

**MINUTES
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION
MEETING OF FEBRUARY 17, 2017**

The Civil Service Commission of the City of New Braunfels, Texas, convened on February 17, 2017, in the Braunfels Room of the New Braunfels City Hall Building.

Commissioners present were: Chairperson Paul Ericksen, Vice-Chairperson Cesar Castilleja and Commissioner Fritz Welsch.

City Staff present were: Gary Wuest, Human Resources/Civil Service Director; Tom Bushur, Human Resources/Civil Service Manager; Lori Stidham, Human Resources Associate/Civil Service Associate; Becca Pence, Human Resources Specialist; Val Acevedo, City Attorney; Kenneth Jacks, Fire Chief; Joe Vargas, Assistant Police Chief and Eric Cuellar, Police Officer.

The meeting was called to order by Chairperson Ericksen at 9:30 a.m. in the Braunfels Room in the City of New Braunfels City Hall Building.

INDIVIDUAL ITEMS FOR CONSIDERATION:

1. APPROVAL OF MINUTES FROM THE MEETING ON JANUARY 12, 2017.

Vice Chairperson Castilleja made a motion to approve; Chairperson Ericksen seconded the motion, which was unanimously approved.

2. DISCUSS AND CONSIDER CALLING FOR A POLICE CORPORAL PROMOTIONAL EXAMINATION TO FILL A VACANCY AND/OR CREATE AN ELIGIBILITY LIST.

Civil Service Director Gary Wuest presented and discussed the item.

Police Officer Eric Cuellar asked the Commission to consider changing the promotional examination time from the morning to the afternoon. He explains that this will allow officers who have registered to take the exam and are coming off shift; time to rest before the exam begins.

Vice-Chairperson Castilleja asked Civil Service Director Gary Wuest what will be the logistics of making that change in regards to reserved rooms, etc.

Civil Service Director Gary Wuest recommended leaving time as is, but explained the Commission may make that change if they wish to do so. He also recommended that a later test time will be considered for future promotional exams.

City Attorney, Val Acevedo stated that this is a policy decision, and the Commission must decide whether or not to make the time change.

Vice-Chairperson Castilleja recommended considering the change in the future, but to move forward as is.

Civil Service Director Gary Wuest explained to the Commission that HR consults with the Chiefs before planning and setting up an examination. He stated again that in the future this will be taken into consideration.

Police Officer Eric Cuellar apologized to the Commission for the short notice, and explained he did not know the process.

City Attorney Val Acevedo explained to the Commission that Police Administration makes preparations to the Officers who will take the exam, by letting them off early.

Police Officer Eric Cuellar voiced concern over Police Officer shortages.

Assistant Police Chief Joe Vargas explained to the Commission that Officers are allowed to leave their shift early and steps are made to make sure shifts are covered.

Chairperson Ericksen asked if an Officer can trade shifts.

Assistant Police Chief Joe Vargas answered yes.

Vice-Chairperson Castilleja recommended again to keep the time the same for the current exam, and to consider a later time for future exams.

Civil Service Director Gary Wuest explained to the Commission that all Firefighters and Police Officers are welcomed to attend Civil Service meetings to discuss issues. They may also discuss any concerns or issues with their Chief's and himself.

Chairperson Ericksen made a motion to approve; Vice-Chairperson Castilleja seconded the motion, which was unanimously approved.

3. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE ELIGIBILITY LIST FOR FIREFIGHTER FROM THE ENTRY LEVEL EXAMINATION CONDUCTED ON FEBRUARY 10, 2017.

Civil Service Director Gary Wuest presented and discussed the item.

Chairperson Ericksen asked about paramedic preference and if the candidates who are paramedics will be chosen first.

Civil Service Assistant Lori Stidham answered yes.

Chairperson Ericksen asked how many positions will be filled.

Civil Service Manager Tom Bushur and Fire Chief Kenneth Jacks both answered eight positions.

Commissioner Welsch asked if the final selection is decided by the Chief.

Fire Chief Jacks answered yes and explained that the candidates will go through a background check before hiring.

City Attorney Val Acevedo also explained that the Commission will approve the eligibility list, and Chief makes the decision to reject a candidate based off reasonable cause and the final approval comes from the City Manager.

Vice-Chairperson Castilleja asked if in the future paramedic would become a requirement to apply and be hired.

Fire Chief Jacks explained that it is a cost savings for the City to hire candidates who already paramedics; this saves the City from sending the candidates to paramedic school, which save thousands of dollars. He further explained that if a candidate would be required to be paramedic to apply and be hired, that would drastically reduce the applicant pool.

Chairperson Ericksen asked what the cost was to send an employee to paramedic school.

Fire Chief Jacks answered between five to six thousand dollars.

Vice-Chairperson Castilleja made a motion to approve; Chairperson Ericksen seconded the motion, which was unanimously approved.

4. EXECUTIVE SESSION

DELIBERATE PENDING/CONTEMPLATED LITIGATION, SETTLEMENT OFFER(S), AND MATTERS CONCERNING PRIVILEGED AND UNPRIVILEGED CLIENT INFORMATION DEEMED CONFIDENTIAL BY RULE 1.05 OF THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT IN ACCORDANCE WITH SECTION 551.071, OF THE TEXAS GOVERNMENT CODE.

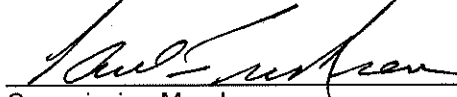
Civil Service Director Gary Wuest stated there no items for executive session.

5. FUTURE AGENDA ITEMS


Civil Service Assistant Lori Stidham distributed a list of possible meetings to approve eligibility lists and promotional appeals to the Commission. Civil Service Director Gary Wuest explained to the Commission that the dates listed are possible dates for upcoming meetings.

ADJOURNMENT: Meeting adjourned at 9:44 a.m.

Date Approved: March 10, 2017



Commission Member



Commission Member

Attest:



GARY WUEST, Recording Secretary