



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



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

MONDAY, OCTOBER 9, 2023 at 3:00 PM

AGENDA

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

None

4. **APPROVAL OF MINUTES**

A) Approval of Minutes from September 1, 2023

[23-1338](#)

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 calling for a Battalion/Division [23-1339](#)
Chief promotional examination to fill a vacancy and/or
create an eligibility list.

Lori Stidham, Civil Service Specialist

B) Discuss and consider calling for a Fire Captain [23-1340](#)
promotional examination to fill a vacancy and/or create
an eligibility list.

Lori Stidham, Civil Service Specialist

C) Discuss and consider approval of amendments to the [23-1341](#)
City of New Braunfels Firefighters and Police Officers
Civil Service Commission Rules and Regulations by
removing the maximum age requirement for entry level
Police Officer; Section 143.023 Minimum Eligibility
Requirements for Police Officer (f) (f), Chapter 143.

Lori Stidham, Civil Service Specialist

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

10/9/2023

Agenda Item No. A)

PRESENTER:

Paul Ericksen, Chairperson

SUBJECT:

Approval of Minutes from September 1, 2023

**FINAL - MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
REGULAR MEETING OF FRIDAY, SEPTEMBER 1, 2023**

AGENDA

1. CALL TO ORDER

Meeting was called to order at 10:00 a.m.

2. ROLL CALL

Commissioners present: Chairperson Paul Ericksen and Commissioner Andrew Hamillton.

3. PRESENTATIONS

None

4. APPROVAL OF MINUTES

A) Approval of minutes from the meeting conducted on August 15, 2023.

Chairperson Ericksen made motion to approve; Commissioner Hamilton seconded the motion, which was unanimously 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 calling for a Firefighter entrance examination to fill a vacancy and/or create an eligibility list.

Civil Service Specialist Lori Stidham presented and discussed the item.

Chairperson Ericksen made motion to approve; Commissioner Hamilton seconded the motion, which was unanimously approved.

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

Civil Service Specialist Lori Stidham presented and discussed the item.

Commissioner Hamilton made motion to approve; Chairperson

Erickson seconded the motion, which was unanimously approved.

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

Civil Service Specialist Lori Stidham presented and discussed the item.

Chairperson Erickson made motion to approve; Commissioner Hamilton seconded the motion, which was unanimously approved.

- D) Discuss and consider approval and certification of the eligibility list for Police Officer from the entrance examination conducted on August 19, 2023.

Civil Service Specialist Lori Stidham presented and discussed the item.

Chairperson Erickson made motion to approve; Commissioner Hamilton seconded the motion, which was unanimously approved.

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 10:06 a.m.

Date Approved: _____

Commission Member

Commission Member

Attest:

Lori Stidham

Civil Service Specialist

10/9/2023

Agenda Item No. A)

PRESENTER:

Lori Stidham, Civil Service Specialist

SUBJECT:

Discuss and consider calling for a Battalion/Division Chief 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 BATTALION/DIVISION CHIEF written Promotional Examination. The written examination will be administered on the following date and time:

Date: Monday, January 8, 2024
Time: 9:00 am
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas

The Battalion Chief Online Written Examination will begin promptly at 9:00 a.m., Monday, January 8, 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. Photo identification by valid driver's license or other government issued identification will be required at time of check-in for the examination. Check-in will start at 8:30 a.m.**

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.

EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY. All eligible team members desiring to participate in the promotional examination must submit a [Request for Action Form](#) **no later than 5:00 p.m., Monday, October 23, 2023. On the Request for Action Form, select "Other" then provide the rank/exam in the "Explanation for Other" section. No other information is required for this form.** Once the request is submitted and received, an HR team member will submit an electronic registration form via Adobe E-Sign requesting your signature.

The individual raw test scores will be posted on the main lobby bulletin board of City Hall on Tuesday, January 9, 2024 in accordance with Section 143.033 of Local Government Code.

Notice and appropriate action regarding the approval of the **BATTALION/DIVISION 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 Firefighter Association Meet and Confer Agreement:

Battalion/Division Chief Assessment Orientation/Training (Option #1 & #2)

Date: Tuesday, January 16, 2024
Time: 3:00 pm & 4:00 pm
Place: Virtual

(MUST ATTEND ONE OF THE TWO OPTIONS LISTED ABOVE)

Battalion/Division Chief Assessment Center

Date: Tuesday, January 23, 2024
Time: 8:00 am – 5:30 pm
Place: McKenna Event Center
801 W. San Antonio St., New Braunfels, Texas

PASSED AND APPROVED this *9th day of October 2023*.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

ANDREW HAMILTON
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

10/9/2023

Agenda Item No. B)

PRESENTER:

Lori Stidham, Civil Service Specialist

SUBJECT:

Discuss and consider calling for a Fire Captain 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 CAPTAIN written Promotional Examination. The written examination will be administered on the following date and time:

Date: Thursday, January 11, 2024
Time: 9:00 am
Place: Police Department Training Room
3030 West San Antonio Street, New Braunfels, Texas

The Fire Captain Online Written Examination will begin promptly at 9:00 a.m., Thursday, January 11, 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. Photo identification by valid driver's license or other government issued identification will be required at time of check-in for the examination. Check-in will start at 8:30 a.m.**

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.

EXAM SIGN UPS WILL BE COMPLETED ELECTRONICALLY. All eligible team members desiring to participate in the promotional examination must submit a [Request for Action Form](#) **no later than 5:00 p.m., Monday, October 23, 2023. On the Request for Action Form, select "Other" then provide the rank/exam in the "Explanation for Other" section. No other information is required for this form.** Once the request is submitted and received, an HR team member will submit an electronic registration form via Adobe E-Sign requesting your signature.

The individual raw test scores will be posted on the main lobby bulletin board of City Hall on Friday, January 12, 2024 in accordance with Section 143.033 of Local Government Code.

Notice and appropriate action regarding the approval of the **FIRE CAPTAIN Promotional Assessment Orientation/Training and Assessment Centers**. The following will be administered on the following dates and times in accordance with the New Braunfels Firefighter Association Meet and Confer Agreement:

Fire Captain Assessment Orientation/Training (Option #1 & 2)

Date: Tuesday, January 16, 2024
Time: 3:00 pm & 4:00 pm
Place: Virtual

(MUST ATTEND ONE OF THE TWO OPTIONS LISTED ABOVE)

Fire Captain Assessment Centers

Date: Wednesday, January 24, 2024 and Thursday, January 25, 2024
Time: 8:00 am – 5:00 pm
Place: 801 W. San Antonio St., New Braunfels, Texas

PASSED AND APPROVED this *9th day of October 2023*.

PAUL ERICKSEN
CHAIRPERSON

HEIDI ALEMAN
VICE-CHAIRMAN

ANDREW HAMILTON
COMMISSIONER

ATTEST:

Posted: _____

BECCA MIEARS
CIVIL SERVICE DIRECTOR

Date/Time: _____

10/9/2023

Agenda Item No. C)

PRESENTER:

Lori Stidham, Civil Service Specialist

SUBJECT:

Discuss and consider approval of amendments to the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations by removing the maximum age requirement for entry level Police Officer; Section 143.023 Minimum Eligibility Requirements for Police Officer (f) (f), 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

(f) MINIMUM ELIGIBILITY REQUIREMENTS FOR POLICE OFFICERS

An applicant for Police Officer shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical agility test as prescribed by the Police Department, demonstrating the applicant is physically capable of performing the essential job functions for the position of Police Officer;
- (c) Pass a comprehensive background investigation;
- (d) Successfully pass oral interviews as determined by the Chief;
- (e) Successfully complete a post-offer gun range qualification, polygraph test, psychological examination, and medical examination that includes passing a visual acuity test with the standard established as 20/100 or better in each eye with both eyes correctable, with eyeglasses, to at least 20/20 binocular vision, or 20/200 or better vision correctable to at least 20/20 binocular vision with contact lenses, and the ability to distinguish between basic color groups, and physician certification that the applicant is not dependent on and does not use illegal drugs or misuse legal drugs;
- (f) Be at least twenty-one (21) years of age set by Chapter 143 of the Texas Local Government Code.
- (g) Be a graduate of an accredited high school (or) have an equivalency certificate (GED) (or) a Home School transcript indicating completion.
- (h) Must hold a valid Texas Driver's License (or must be able to obtain as required by Texas State law if current Driver's License is from another licensing state within the United States) and cannot be prohibited from operating a motor vehicle by any other State or Federal law;
- (i) Be a citizen of the United States by birth or naturalization;
- (j) Be able to read, write, and speak the English language fluently;
- (k) Be of good moral character;
- (l) Shall not be prohibited from purchasing or carrying a firearm or possessing ammunition; and

Before the date and time of the written examination the applicant shall be certified as a Peace/Police officer in good standing as established by the Texas Commission on Law Enforcement (TCOLE); or have passed and provide proof of score for the TCOLE State Licensing examination for Peace Officer.

- (m) Before the date and time of the application deadline, the applicant must have a Peace Officers License from Texas Commission on Law Enforcement (TCOLE) and/or have passed the TCOLE State License Exam no later than time and date of the written examination. A degree is not required if the applicant has this license. Certified applicants who are on the eligibility list will be given preference, regardless of their position on the list.
 - (1) Applicant shall provide evidence of peace/police certification indicating their current status in good standing no later than the time and date of the written examination.
- (n) Before the date and time of the application deadline, if the applicant is non-certified, the applicant must have a minimum of thirty (30) hours earned from a regionally accredited university and/or college ("College Hours"), which are accepted and/or recognized by the Texas Commission on Law Enforcement (TCOLE) or two (2) years of active military service.
 - (1) By the date and time of the application deadline, applicant shall provide evidence of successful completion of a minimum of thirty (30) hours earned from a regionally accredited college or university, (acceptable evidence is a copied transcript); OR
 - (2) By the date and time of the application deadline, applicant shall provide evidence of successful completion of a minimum of two (2) years of active military service, (acceptable evidence is an official government document showing honorable discharge, general discharge with honorable service); OR
 - (3) By the date and time of the application deadline, applicant shall provide evidence of serving a minimum of six (6) years of reserve status with the Armed Services or National Guard (acceptable evidence is an official government document showing honorable discharge, general discharge with honorable service, or a copy of leave and earnings statement (LES) accompanied by a copy of current military identification if still actively serving in the reserves).

Applicants who possess this certification shall be considered in the order of their test scores on the entrance examination. After all certified applicants have been considered, and then the applicants with the eligible thirty (30) college hours or two (2) years of active military service requirement or six (6) years of reserve status will be considered, in order of their test scores on the entrance examination.