

**CITY OF LOCKHART-  
FIRE FIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

**Civil Service Commission Meeting                      Monday, September 14, 2020                      6:30 P.M.**

**Commissioners present:**

Chairman Worlanda Neal  
Commissioner Yolanda Strey  
Commissioner Ray Sanders

**Staff present:**

Randy Jenkins, Fire Chief  
Ernest Pedraza, Police Chief  
Julie Bowermon, Civil Service Director

**Chairman Neal** called the meeting of the Civil Service Commission to order on this date at **6:30 p.m.**

**Agenda**

**1. Discussion and/or action regarding approval Commission minutes of May 18, 2020.**

Chairman Neal requested corrections to the Civil Service Commission minutes of May 18, 2020. Commissioner Sanders stated there was a typo on Item 2. The word edibility should be eligibility.

Commissioner Sanders made a motion to approve Civil Service Minutes of May 18, 2020 as corrected. Commissioner Strey seconded. The motion carried by a vote of 3-0).

**2. Discussion and/or action regarding approval of Exam Source List for the position of Fire Engineer (Lockhart Fire Department) replacing the Exam Source list previously approved on July 17, 2017.**

Ms. Bowermon stated that the current exam source list for Fire Engineer was approved in 2017. At that time in 2017, the list from 2015 was being amended to include the most recent edition of the IFSTA: Pumping Apparatus Driver/Operator Handbook while all other sources remained the same. Now in 2020, Fire Chief Jenkins has reviewed the list and recommends a new list be approved, keeping the IFSTA source but replacing the remaining 3 with: Evidence-Based Practices for Strategic and Tactical Firefighting, Fully Involved Leadership: Successful Strategies in Leadership from the Firefighter to the Chief, and the Lockhart Fire Rescue Standard Operating Guidelines. Ms. Bowermon further stated that dated internal policy sources would be reconsidered each year to ensure the most recent departmental policies were being used in promotional exams and to clarify to employees which policies to study.

There was further discussion.

Commissioner Strey made a motion to approve the Exam Source List for the position of Fire Engineer (Lockhart Fire Department) replacing the Exam Source list previously approved on July 17, 2017. Chairman Neal seconded. The motion carried by a vote of 3-0.

**3. Discussion and/or action regarding approval of Exam Source List for the position of Fire Captain (Lockhart Fire Department) replacing the Exam Source List previously approved on July 20, 2015.**

Ms. Bowermon stated the current Fire Captain exam source list was approved in 2015. The 2015 list contains 2 books and a collection of articles. The articles are not easily obtainable to study and there is a 6<sup>th</sup> edition of the IFSTA: Fire and Emergency Services Company Officer, the current list uses the 5<sup>th</sup> edition. Fire Chief Jenkins has reviewed the list and proposes to replace it with 4 sources: IFSTA: Fire and Emergency Services Company Officer, 6<sup>th</sup> edition, IFSTA: Structural Fire Fighting: Initial Response Strategy and Tactics, 2<sup>nd</sup> edition, The New Company Officer, and No Nonsense Leadership: A Realistic Approach for the Company Officer.

There was further discussion.

Commissioner Sanders made a motion to approve the Exam Source List for the position of Fire Captain (Lockhart Fire Department) replacing the Exam Source List previously approved on July 20, 2015. Commissioner Strey seconded. The motion carried by a vote of 3-0.

**4. Discussion and/or action regarding amending Section 143.023(4) of the Lockhart Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations regarding waiting periods after rejection.**

Ms. Bowermon stated the Local Rule (LR) 143.023 addresses reasons applicants are rejected for entry level fire fighter and police officer positions and waiting periods to reapply after rejection. In LR 143.023 if an applicant fails the entry written examination or the entry physical agility testing, the applicant must wait one full year before becoming eligible to reapply. However, both the Fire and Police Departments have experienced applicants that almost pass, for example score a 68 or fail one task in the physical agility testing. These applicants could potentially be qualified certified applicants capable of passing the entry exams at a later date. Often applicants that struggle with the physical agility test will spend a few months condition and then be fit to pass the exam. After discussing the waiting period with both the Police Chief and Fire Chief, it is being recommended to amend the local rules and remove the one year waiting period when an applicant fails the entrance examinations. This will allow the departments more opportunity to evaluate applicants.

There was further discussion regarding the clarity of the language proposed for the amendment.

Commissioner Sanders made a motion to approve amending Section 143.023(4) of the Lockhart Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations regarding waiting periods after rejection and using the language:

(a) Applicant fails to pass any part of the entrance examinations. Applicant who fails any part of the entrance examinations is eligible to reapply for any subsequent entrance examinations;

AND last paragraph as,

Any applicant rejected must wait one year before re-applying for employment, unless a shorter or longer waiting period is indicated by the reason for the rejection, such as an unacceptable driving record.

Commissioner Strey seconded. The motion carried by a vote of 3-0.

**5. Discussion and/or action regarding amending Section 143.034 of the City of Lockhart Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations regarding providing candidates copies of questions when an appeal is filed.**

Ms. Bowermon stated Local Rule Section 143.034 requires the Civil Service Director to give the promotional candidate a copy of an appealed question along with the correct answer and page number from which the question was written. Civil Service Attorney Julia Gannaway reviewed Local Rule 143.034 and recommended, in order to avoid possible conflict between the state statute and the Local Rules, the Commission consider removing this requirement of releasing copies of questions prior to the Commission being notified of the appeal.

There was further discussion.

Chairman Neal made a motion to approve amending Section 143.034 of the City of Lockhart Fire Fighters' and Police Officers' Civil Service Commission Rules and Regulations regarding providing candidates copies of questions when an appeal is filed. Commissioner Strey seconded. The motion carried by a vote of 3-0.

**6. Director's Report.**

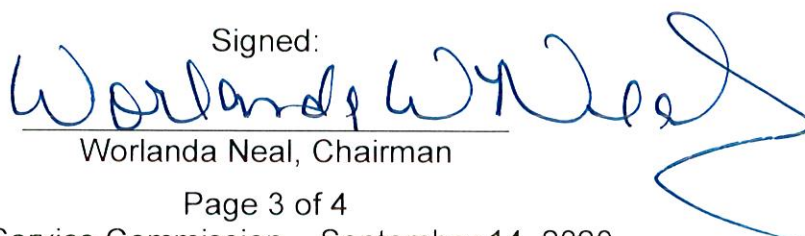
- Police Sergeant exam was held August 13, 2020, anticipate the 2 sergeant vacancies to be filled in the upcoming weeks;
- Police entrance exam was held August 22, 2020;
- Fire Fighter entrance exam to be scheduled in early fall; exploring larger locations to hold written portion to ensure adequate spacing.

**7. Adjournment.**


Commissioner Sanders made a motion to adjourn the meeting. Chairman Neal seconded. The motion carried by a vote of 3-0. The meeting was adjourned at 7:43pm.

**PASSED and APPROVED this 14<sup>th</sup> day of December, 2020.**

Signed:

  
Worlanda Neal, Chairman





Yolanda Strey, Commissioner



Ray Sanders, Commissioner

ATTEST:



Julie Bowermon, Civil Service Director