

**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 20th day of SEPTEMBER, 2021.

Signed:

NOT PRESENT

Yolanda Neal, Chairman

Yolanda Strey

Yolanda Strey, Commissioner

Ray Sanders

Ray Sanders, Commissioner

ATTEST:

Julie Bowermon

Julie Bowermon, Civil Service Director