



**NOTICE OF REGULAR MEETING AGENDA
LANCASTER CIVIL SERVICE COMMISSION
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS**



Tuesday, January 30, 2018 - 3:00 PM

CALL TO ORDER

CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Boards and Commissions Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of the minutes from the Civil Service Commission Meeting held on October 31, 2017.
2. Consider Acceptance of the Certified List from the December 14, 2017 Promotional Examination for Fire Engineer.
3. Consider Acceptance of the Notice of the January 27, 2018 Entrance Examination for Fire Fighter.
4. Consider Acceptance of the Notice of the February 3, 2018 Entrance Examination for Police Officer

ACTION:

5. Election of the Civil Service Commission Chair and Vice Chair in accordance with Chapter 143.006(e).

ADJOURNMENT

ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

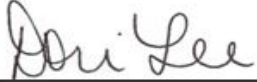
PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY

CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on January 26, 2018 @ 5:00 p.m. and copies thereof were provided to the Civil Service Commission members.



Dori Lee,

Director of Civil Service

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Civil Service Commission

1.

Meeting Date: 01/30/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Human Resources/Civil Service Director

Agenda Caption:

Consider approval of the minutes from the Civil Service Commission Meeting held on October 31, 2017.

Background:

Attached for your review and consideration are minutes from the:

- Civil Service Commission Meeting held on October 31, 2017.

Attachments

October 31, 2017 Minutes

MINUTES

LANCASTER CIVIL SERVICE COMMISSION REGULAR MEETING OF OCTOBER 31, 2017

The Civil Service Commission of the City of Lancaster, Texas, met in a called Regular Session in the Council Chambers of City Hall on October 31, 2017 at 3:00 p.m. with a quorum present to-wit:

Commissioners Present:

Audley Logan, Chair
Lafayette Miles, Vice Chair
Keith Whitley

City Staff Present:

Dori Lee, Human Resources and Civil Service Director
Sam Urbanski, Police Chief
Jason B. Boulton, Assistant Police Chief
Charley Miller, Assistant Police Chief
Rick Frye, Interim Fire Chief
Chris Youngman, Assistant Fire Chief

Call to Order:

Chair Logan called the meeting to order at 3:00 p.m. on October 31, 2017.

Consent Agenda:

Chair Logan read the consent agenda.

1. **Consider approval of the minutes from the Civil Service Commission Meeting held on June 2, 2017.**
2. **Consider Acceptance of the Notice of the July 05, 2017 Entrance Examination & Certified Eligibility List for Police Officer.**
3. **Consider Acceptance of the Notice of the August 12, 2017 Entrance Examination & Certified Eligibility List for Fire Fighter.**
4. **Consider Acceptance of the Notice of the August 06, 2017 Promotional Examination and Certified List for Fire Battalion Chief.**
5. **Consider Acceptance of the Notice of the September 30, 2017 Entrance Examination & Certified Eligibility List for Police Officer.**
6. **Consider Acceptance of the Notice of the December 14, 2017 Promotional Examination for Fire Engineer.**

MOTION: Vice Chair Miles made a motion, seconded by Commissioner Whitley to approve consent items 1 through 6. The vote was cast 3 for, 0 against.

7. **Discuss and consider a request from Police Chief Sam Urbanski to amend local rule 026b. Lateral Entry for Police Officer with Prior Police Experience, removing lateral entry for applicants with three years experience to lateral entry for applicants with six years experience.**

MOTION: Vice Chair Miles made a motion, seconded by Commissioner Whitley to approve action item 7. The vote was cast 3 for, 0 against.

8. **Discuss and consider a request from Interim Fire Chief Ricky Frye to amend local rule 023(b) (6). Eligibility Requirements for Fire Fighter; to add "by date of hire" to the requirement for certification by the Texas Fire Commission as a Basic Fire Fighter; and providing a fire academy enrollment letter of good standing with entrance examination application**

MOTION: Vice Chair Miles made a motion, seconded by Commissioner Whitley to approve action item 8. The vote was cast 3 for, 0 against.

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

The meeting was adjourned at 3:18 p.m.

ATTEST:

APPROVED:

Dori Lee, Director

Audley Logan, Chair

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Civil Service Commission

2.

Meeting Date: 01/30/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Civil Service Director

Agenda Caption:

Consider Acceptance of the Certified List from the December 14, 2017 Promotional Examination for Fire Engineer.

Background:

The prior certified promotional eligibility list for Fire Engineer has expired.

Operational Considerations:

The new certified promotional eligibility list for Fire Engineer is in effect for one year, or until the list is exhausted; should the need to fill a vacancy occurs.

Legal Considerations:

Under Chapter 143 of the Texas Local Government Code, the Chief must fill a vacancy from the certified promotional eligibility list.

Public Information Considerations:

The Fire Engineer examination notice was posted on September 7, 2017 for an effective examination date of December 14, 2017 at 8:30 a.m. at the Public Safety Building, 1650 N Dallas Avenue, Lancaster 75134.

This item is being considered at a regular meeting of the Civil Service Commission noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. The Commission may consider accepting the Certified List from the December 14, 2017 promotional examination for Fire Engineer.
2. The Commission may consider denying the Certified List from the December 14, 2017 promotional examination for Fire Engineer.

Recommendation:

The Director recommends acceptance of the certified list from the December 14, 2017 promotional examination for Fire Engineer.

Attachments

12-14-2017 Certified List for Fire Engineer Promotional Exam

Fire Engineer
Promotional Exam
12/14/2017

Administered by:
Dori Lee, Director of Human Resources/Civil Service
Dr. Don Sykes, Test Writer

FIRST NAME	LAST NAME	DATE OF HIRE	SENIORITY POINTS	RAW SCORE	REVIEW POINTS	TOTAL SCORE	RANK
Brett	Cook	4/6/2015	2	69	11	82	2
Ethan	Selman	5/19/2014	3	79	11	93	1
Zachary	Perterson	5/19/2014	3	54	11	65	n/a

Raw Score List as of 12-14-2017

5 Business Day Appeal: 12/21/2018

Certified List of no appeal received: 12/22/2018



CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Civil Service Commission

3.

Meeting Date: 01/30/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Civil Service Director

Agenda Caption:

Consider Acceptance of the Notice of the January 27, 2018 Entrance Examination for Fire Fighter.

Background:

The prior certified eligibility list for Fire Fighter has been exhausted.

Operational Considerations:

A new certified eligibility list for Fire Fighter is needed to fill vacant positions in the department.

Legal Considerations:

Under Chapter 143 of the Texas Local Government Code, the Chief must fill a vacancy from the certified eligibility list.

Public Information Considerations:

The notice for the Entrance Examination was posted on November 14, 2017 at 211 N. Henry Street, Lancaster TX 75146.

This item is being considered at a regular meeting of the Civil Service Commission noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. The Commission may consider accepting the notice of the January 27, 2018 entrance examination for Fire Fighter.
2. The Commission may consider denying the notice of the January 27, 2018 entrance examination for Fire Fighter.

Recommendation:

The Director recommends acceptance of the notice of the January 27, 2018 entrance examination for Fire Fighter.

Attachments

01-27-2018 Notice of Fire Fighter Entrance Exam



NOTICE OF ENTRANCE EXAMINATION

Please be advised that the City of Lancaster will be administering a Civil Service Entrance Examination for Fire Fighters on Saturday, January 27, 2018.

In order to receive a ticket number and study guide, you must complete the online application & upload the required documents at www.lancaster-tx.com, click on the Employment Opportunities icon to access the online application.

Please include a copy of all of your Fire Fighter Certificates (TX Basic Fire Fighter & TX EMT Certificates), if you are currently enrolled in a fire academy an enrollment letter in good standing must be furnished and driver's license with your application. This is a requirement.

PREFERANCE & HIRING INCENTIVE IS GIVEN TO FIREFIGHTER/PARAMEDIC CERTIFIED APPLICANTS

The following are required for exam eligibility:

- 1a. Must be certified with the Texas Fire Commission as a Basic Fire Fighter by the date of hire; and provides a fire academy enrollment letter of good standing with entrance examination application
AND
- 1b. Must be fully certified with the Texas Department of State Health Services as an Emergency Medical Technician
***NOTE: Out of State applicants must determine their Texas Certifiability with the Texas Commission on Fire Protection and the Texas Department of State Health Services.
2. Must possess a current valid driver's license.
3. Must be at least 19 years of age on the day of the exam and meet all eligibility requirements of Section 143.023 of the Texas Fire and Police Civil Service Law.
***NOTE: Applicants 36 years of age and older are ineligible to take the exam.
4. Must meet all physical requirements.
5. Must be U.S. Citizen.

The Fire Fighters' Entrance Examination will be administered from 9:00 a.m. to 10:45 a.m.

The Entrance Examination will be administered at the Recreation Center; 1700 Veterans Memorial Parkway, Lancaster, Texas 75134

- Photo Identification will be required in order to be admitted to the Examination.
- The Entrance Examination will consist of language and math skills. Study guides will be provided to applicants from the Human Resources Department after receipt of a complete online application.
- A ranked eligibility list will be maintained for one year unless the list is exhausted.
- All applications and required documents should be submitted online at www.lancaster-tx.com-Employment Opportunities by the deadline of 4 P.M. on Thursday, January 25, 2018 in order to be included for the Examination.
- The Physical Agility Test will be administered immediately after the Entrance Exam at Station #1, for those who pass the written exams. Bring proper clothing and shoes to participate in the physical test. (All questions pertaining to the Physical Agility Test should be referred to Assistant Chief Chris Youngman at 972-218-2600.)

If you have any questions regarding the application process, you may contact:
Office of Human Resources, 211 N. Henry St., Lancaster, TX 75146 (972-275-1790). (Office hours are 8-5, Monday-Friday.)

Salary Entry-level Fire Fighters starts at \$49,954.58. Paramedic pay is given to those that are Paramedic certified. Longevity and overtime pay are paid according to Civil Service law found in Chapter 143 of the Texas Local Government Code. **A \$2,500.00 hiring incentive, paid half at hire and half upon successful completion of the training program, is provided to applicants who are dual certified in the State of Texas as Paramedic and Firefighter Basic.**

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Civil Service Commission

4.

Meeting Date: 01/30/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Civil Service Director

Agenda Caption:

Consider Acceptance of the Notice of the February 3, 2018 Entrance Examination for Police Officer

Background:

The prior certified eligibility list for Police Officer has been exhausted.

Operational Considerations:

A new certified eligibility list for Police Officer is needed to fill vacant positions in the department.

Legal Considerations:

Under Chapter 143 of the Texas Local Government Code, the Chief must fill a vacancy from the certified eligibility list.

Public Information Considerations:

The notice for the Entrance Examination was posted on December 4, 2017 at 211 N. Henry Street, Lancaster TX 75146.

This item is being considered at a regular meeting of the Civil Service Commission noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. The Commission may consider accepting the Notice of the February 3, 2018 Entrance Examination for Police Officer
2. The Commission may consider denying the Notice of the February 3, 2018 Entrance Examination for Police Officer

Recommendation:

The Director recommends acceptance of the notice for the February 3, 2018 Entrance Examination for Police Officer

Attachments

02-03-2018 Notice of Police Officer Entrance Exam



City of Lancaster
CIVIL SERVICE COMMISSION
DORI LEE, DIRECTOR



P. O. Box 940 * Lancaster, TX 75146 * 972-275-1795 * 972-275-1895 - FAX
www.lancaster-tx.com

NOTICE OF ENTRANCE EXAMINATION

Please be advised that the City of Lancaster will be administering a Civil Service Entrance Examination for Police Officers on Saturday, February 3, 2018.

In order to receive a ticket number and study guide, you must complete the online application & upload the required documents at www.lancaster-tx.com, click on the Employment Opportunities icon.

LATERAL PAY & HIRING INCENTIVE IS GIVEN TO CERTIFIED/EXPERIENCED APPLICANTS

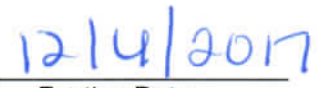
- The following are required for exam eligibility:
 1. No Police Pre-Certification is required to take this exam. Must meet all legal requirements necessary to become eligible for future licensing by the Texas Commission on Law Enforcement.
 2. Must possess a current valid driver's license with acceptable driving record.
 3. Must be at least 21 years of age and meet all eligibility requirements of **Texas Local Government Code, Section 143.023 of the Texas Fire and Police Civil Service Law** and Lancaster Local Rules.
*****Note: Applicants over 44 years of age are ineligible to take the exam.**
 4. High School Diploma; **OR** G.E.D. Certificate with 12 college credit hours (with a minimum 2.0 GPA on a 4.0 scale; **OR** 24 months active duty in U.S. military (with proof of honorable discharge - **DD214 - Member 4 copy**).
 5. Must meet all physical requirements.
 6. Must be U.S. Citizen.
- **The Police Officers Examination will be administered from 9 A.M. to 9:45 A.M.**
******Note:** The Physical Agility Test will be administered immediately after the Entrance Exam for those who pass the Language Skills Exam. Bring proper clothing and shoes to participate in the physical activity. (All questions pertaining to the Physical Agility Test should be referred to Lt. Marcus Talton at 972-218-2724.)
- **The Entrance Examinations will be administered at the Lancaster Recreation Center; 1700 Veterans Memorial Pkwy; Lancaster, Texas 75134.**
- Proper Identification will be required in order to be admitted to the Examination.
- The Entrance Examination will consist of language skills. Study guides will be provided to applicants from the Human Resources Department after receipt of a complete online application.
- A ranked eligibility list will be maintained for one year unless the list is exhausted.
- All applications and required documents should be submitted online at www.lancaster-tx.com-Employment Opportunities by the deadline of **4 P.M. on Thursday, February 1, 2018** in order to be included for the Examination.

If you have any questions regarding the application process, you may contact:

- **Office of Human Resources, 211 N. Henry St., Lancaster, TX 75146 (972-275-1790).**
(Office hours are 8-5, Monday-Friday.)

Salary Entry-level police officers with no prior experience start at \$50,968.08 annually. Top pay (after seven years) is \$64,002.28 annually. Newly hired applicants may be given prior credit for up to six years of verifiable, full-time service as a peace officer and started as high as Step 6 with an annual salary of \$61,771.42 Longevity and overtime pay are according to Civil Service law found in Chapter 143 of the Texas Local Government Code. The Lancaster Police Department pays additional incentives for Intermediate, Advanced and Master Peace Officer certificates from TCOLE. **A \$2,500.00 hiring incentive, paid half at hire and half upon successful completion of the field training program, is provided to applicants who are certified by TCOLE.**


Doris Lee, Director of Civil Service


Posting Date

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Civil Service Commission

5.

Meeting Date: 01/30/2018

Policy Statement: This request supports the City Council 2017-2018 Policy Agenda

Goal(s): Professional & Committed City Workforce

Submitted by: Dori Lee, Civil Service Director

Agenda Caption:

Election of the Civil Service Commission Chair and Vice Chair in accordance with Chapter 143.006(e).

Background:

Chapter 143.006(e) stipulates that each January, the commission members shall elect a chairman and vice-chairman.

Legal Considerations:

The commission shall elect a chairman and a vice chairman to be in compliance with Chapter 143.006(e).

Public Information Considerations:

This item is being considered at a regular meeting of the Civil Service Commission noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. The Commission may nominate and elect officers for 2018 in accordance with Chapter 143.006(e).
2. The Commission may fail to nominate and elect officers for 2018 not in accordance with Chapter 143.006(e).

Recommendation:

No staff recommendation. This matter is at Commissioners' discretion to elect a Chair and Vice Chair..