

**MINUTES  
OF THE NEW BRAUNFELS CIVIL SERVICE COMMISSION  
MEETING OF OCTOBER 8, 2015**

The Civil Service Commission of the City of New Braunfels, Texas, convened on October 8, 2015, at the New Braunfels Municipal Building in Council Chambers.

**Commissioners present were:** Chairperson Paul Ericksen, Vice-Chairperson Cesar Castilleja 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, Human Resources Assistant/Civil Service Associate; Becca Pence, Human Resources Specialist; Kenneth Jacks, Fire Chief; Derek Wrenn, Assistant Fire Chief; Joe Vargas, Assistant Police Chief; Michael Wehman, Battalion Chief; Garrick Herbert, Fire Captain; Tom Scheuermann, Police Corporal; Joe Tovar, Police Corporal and Randy Bryan, Police Officer.

The meeting was called to order by Chairperson Ericksen at 2:45 p.m. in Council Chambers in the City of New Braunfels Municipal Building.

**PRESENTATION:**

**1. INTRODUCTION OF CIVIL SERVICE COMMISSIONERS APPOINTED BY THE CITY MANAGER AND CONFIRMED BY CITY COUNCIL ON SEPTEMBER 28, 2015.**

Civil Service Director Gary Wuest introduced both new Commissioners appointed, Chairperson Paul Ericksen and Vice-Chairperson Cesar Castilleja.

Civil Service Director Gary Wuest explained the City Secretary's Office administered the oath of office to Paul Ericksen and Paul Ericksen will administer the oath of office to Cesar Castilleja and re-administer to Fritz Welsch, Jr.

- a. Mr. Paul Ericksen, appointed to a term expiring August 10, 2018, and assumes the role of Chairman in accordance with section 143.006 (4) of the City of New Braunfels Firefighters and Police Officers Civil Service Commission Rules and Regulations.
- b. Mr. Cesar Castilleja, appointed to a term expiring August 10, 2016.

**INDIVIDUAL ITEMS FOR CONSIDERATION:**

**1. APPROVAL OF MINUTES FROM THE MEETING ON JULY 29, 2015.**

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

**2. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE ELIGIBILITY LIST FOR FIREFIGHTER FROM THE ENTRY LEVEL EXAMINATION CONDUCTED ON SEPTEMBER 18 AND 19, 2015.**

Civil Service Director Gary Wuest presented and discussed the item.

Commissioner Welsch asked how many applicants applied.

Civil Service Assistant Lori Stidham answered the total number applied was 98 and 56 attended the examination and out of the 56, 40 passed the written examination and the physical agility testing.

Vice-Chairperson Castilleja asked if the ratio of 56 of the 98 to attend the examination is common.

Civil Service Director Gary Wuest answered that some applicants submit an incomplete application and therefore are not eligible to test.

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

**3. DISCUSS AND CONSIDER APPROVAL OF AN AMENDMENT TO THE CITY OF NEW BRAUNFELS FIREFIGHTERS AND POLICE OFFICERS CIVIL SERVICE COMMISSION RULES AND REGULATIONS FOR PROMOTIONAL EXAMINATION GRADES IN SECTION 143.033 (1); SENIORITY POINTS.**

Civil Service Director Gary Wuest presented and discussed the item.

Police Officer Randy Bryan asked if seniority points will be added to the grade.

Civil Service Director Gary Wuest answered the seniority points will be added to the grade, but the grade with the seniority points must be a 70 to pass.

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

**4. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE ELIGIBILITY LIST FOR POLICE SERGEANT FROM THE PROMOTIONAL EXAMINATION CONDUCTED ON MAY 20, 2014.**

Civil Service Director Gary Wuest presented and discussed the item.

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

**5. DISCUSS AND CONSIDER APPROVAL ON NOTICE OF APPEAL BY ONE POLICE CORPORAL OF QUESTION NUMBER 40 FROM THE POLICE SERGEANT PROMOTIONAL EXAMINATION CONDUCTED ON SEPTEMBER 23, 2015 FOR THE NEW BRAUNFELS POLICE DEPARTMENT.**

Civil Service Director Gary Wuest presented and introduced Police Corporal Joe Tovar to the Commission.

Police Corporal Joe Tovar presented his appeal of question number 40 from the Police Sergeant Promotional Examination.

Police Corporal Joe Tovar explained to the Commission that a Police Officer have much more authority to arrest an offender without a warrant for only a felony.

Commissioner Welsch commented that both answers B and D should be correct.

Assistant Police Chief Joe Vargas stated that the way the question is worded that his recommendation would be that both answer B and D should both be correct.

Vice-Chairperson Castilleja if both answers would be correct how would that affect the other test takers and would this question appear on future tests.

Civil Service Director Gary Wuest answered that he would not want sway the Commission's decision based on the outcome of the results, but that the question would be discussed with the testing company.

Commissioner Welsch made a motion to overrule question number 40, making both answers B and D correct; Chairperson Ericksen seconded the motion, which was unanimously approved.

**6. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE ELIGIBILITY LIST FOR POLICE SERGEANT FROM THE PROMOTIONAL EXAMINATION CONDUCTED ON SEPTEMBER 23, 2015.**

Civil Service Director Gary Wuest presented and discussed the item.

Chairperson Ericksen read the ranking order for the Police Sergeant Promotional Examination Eligibility List.

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

**7. DISCUSS AND CONSIDER APPROVAL AND CERTIFICATION OF THE ELIGIBILITY LIST FOR POLICE OFFICER FROM THE ENTRY LEVEL EXAMINATION CONDUCTED ON OCTOBER 3, 2015.**

Civil Service Director Gary Wuest presented and discussed the item.

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

**8. 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 announced that there is no reason for Executive Session at this time.

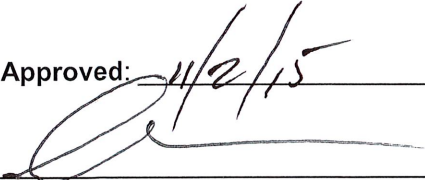
Chairperson Ericksen announced that the Civil Service Commission would not be going into Executive Session.

**9. FUTURE AGENDA ITEMS**

Civil Service Director Gary Wuest stated that there are no future agenda items at this time, but announced that there will be a promotional examination soon and will most likely have future agenda items for the next meeting.

**ADJOURNMENT:** Meeting adjourned at 3:04 p.m.

Date Approved: 11/2/15

  
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Commission Member

CESAR CASTINEJA  
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Commission Member

Attest:

  
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GARY WUEST, Recording Secretary