

## MINUTES

## LANCASTER CIVIL SERVICE COMMISSION REGULAR MEETING OF SEPTEMBER 28, 2018

The Civil Service Commission of the City of Lancaster, Texas, met in a called Regular Session in the Council Chambers of City Hall on September 28, 2018 at 4:00 p.m. with a quorum present to-wit:

**Commissioners Present:**

Audley Logan, Chair  
Keith Whitley, Vice Chair  
Corey Womack

**City Staff Present:**

Opal Mauldin-Jones, City Manager  
Dori Lee, Human Resources and Civil Service Director  
Kenneth L. Johnson, Fire Chief  
Sam Urbanski, Police Chief  
Jason B. Boulton, Assistant Police Chief  
Charley Miller, Assistant Police Chief  
Amanda Monsivais, Benefits & Risk Manager  
Bruce Taylor, Human Resources Generalist

**Call to Order:**

Chair Logan called the meeting to order at 4:00 p.m. on September 28, 2018.

Human Resources and Civil Service Director Lee notated a correction of an ISBN number from 10-978-1-59370-233-5 to 13-978-1-59370-233-5.

**Consent Agenda:**

Human Resources and Civil Service Director Lee read the consent agenda.

1. Consider approval of the minutes from the Civil Service Commission Meeting held on January 30, 2018.
2. Consider acceptance of the Certified List from the January 27, 2018 fire entrance examination.
3. Consider acceptance of the Certified List from the February 3, 2018 police entrance examination.
4. Consider acceptance of the Notice of the May 19, 2018 entrance examination & certified eligibility list for Police Officer.
5. Consider acceptance of the Notice of the August 11, 2018 entrance examination & certified eligibility list for Police Officer.
6. Consider acceptance of the Notice of the Promotional Examination Source List for Fire Engineer.
7. Consider acceptance of the Notice of the Promotional Examination Source List for Fire Captain - Suppression.
8. Consider acceptance of the Notice of the Promotional Examination Source List for Fire Battalion Chief.

**MOTION:** Chair Logan made a motion, seconded by Commission member Whitley to approve consent items 1 through 8. The vote was cast 3 for, 0 against.

**9. Discuss and consider election of the Civil Service Commission Vice Chair in accordance with Chapter 143.006(e) of the Texas Local Government Code.**

**MOTION:** Chair Logan made a motion, seconded by Commission member Womack to appoint Keith Whitely as Vice Chair to the Civil Service Commission. The vote was cast 3 for, 0 against.

**10. Discuss and consider an order to amend local rule 028(b) Eligibility for Promotional Exam for Fire Prevention Career Ladder; 032(a) Examination Procedure for Fire Prevention Career Ladder; 036(a) Fire Prevention Career Ladder Promotion and 054(a) Special Demotion Reassignment of Fire Prevention.**

Human Resources and Civil Service Director Lee spoke on item 10 and shared that on October 29, 2012 the Civil Service Commission adopted a local rule providing for the new classification of a Fire Battalion Chief in Fire Prevention commonly known as the Fire Marshal. In the 2018/2019 adopted Civil Service Classification Schedule, City Council added a new Fire Captain position effective January 1, 2019 in fire suppression commonly known as the Fire Inspector. The previous order reflected a title specific in the local rules for Fire Marshal. The amendment before the Civil Service Commission replaces Fire Marshal with Fire Prevention to include all positions in the fire prevention career ladder.

**MOTION:** Chair Logan made a motion, seconded by Vice Chair Whitley to approve item 10. The vote was cast 3 for, 0 against.

**11. Discuss and consider a request to amend local rules 023(B) (1)(6)(7)(10). Eligibility Requirements for Fire Fighter.**

Fire Chief, Kenneth L. Johnson spoke on item 11 and shared that the local rule 023(B) (1) states "Be at least nineteen (19) years of age on the date of the written examination." The rule has not been amended since original adoption October 23, 1995. Amending Local rule 023(B)(1) as presented would reduce the minimum age for eligibility to test for the fire entrance examination from nineteen (19) to eighteen (18). The department is working with the Lancaster Independent School District for fire recruitment and is requesting a reduction in the age requirement to 18 to help facilitate recruitment from the local high school. Local rule 023(B) (6) states "Must be certified with the Texas Fire Commission as a Basic Fire Fighter by the date of hire; and providing a fire academy enrollment letter of good standing with entrance examination application." The rule was amended by the Commission on October 31, 2017 to allow fire fighter candidates to test provided they are enrolled in a fire academy and provide a letter of good standing. Amending local rule 023(B) (6) as presented would remove and reserve 023(B)(6). Local rule 023(B) (7) states "Must be certified with the Texas Department of Health as an Emergency Medical Technician." The rule was removed March 30, 1998, re-adopted November 12, 1998, amended January 25, 2007 and last amended January 26, 2015. Amending local rule 023(B) (7) as presented would remove and reserve 023 (B) (7). Chief Johnson expressed the need to remove the requirement for certification for fire fighter basic and emergency medical technician to allow applicants to apply to the City which will create a larger and more diverse pool of applicants. Local rule 023 (B) (10) states "If requested by the Fire Chief, based on the current needs of the department, and with the concurrence of the Civil Service Commission at the time that the Civil Service Commission authorizes the Entrance Level Fire Fighter test notice, applicants who possess dual certificates: (a) as a Paramedic by the Texas Department of State Health Services and; (b) as a basic Fire Fighter by the Texas Commission on Fire protection, may be eligible for immediate appointment as a pass over candidate; (c) an applicant shall be considered for such appointment provided that they have a current Fire Fighter Certification of appointment approved by the Commission. If preference is given, applicants who possess both certifications shall be considered in the order of their test scores on the entrance examination. After all dual certified applicants have been considered, then those with a single certification will be considered in order of their test scores on the entrance examination." The rule was adopted January 21, 2014. Amending local rule 023 (B) (10) and adding (11)(12)(13)(14) as presented would certify applicants eligible for future certification by the Commission on Fire Protection Personnel Standards and Education take a Fire Fighter entrance examination, and preserving the ability to provide preference to applicants with certifications from the Texas Department of State Health Services and Texas Commission on Fire Protection.

Commission member Womack spoke in favor of the requested amendment to the local rules.

Chair Logan inquired the recruiting and success of the other municipalities. Chief Johnson shared that the City of Arlington, City of Garland, and City of Austin have had great success.

**MOTION:** Chair Logan made a motion, seconded by Vice Chair Whitley to approve item 11. The vote was cast 3 for, 0 against.

**12. Discuss and consider a request to amend local rule 026. Procedure for Filling Beginning Positions.**

Human Resources and Civil Service Director Lee spoke on item 12 and shared that the request is to amend local rule 026 Procedure for Filling Beginning Positions by adding, 026(c)(2), "the department head of the Fire Department to consider for immediate appointment over unlicensed or non-academy on the eligibility list, if such person considered for appointment holds a valid certification from the Texas Department of Health or Texas Fire Commission." Staff recommended approval of item 12.

**MOTION:** Chair Logan made a motion, seconded by Vice Chair Whitley to approve item 12. The vote was cast 3 for, 0 against.

**MOTION:** Chair Logan made a motion, seconded by Vice Chair Whitley to adjourn. The vote was cast 3 for, 0 against.

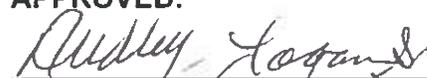
The meeting was adjourned at 4:19 p.m.

**ATTEST:**



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Dori Lee, Human Resources and  
Civil Service Director

**APPROVED:**



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Audley Logan, Chair