

PUBLIC NOTICE

Civil Service Commission Meeting

The Civil Service Commission has scheduled a meeting on **Monday, September 20, 2021, at 6:30 pm**, at City Hall, 308 W. San Antonio Street, Lockhart, Texas:

Agenda

1. Discussion and/or action regarding approval of Commission minutes of 2-4 December 14, 2020 (tabled on February 22, 2021).
2. Discussion and/or action regarding approval of Commission minutes of February 5-6 22, 2021.
3. Discussion and/or action regarding approval of opening the current Fire Engineer 7-8 exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.
4. Director's Report.
 - Police Department alternate promotional system is anticipated to be presented at the next Commission meeting.

5. Adjournment.

If, during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Lockhart Firefighters' and Police Officers' Civil Service Commission will convene in such executive or closed session, in accordance with the provisions of the Government Code, Title 5, Subchapter D to consider one or more matters pursuant to the following:

Section 551.071. Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; (2) and/or a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with this chapter.

Section 551.072. To deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073. To deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Section 551.076. To deliberate the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.086. To deliberate vote or take final action on any competitive matters relating to public power utilities.

Section 551.087. To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

Section 551.088. To deliberate a test item or information related to a test item if the governmental body believes that the test item may be included in a test the governmental body administers to individuals who seek to obtain or renew a license or certificate that is necessary to engage in an activity.

After discussion of any matters in executive session, any final action or vote taken will be in public by the Lockhart Firefighters' and Police Officers' Civil Service Commission.

Posted on the City Hall Public Notice Board located at the rear of 308 W. San Antonio Street, Lockhart, Texas on this the 17 day of **September 2021**, at 2:40 pm

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

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

Commissioners present:

Chairman Worlanda Neal
Commissioner Yolanda Strey
Commissioner Ray Sanders

Staff present:

Randy Jenkins, Fire 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 September 14, 2020.

Chairman Neal requested corrections to the Civil Service Commission minutes of September 14, 2020. There were none.

Commissioner Sanders made a motion to approve Civil Service Minutes of September 14, 2020. Commissioner Strey seconded. The motion carried by a vote of 3-0).

2. Discussion and elect a Commission Chairperson and Vice-Chairperson to serve from January 1, 2021 – December 31, 2021.

Commissioner Sanders made a motion to elect Worlanda Neal as Chairperson and Yolanda Strey as Vice-Chairperson to serve from January 1, 2021 to December 31, 2021. Commissioner Strey seconded. The motion carried by a vote of 3-0.

3. Discussion and/or action regarding approval of opening the current Fire Captain Exam (date to be determined) to all Fire Engineers within the Lockhart Fire Department, regardless of tenure; waiving the 4 years of service in the department requirement; and provide that two candidates ensure a competitive examination, thereby suspending/waiving the requirement of three candidates for this examination only.

Ms. Bowermon stated that a current Fire Captain exists and it is necessary to hold a Fire Captain promotional exam. Engineers are eligible to take the exam. Under Civil Service, the exam is first opened to Engineers with 2 years of experience as an Engineer and 4 years in the Lockhart Fire Department. None of the current Engineers are eligible under this standard. The next step is to open the exam to Engineers with less than 2 years experience as an Engineer. The department currently has 3 Engineers. However, only 1 of the 3 have completed at least 4 years in the department. It is recommended that the promotional exam be opened to all Engineers regardless of tenure, waiving the 4 years of service. The 4 year rule has been waived for previous Captain exams to ensure a competitive exam. Further, although it is anticipated that all 3 Engineers will take the exam, it is also being recommend to waive the "rule of 3" to prevent delay in case one of the 3 does not show for the exam. Ms.

Bowermon explained that the department is currently fully staffed, other than the recent Captain vacancy. The department currently has an eligibility list for Engineer to use for an Engineer promotion once the Captain promotional process is complete.

Chief Jenkins stated he is confident that all the Engineers would do a good job as a Captain if promoted.

Commissioner Sanders made a motion to approve opening the current Fire Captain Exam (date to be determined) to all Fire Engineers within the Lockhart Fire Department, regardless of tenure; waiving the 4 years of service in the department requirement; and provide that two candidates ensure a competitive examination, thereby suspending/waiving the requirement of three candidates for this examination only. Commissioner Strey seconded. The motion carried by a vote of 3-0.

4. Discussion and/or action regarding approval of Exam Source List for the Position of Police Sergeant (Lockhart Police Department).

Ms. Bowermon stated that a Police Sergeant exam source list was approved on February 24, 2020. It included the Lockhart Police Department General Orders with revisions as of January 1, 2020. The General Orders is an internal policy document that may be updated by police administration as needed. During 2020, staff and Commissioners discussed reapproving lists with dated policies each year to clarify test source material. The proposed list is the same list from February 24, 2020, except the General Orders will include revisions as of January 1, 2021.

Commissioner Sanders suggested exploring using language such as the most current policy. Ms. Bowermon explained the policy document needs to be dated to be clear as to what policy applies to the test when candidates are studying. If no date is used, candidates could challenge the City on whether or not they had the required 90 days notice of source material for an exam.

Commissioner Strey made a motion to approve the Exam Source List for the Position of Police Sergeant (Lockhart Police Department) as presented. Chairman Neal seconded. The motion carried by a vote of 3-0.

5. Discussion and/or action regarding approval of Exam Source List for the Position of Police Lieutenant (Lockhart Police Department).

Ms. Bowermon stated a list was approved on April 1, 2019 for Police Lieutenant. It included the Lockhart Police Department Policy and Procedures Manual with revisions as of August 3, 2018. That internal policy source has since then been revised and retitled to the Lockhart Police Department General Orders. The proposed list is the same list from April 1, 2019, except the policy and procedures source is retitled to the Lockhart Police Department General Orders with revisions as of January 1, 2021.

Chairman Neal made a motion to approve the Exam Source List for the Position of Police Lieutenant (Lockhart Police Department) as presented. Commissioner Sanders seconded. The motion carried by a vote of 3-0.

6. Director's Report.

- Police Officer entrance exam will be held Saturday, December 19, 2020.
- Recently hired 6 new firefighters, this brings the Fire Department up to full staff.

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 7:00pm.

PASSED and APPROVED this _____ day of _____, 2021.

Signed:

Worlanda Neal, Chairman

Yolanda Strey, Commissioner

Ray Sanders, Commissioner

ATTEST:

Julie Bowermon, Civil Service Director

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

Civil Service Commission Meeting Monday, February 22, 2021 6:30 P.M.

Commissioners present:

Chairman Worlanda Neal (absent)
Commissioner Yolanda Strey
Commissioner Ray Sanders

Staff present:

Randy Jenkins, Fire 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 December 14, 2020.

Commissioner Strey requested more time to review the minutes. Due to the recent snowstorm a draft of the minutes was not available prior to the meeting.

Commissioner Sanders made a motion to table consideration of Civil Service Minutes of December 14, 2021 to the next meeting. Commissioner Strey seconded. The motion carried by a vote of 2-0(Chairman Neal was not present).

2. Discussion and/or action regarding approval of opening the current Fire Captain Exam (date to be determined) to all Fire Engineers within the Lockhart Fire Department, regardless of tenure; waiving the 4 years of service in the department requirement; and provide that two candidates ensure a competitive examination, thereby suspending/waiving the requirement of three candidates for this examination only.

Ms. Bowermon stated this is the same item that was considered in the December 14, 2020 meeting. When there is a Fire Captain vacancy, the promotional exam is first opened to Fire Engineers with at least 2 years as an engineer and at least 4 years in the department. Currently none of the Lockhart Fire Engineers meet that requirement. The next step is to open the exam all Fire Engineers with 4 years in the department. The department currently only has 1 engineer that meets this. The recommendation, which is the same as was recommended on December 14, 2020, is the promotional exam be opened to all Engineers regardless of tenure, waiving the 4 years of service. The 4 year rule has been waived for previous Captain exams to ensure a competitive exam. Further, although it is anticipated that all 3 Engineers will take the exam, it is also being recommend to waive the "rule of 3" to prevent delay in case one of the 3 does not show for the exam.

Commissioner Sanders made a motion to approve opening the current Fire Captain Exam (date to be determined) to all Fire Engineers within the Lockhart Fire Department, regardless of tenure; waiving the 4 years of service in the department requirement; and provide that two candidates ensure a competitive examination, thereby suspending/waiving the requirement of three candidates for

this examination only. Commissioner Strey seconded. The motion carried by a vote of 2-0 (Chairman Neal was not present).

3. Director's Report.

- TML/TMHRA Annual Civil Service Workshop February 24 – 25, 2021, due to the COVID-19 pandemic this will be virtual training.
- Police Officer entrance exam will be held February 27, 2021.
- Fire Fighter entrance exam will be held this spring, date to be determined.
- Fire Departemnt currently has 1 vacancy.

4. Adjournment.

Commissioner Sanders made a motion to adjourn the meeting. Commissioner Strey seconded. The motion carried by a vote of 2-0 (Chairman Neal was not present). The meeting was adjourned at 6:48pm.

PASSED and APPROVED this ____ day of _____, 2021.

Signed:

Worlanda Neal, Chairman

Yolanda Strey, Commissioner

Ray Sanders, Commissioner

ATTEST:

Julie Bowermon, Civil Service Director

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

Commission Meeting Date: September 20, 2021

Department: Civil Service

Department Head: Julie Bowermon

Signature: 

CAPTION

Discuss and consider approval of opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.

SUMMARY OF ITEM

An Engineer has recently resigned.

Chapter 143.030(b) requires that the exam be opened to employees in the next lower class with 2 years of experience. There are currently no Firefighters within the department that meet this 2-year requirement.

Chapter 143.030(d) requires that if there is not an adequate number of Firefighters in the next lower level with 2 years of experience, the Commission may open the exam to Firefighters with less than 2 years (in other words, all Firefighters within the department). This would open the exam to approximately 6 firefighters.

Our Commission Local Rules require that 3 employees sit for a promotional exam. With having 6 firefighters eligible for the exam, a request to waive the local rule that at least 3 sit for an exam will not be made.

STAFF RECOMMENDATIONS

Staff recommends approval of opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.

Civil Service Commission Meeting

Lockhart, Texas

September 20, 2021

ACTION ITEM RECORD

We, the below named members of the Civil Service Commission, Lockhart, Texas, have met on **Monday, September 20, 2021** at 6:30 p.m. at City Hall, 308 W. San Antonio Street, for the purpose of conducting a public meeting to consider among other things the **approval of, opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.** We have been assured by the Civil Service Director that this meeting was posted in full compliance with the State of Texas Open Meetings Act.

After participating in a discussion regarding the item it was our determination to vote on the approval of, **opening the current Fire Engineer exam (date to be determined) to all Firefighters in the Lockhart Fire Department to ensure a competitive exam – for this exam and this exam only.**

We, the current members of the Civil Service Commission, Lockhart, Texas, voted as follows on the above action item:

Approve () Disapprove ()

Worlanda Neal, Chair-person

Date

Approve () Disapprove ()

Yolanda Strey, Commissioner

Date

Approve () Disapprove ()

Ray Sanders, Commissioner

Date

ATTEST:

Julie Bowermon, Civil Service Director

This document shall become part of the official Civil Service Commission file to be maintained by the Civil Service Director, or his/her successors.