

**MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
MEETING OF MARCH 30, 2015**

The Civil Service Commission of the City of New Braunfels, Texas, convened on March 30, 2015 at the New Braunfels Municipal Building in Council Chambers.

**Commissioners present were:** Chairperson Jan Kotylo, Vice-Chairperson Pat Clifton and Commissioner Fritz Welsch, Jr.

**City Staff present were:** Gary Wuest, Human Resources/Civil Service Director; Tom Bushur, Human Resources/Civil Service Manager; Lori Stidham, Senior Human Resources Assistant/Civil Service Assistant; Rebecca Pence, Human Resources Specialist; Val Acevedo, City Attorney; Joe Vargas, Assistant Police Chief; and Randy Bryan, Police Officer.

The meeting was called to order by Chairperson Kotylo at 3:00 p.m. in the City Council Chambers in the City of New Braunfels Municipal Building.

**1. INDIVIDUAL ITEMS**

**(A) APPROVAL OF MINUTES FROM THE MEETING ON MARCH 19, 2015:**

Civil Service Director Gary Wuest made a clarification regarding the minutes included in the agenda packet on page 2 with the wrong date of March 20, 2015 to be corrected to March 19, 2015.

Civil Service Director Gary Wuest made a second clarification to item 1 B, regarding the Promotional Reference Material for Fire Engineer, H12 Incident Management System; corrected to H2 Incident Management System. The corrected copy was posted.

Commissioner Welsch made a motion to approve; Vice-Chairperson Clifton seconded the motion, which was unanimously approved.

**(B) DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE POLICE CORPORAL, SERGEANT AND CAPTAIN PROMOTIONAL TESTING REFERENCE MATERIAL FOR THE POLICE DEPARTMENT:**

Civil Service Director Gary Wuest and Assistant Police Chief Joe Vargas presented and discussed the item.

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

**(C) DISCUSS AND CONSIDER CALLING FOR AN ENTRY LEVEL POLICE OFFICER EXAMINATION TO FILL A VACANCY AND/OR CREATE AN ELIGIBILITY LIST.**

Civil Service Director Gary Wuest presented and discussed the item.

Commissioner Welsch asked why the location was changed from the Civic Center to Canyon High School.

Civil Service Director Gary Wuest explained that the written, physical agility and swim test can be done at one location and it is a cost savings to the City.

Vice-Chairperson Clifton made a motion to approve; Commissioner Welsch seconded the motion, which was unanimously approved.

**(D) DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE NEW BRAUNFELS POLICE DEPARTMENT SERVICE/SENIORITY HISTORY DATED MARCH 30, 2015.**

Civil Service Director Gary Wuest presented and discussed the item.

Vice-Chairperson Clifton made a motion to approve; Commissioner Welsch seconded the motion, which was unanimously approved.

**2. EXECUTIVE SESSION**

- (A) 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.

Chairperson Kotylo announced the Commission will not be convening into executive session. No action was taken.

**Future Agenda Items**

Civil Service Director Gary Wuest and Civil Service Assistant Lori Stidham presented a list of dates for possible future meetings.

Motion to adjourn was made.

**ADJOURNMENT:** Meeting adjourned at 3:10 p.m.

Date Approved: June 2, 2015

Jan Kotylo  
Commission Member

H. Welsch, Jr.  
Commission Member

Attest:

Gary Wuest

GARY WUEST, Recording Secretary