Lori Stidham, Human Resources Generalist

D) Discuss and consider approval and certification of the [24-136](#) revised Promotional Testing Reference Material for the Fire Department.

Lori Stidham, Human Resources Generalist

E) Discuss and consider calling for a Fire Lieutenant [24-137](#) promotional examination to fill a vacancy and/or create an eligibility list.

Lori Stidham, Human Resources Generalist

F) Discuss and consider approval and certification of the [24-138](#) revised eligibility list for Fire Engineer from the promotional examination conducted on December 8, 2023.

Lori Stidham, Human Resources Generalist

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 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

1/29/2024

Agenda Item No. A)

PRESENTER:

Paul Ericksen, Chairperson

SUBJECT:

Approval of minutes from the January 4, 2024 meeting

**FINAL - MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
REGULAR MEETING OF THURSDAY, JANUARY 4, 2024**

1. CALL TO ORDER

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 November 27, 2023 meeting.

Commissioner Hamilton made a motion to approve the item.

Vice-Chairperson Aleman 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) Election of Officers for year 2024 in accordance with Chapter 143 Section 143.006.

The Commissioners voted to keep their current appointed position as:

Chairperson Paul Ericksen

Vice-Chairperson Heidi Aleman

Commissioner - Andrew Hamilton

B) Discuss and consider report from Civil Service Director regarding Promotional Examination Procedure, Section 143.032 (3) of the Local Rules.

Civil Service Director, Becca Miears presented the item and briefly discussed two incidents that occurred at the Fire Engineer promotional examination conducted on December 8, 2023; that she was not present for. The Director referred to Chapter 143, Section 143.32 (3) of the Local Rules. The first incident involved a candidate

who did not have the proper identification at the time of check in and was not permitted to sit for the exam. The second incident involved a candidate who asked one of the HR staff members present after taking the exam if their education points could be added, even though they had not yet submitted proof of the degree. The HR staff member allowed the candidate to submit the proof before the end of the day and added the applicable points to the raw score. Civil Service Director Becca Miers explained to the Commission that she upheld the decisions that were made in her absence and is asking the Commission to uphold her decision as well.

Chairperson Ericksen asked if anyone would like to address these issues.

None of the attendees spoke to the first item, but Firefighter Andrew Almanzar did speak to the second incident regarding the education points. He explained to the Commission that he had concerns with the acceptance of the candidate's proof of degree after the promotional exam was conducted. He explained that it has been the practice of Fire Department that documentation for education points be submitted in advance of a promotional or entrance exam. He further explained that this practice ensures transparency and accountability on the part of the candidate.

Firefighter William Damron also spoke to the Commission and explained that he earned the degree over the summer, but had not received a copy of the degree or transcripts until after the exam registration period. He further explained that he did receive the proper documentation before the test date, but did not submit it. However, he did ask the HR staff member if he could still submit the documentation.

Chairperson Ericksen announced that the Commission would be retiring into Executive Session to discuss these items at 3:10 pm.

The Commission reconvened into open session at 3:58 pm. Chairperson Ericksen announced no action was taken during Executive Session.

Vice-Chairperson Aleman made a motion in agreement with the Civil Service Director's recommendation to uphold the decisions that were made regarding the first incident that occurred. Commissioner Hamilton seconded the motion, which passed.

Vice-Chairperson Aleman made a motion in agreement with the Civil Service Director's recommendation to uphold the decisions that were made in regarding the second incident that occurred. Commissioner Hamilton seconded the motion, which passed.

C) Discuss and consider appeals by four (4) Firefighter of the following questions 17, 37, 44, and 71 from the Fire Engineer Promotional Examination conducted on December 8, 2023.

Human Resources Generalist presented the item and also announced that the Firefighter Aaron Jacobsen was not in attendance to present his appeal of question number 17. Therefore, she called on Firefighter Andrew Almanzar to present his appeal of questions number 37 and 71.

Firefighter Andrew Almanzar presented his appeal of question number 37 and explained to the Commission that he did not believe the question was clear and that there is more than one correct answer.

Commissioner Hamilton asked if anyone would like to speak regarding this question.

Firefighter Oscar Reyna and Chief Lozono both clarify with Firefighter Andrew Almanzar the reason for his appeal of this question. Andrew Almanzar again explained he believed the question was not clear.

Vice-Chairperson Aleman made a motion to sustain the question. Commissioner Hamilton seconded the motion, which passed. Question number 37 is sustained.

Andrew Almanzar presented his question of number 71 and explained to the Commission that he believed this question was not clear and did not pertain to the rank position that he was testing for.

Commissioner Hamilton made a motion to eliminate the question. Vice-Chairperson Aleman seconded the motion, which passed.

Firefighter Oscar Reyna asked the Commission; if they had any questions or needed additional information regarding question number 71.

Chairperson Ericksen answered; the Commission did not have any

questions, but allowed Firefighter Reyna to speak in regards to question number 71.

Firefighter Reyna explained to the Commission that he believed the question and the answer is clear and the study material supports this.

Chairperson Ericksen stated the Commission's vote stands as is, to eliminate question number 71.

City Attorney Val Acevedo advised the Commission that the ruling can be rescinded and the question can be revisited.

Chairperson Ericksen asked to hear the next question.

Lori Stidham asked for Firefighters Scott Rife and Wade Duncan to present their appeals of questions number 44. Firefighter Wade Duncan announced that Scott Rife was not in attendance, but came forward to present his appeal of the same question. Firefighter Duncan explained to the Commission the explanation in the question is not correct.

Chief Lozano explained that the answer is correct and is supported by the study material. However the explanation that is given in the question was not correct. Chief Lozano recommended the question remain as is.

Firefighter Duncan stated to the Commission that he was wrong either way and did not answer the question correctly.

Chairperson Ericksen asked if anyone would like to speak. There were no other comments given.

Vice-Chairperson Aleman made a motion to sustain the question. Commissioner Hamilton seconded the motion, which passed. Question number 44 is sustained.

Commissioner asked again about question number 17 and if any others had appealed it. Lori Stidham answered the Firefighter who appealed this question was not present for the meeting and no others had appealed it. Therefore, question number 17 will remain as is.

Chief Lozano asked the Commission if question number 71 can be rescinded and revisit the question.

Commissioner Hamilton made a motion to rescind the vote of

eliminated question number 71 and to revisit it. Vice-Chairperson seconded the motion, which passed.

Chief Lozano asked if anyone would like to speak regarding question number 71.

Firefighter Reyna explained to the Commission why he believed this question is valid. Chief Lozano further explained his thoughts as well to recommend this question be sustained.

Vice-Chairperson Aleman asked Firefighter Andrew Almanzar again why he appealed this question; he again explained that the question was not clear and did not pertain to the rank position. Firefighters Eduardo Barillas and William Damron both speak and agree that they believe question number 71 to be a valid question.

Commissioner Hamilton made a motion to sustain question number 71. Vice-Chairperson Aleman seconded the motion, which passed. Question number 71 is sustained.

D) Discuss and consider approval and certification of the eligibility list for Fire Engineer from the promotional examination conducted on December 8, 2023 depending on the outcome of items 6 C.

HR Generalist Lori Stidham presented the item.

Vice-Chairperson Aleman made a motion to approve this item. Commissioner Hamilton seconded the motion, which was approved.

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.

RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.

8. ADJOURNMENT

Meeting adjourned at 4:26 pm.

Date Approved: _____

Commission Member

Commission Member

Attest:

Lori Stidham Human Resources Generalist

1/29/2024

Agenda Item No. A)

PRESENTER:

Becca Miers, Civil Service Director

SUBJECT:

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

DEPARTMENT: Human Resources

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

N/A

STAFF ANALYSIS:

N/A

1/29/2024

Agenda Item No. B)

PRESENTER:

Lori Stidham, Human Resources Generalist

SUBJECT:

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.

DEPARTMENT: Human Resources

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

N/A

STAFF ANALYSIS:

N/A

**PROPOSED AMENDMENTS – SECTION 143.023 CAUSE OF REJECTION FOR ENTRY LEVEL FIREFIGHTER
CHAPTER 143:**

(3) **CAUSE FOR REJECTION FOR ENTRY LEVEL FIREFIGHTER**

- (a) The City may reject an applicant for one or more of the reasons as outlined in the "Suitability for Employment" standards listed below.
- (b) An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant loses any of the minimum qualifications set forth in these Rules.
- (c) **Note:** Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Firefighter in good standing with the Texas Commission of Fire Protection prior to the written examination date.
- (d) Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Emergency Medical technician in good standing with the Texas Health and Human Services prior to the written examination date.
- ~~(e)~~ In addition to the minimum qualifications, the following are established causes for determining an applicant's suitability for appointment to a beginning position in the Fire Department. The City may reject an applicant for one or more of the following

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reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment submitted by an applicant, or date of use or incident, dependent upon the type of action that constitutes rejection for employment is submitted by an applicant. ~~Rejections may be temporary or permanent at the discretion of the Civil Service Director or designee unless determined specifically in this section. (3) Cause for Rejection for Entry Level Firefighter, 1-26.~~

- (1) Failure of the applicant to pass any part of the entrance examinations;
- (2) Conviction of and/or admission to conduct which constitutes a Class A and/or B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within the past seven (7) years may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. ~~Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case by case basis with appropriate consideration of circumstances and recency.~~ Applicant must not be on court-ordered community supervision; or probation for any misdemeanor offense above the grade of a Class C misdemeanor. Applicant will be rejected if he/she is subject of any arrest warrant above the grade of Class C misdemeanor. All Class C misdemeanor warrants must be cleared within fourteen (14) days of notification of existence of warrant(s). ~~If an Applicant has been convicted of any family violence offense, it is cause for automatic and permanent rejection.~~
- (3) Applicant has been convicted of or admitted to conduct which constitutes a felony under state or federal law to include the Uniform Code of Military Justice (UCMJ) on or after the applicant's seventeenth (17th) birthday regardless of the date of the offense ~~shall may~~ result in permanent disqualification; conviction of or admission prior to the applicant's seventeenth (17th) birthday shall result in a five (5) year disqualification period starting on the date of incident/occurrence, date of application with the New Braunfels Fire Department.

Note:

Conviction of an offense is not necessary to establish the commission of an offense. "Commission" of an offense is established by Police reports and/or other law enforcement documents or other evidence that gives rise to a reasonable conclusion that the offense was committed by the applicant.

Commented [RL1]: Should this be starting from date of occurrence. If an applicant admits to a felony offense(drugs, burglary as a minor that occurred over 5 years ago, to have the clock start on the date of application seems unreasonable.

The designation of offenses by titles or grades refers to the titles and grades established under Texas Law. For offenses in jurisdictions other than Texas, the offense most similar to the one defined by Texas Law and the grade for that offense under the law of that jurisdiction will be used.

- (4) An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation or deferred adjudication for any offense;

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~~(5) Applicant may be permanently rejected if found to have been convicted of or admitted to any of the following:~~

- ~~• Criminal Negligent Homicide~~
- ~~• Public Lewdness~~
- ~~• Indecent Exposure~~
- ~~• Perjury~~
- ~~• Tampering or fabricating physical evidence~~
- ~~• Impersonation of a Public Servant~~
- ~~• Official Oppression~~
- ~~• Theft by a Public Servant~~
- ~~• Prostitution or Promotion of Prostitution~~
- ~~• Illegal Gambling~~
- ~~• Family Violence (Class A, B, or felony conviction)~~
- ~~• Non-Payment of Taxes, or other just debts~~

~~• (5) Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency. Proven abuse of Workers Compensation benefits~~

- (6) Making or knowingly attempting to make a false statement in any material fact in the application, examination, or appointment;
- (7) Failure to make application in the manner prescribed in the notice of examination, and/or failure to file the application with the Director within the time limits prescribed in the notice of examination;
- (8) If employment of the candidate would result in a violation of the City's Personnel Policy on Nepotism, City Personnel Policies-~~Handbook~~;
- (9) Applicant is not a citizen of the United States of America by birth or naturalization;
- (10) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language;-

- (11) Applicant is unable to perform, to an acceptable level, the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation;
- (12) Failure to complete or satisfactorily meet the employment process requirements of the Fire Department, including but not limited to missed appointments, failure to return necessary paperwork, failure to provide written notice to the Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process, including failure to return personal history statement on the prescribed date; failure to withdraw from another agency's hiring process, if requested;-
- (13) Failure to meet minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of State Health Services for firefighter candidates;

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- (14) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Dismissal or termination shall be considered on an individual basis. ~~Rejection under this provision may be considered permanent;~~
- (15) Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; difficulty receiving orders or working with coworkers, etc. Due to the variables involved, each situation shall be considered on an individual basis. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a three (3) year period from the date of application;
- (16) Applicant has a history of employment in an illegal occupation. Due to the variables involved, each situation shall be considered on an individual basis. ~~Rejection for employment in an illegal occupation may be permanent;~~
- (17) Applicant has exercised poor judgment skills within the past seven (7) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. This shall be considered on an individual basis and ~~rejection for this shall be temporary and an applicant shall be eligible for reapplication after a three (3) year period from the date of application or shall be permanent;~~
- (18) Applicant has a financial background that indicates a failure to pay just debts. Due to the variables involved, each situation shall be considered on an individual basis. Factors which shall be considered include; but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity;
- (19) Applicant has been discharged from any military service under less than honorable conditions, including but not limited to:
- (a) Other than honorable conditions;
 - (b) Bad conduct;
 - (c) Dishonorable; or
 - (d) Other characterization of service indicating bad character;
- "General, under Honorable Conditions" is an acceptable discharge from the military. Applicants with military service must be eligible for re-entry into the military. If a waiver is required to re-enter the military, the applicant must obtain the waiver prior to the date of the examination before the City will consider the applicant for employment. ~~-~~

- (20) Dismissal from public service for delinquency, misconduct, conduct unbecoming, or inefficiency;
- (21) Applicant has used illicit substances as indicated by the following guidelines:
- (a) An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants. Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on an individual basis.
 - (b) An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on an individual basis.

- (c) The suitability of an applicant will be evaluated based on, in part the following Drug Use Disqualifications:
- ~~The use of Hashish/dab/butter in the last ten (10) years will result in ten (10) year rejection from date of use or incident. used in the last ten (10) years from the date of application.~~
 - The use of Methamphetamine at any time.
 - The use of Heroin at any time.
 - The use of LSD (Acid or lysergic acid diethylamide) at any time.
 - The use of Cocaine in the last ten (10) years will result in ten (10) year rejection from date of use or incident. from the date of application.
 - The use of PCP (Angel Dust or phencyclidine) at any time.
 - The use of XTC (Ecstasy or ethylenedioymethamphetamine) in the past ten (10) years will result in ten (10) year rejection from date of use or incident. from the date of application.
 - The use of hallucinogenic mushrooms, "Magic" mushroom, or any derivative in the past ten (10) years will result in ten (10) year rejection from date of use or incident. from the date of application.
 - The unlawful use of any Texas Health and Safety Code Penalty Groups I and II drugs (excluding marijuana) shall be considered

permanent; unlawful use of any Texas Health and Safety Code Penalty Groups III, IV, or V drugs within the last ten (10) years shall be temporary or permanent.

- The intentional use or abuse of solvent-based chemicals, but not limited to inhaling, sniffing, bagging, dusting or any other introduction of any paint, gas or chemical into or around the person body in order to cause a deliberate reactionary state of intoxication or "high" as a result within the last ten (10) years shall be considered temporary or permanent.

- (22) Applicant has admitted to receiving deferred adjudication or pre-trial diversion for, or has been convicted of Driving While Intoxicated, Boating While Intoxicated, Flying While Intoxicated or Driving Under the Influence (DWI/BWI/FWI/DUI) and/or three (3) moving violation convictions within the past twelve (12) months.

Fewer, but more severe violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City will be considered on an individual basis. Rejection under this provision may be considered permanent.

- (23) Applicant is a member of, have belonged to, or been closely associated with:

1. Any organization which advocates the overthrow of any level of government in the United States including, but not limited to, Federal, State or local, by force or violence.
2. Any organization which advocates or engages in unlawful conduct directed at individuals or groups based upon the individual's or group's race, sex, religion, national origin, age, skin color, sexual preference, disability, or conduct otherwise commonly known as "Hate Crime". ~~Rejection under this provision will be considered permanent.~~

- (24) Applicant has an unsatisfactory driving record.

- (25) Compelling negative evidence regarding the applicant's dependability, situational reasoning ability, interpersonal skills, and integrity or oral communications skills.

- (26) Evidence that the applicant has inappropriate attitudes towards minorities and/or supervision.

Arrest Record:

An arrest record will not necessarily be a bar to employment. Factors such as the date of the offense, the seriousness and nature of the violation, subsequent rehabilitation and work record may be taken into account in making the suitability decision.

Physical Fitness:

Applicants must possess the physical ability necessary to perform the rigorous physical demands of the position and to professionally accomplish the assignments of a Firefighter without undue risk of injury or fatigue. Applicants must demonstrate they possess an efficient cardiovascular, respiratory system and adequate levels of muscular strength, flexibility and endurance by their successful completion of the physical fitness evaluation in which they meet or exceed the physical fitness standards approved by the Commission.

Withdrawals:

Applicants desiring to withdraw from consideration must submit a signed written statement indicating this desire to the Civil Service Director. In the event no written statement is presented, the applicant will continue in the process subject to the conditions specified in these rules.

Applicants withdrawing their applications are eligible to reapply for subsequent entrance examinations.

Request to Deem an Applicant Unsuitable:

When the Fire Chief or his/her designee determines that such cause exists which renders an applicant unsuitable for appointment to a beginning position, the Fire Chief or designee shall notify the Civil Service Director of such cause(s) and request that the applicant be deemed unsuitable. Such notification and request shall be made in writing.

The Civil Service Director shall cause a written notice to be sent to each applicant deemed unsuitable.

Such notice shall inform the applicant of the specific rule and cause for which the applicant was deemed unsuitable, the applicant's ability to reapply for subsequent entrance examinations and that the applicant may discuss the findings of unsuitability with the appropriate authority.

1/29/2024

Agenda Item No. C)

PRESENTER:

Lori Stidham, Human Resources Generalist

SUBJECT:

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.

DEPARTMENT: Human Resources

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

N/A

STAFF ANALYSIS:

N/A

**PROPOSED AMENDMENTS – SECTION 143.32 (3) (b) PROMOTIONAL EXAMINATION PROCEDURE
CHAPTER 143:**

(3) **PROMOTIONAL EXAMINATION ADMINISTRATION PROCEDURES**

(a) Tobacco products shall be prohibited at all times in the testing area.

~~(b) 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 Drivers License
– Valid U.S. Passport or U.S. Passport Card
– Valid U.S. Military Identification Card~~

~~(b) valid Texas Driver's License or other accepted photo government ID and other registration items/documents as required—~~The examinee must be present and seated prior to the start time of the examination, as shown by clock at the testing location. Late arrivals will not be admitted and will be considered not eligible to sit for the examination.

(c) Cancellation or postponement of promotional examination - The Commission or Director may cancel or postpone a scheduled promotional examination for sufficient cause.

(d) Dishonesty ~~---~~ An examinee taking a promotional examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided with a grade of zero (0) by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director, who shall report it to the Department Head and to the Commission.

(e) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An examinee who needs special arrangements shall submit a request in writing to the Director at least three (3) business days prior to the examination or as determined by the Director.

For any problems that arise during the promotional examination, the Director or designee is authorized to use his/her judgment to determine a proper course of action. The Director or designee shall thereafter report to the Commission the problem that

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arose and the course of action he/she determined would best accomplish the goals of the civil service system. The Commission shall thereafter vote to ratify the action taken by the Director or provide other relief, as it may deem appropriate. Note: Some test(s) may be administered in digital format. In these instances, if a technical issue(s) arises during the exam, the affected candidate(s) will be allotted extra time at the end of the exam, if required, equal to the time needed to correct the technical issue(s).

1/29/2024

Agenda Item No. D)

PRESENTER:

Lori Stidham, Human Resources Generalist

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, 3rd Edition, IFSTA
(ISBN 978-087939571-1)
- Building Construction Related to the Fire Service, 4th Edition, IFSTA
(ISBN 978-087939594-0)
- Developing the Leader Within You 2.0, John Maxwell
(ISBN 978-0-7180-73992)

LIEUTENANT

- Fire and Emergency Services Company Officer, 6th 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, 2nd Edition
(ISBN 978-1-59370-233-5)
- The 21 Irrefutable Laws of Leadership, John Maxwell
(ISBN 978-0-7852-8837-4)

CAPTAIN

- Fire and Emergency Services Company Officer, 6th Edition, IFSTA (Fire Officer II)
(ISBN 978-087939650-3)
- Fire Officer's Handbook of Tactics, 5th Edition, Norman
(ISBN 9781593704186)
- The 360° Leader, John Maxwell
(ISBN 978-0-7852-6092-9)

BATTALION CHIEF

- Chief Officer, 4th Edition, IFSTA
(ISBN 978-087939644-2)
- The Evolving Fireground: Research-Based Tactics, 1st 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: 01/29/2024; until further notice.**

1/29/2024

Agenda Item No. E)

PRESENTER:

Lori Stidham, Human Resources Generalist

SUBJECT:

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

DEPARTMENT: Human Resources

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

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 LIEUTENANT online written promotional examination. The written examination will be administered on the following date and time:

Date: Monday, April 29, 2024
Time: 9:00 am
Place: New Braunfels City Hall, Tejas Room
550 Landa Street, New Braunfels, Texas

The Fire Lieutenant Online Written Examination will begin promptly at 9:00 a.m., Monday, April 29, 2024. 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., Friday, February 9, 2024.

The individual raw test scores will be posted outside the main lobby of City Hall on Tuesday, April 30, 2024, in accordance with Section 143.033 of Local Government Code.

PASSED AND APPROVED this *29th day of January, 2024.*

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRPERSON

ANDREW HAMILTON
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

1/29/2024

Agenda Item No. F)

PRESENTER:

Lori Stidham, Human Resources Generalist

SUBJECT:

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

DEPARTMENT: Human Resources

COUNCIL DISTRICTS IMPACTED: N/A

BACKGROUND INFORMATION:

N/A

ISSUE:

N/A

FISCAL IMPACT:

N/A

STAFF ANALYSIS:

N/A



**CITY OF NEW BRAUNFELS FIRE DEPARTMENT
 FIRE ENGINEER PROMOTIONAL EXAMINATION
 FRIDAY, DECEMBER 8, 2023 at 9:00 a.m.
 LOCATION: POLICE DEPARTMENT TRAINING ROOM**

FIRE ENGINEER ELIGIBILITY LIST-REVISED

RANK	NAME	RAW GRADE	SENIORITY POINTS	EDUCATION POINTS	TOTAL GRADE
1	Moises Sandoval	91.00	6	1	98.00
2	Karl Brietzke	86.00	10	1	97.00
3	Patrick Swearingin	84.00	10	0	94.00
4	Joshua Capps	81.00	9	0	90.00
5	Oscar Reyna	80.00	10	0	90.00
6	Eduardo Barillas	86.00	3	0	89.00
7	Adam Kanz	77.00	10	1	88.00
8	William Damron	83.00	3	1	87.00
9	Andrew Almanzar	77.00	10	0	87.00
10	Jordan Crook	81.00	5	0	86.00
11	Zachariah Rogan	80.00	5	1	86.00
12	Christopher Foster	75.00	10	1	86.00
13	Wade Duncan	73.00	10	2	85.00
14	Jeremy Hennen	81.00	3	0	84.00
15	Scott Rife	79.00	5	0	84.00
16	Clayton Postert	72.00	10	0	82.00
17	Aaron Jacobsen	77.00	4	0	81.00
18	Kenneth Robinson	71.00	10	0	81.00
19	Chase Celli	71.00	10	0	81.00
20	Allan Holmes	77.00	3	0	80.00
21	John Geffre	73.00	7	0	80.00
22	Shaun Schroeder	76.00	2	0	78.00
23	Kraig Vasquez	71.00	2	0	73.00

Examination Posting Date: September 1, 2023
 Examination Conducted by: Lindsey Cox, Human Resources/Civil Service Assistant Director;
 Lori Stidham, Human Resources/Civil Service Generalist

PASSED, APPROVED, AND CERTIFIED this 29th day of January, 2024 by:

 PAUL ERICKSEN, CHAIRPERSON

 HEIDI ALEMAN, VICE-CHAIRPERSON

 ANDREW HAMILTON, COMMISSIONER

ATTEST:

 BECCA MIEARS, CIVIL SERVICE DIRECTOR

Posted by: _____
 Date/Time: _____