



**CITY OF DENISON
CIVIL SERVICE COMMISSION MEETING
AGENDA**

Friday, January 12, 2024

After determining that a quorum is present, the Civil Service Commission of the City of Denison, Texas will convene in a Regular Meeting on **Friday, January 12, 2024 at 3:30 PM** in the Council Chambers at City Hall, 300 W. Main Street, Denison, Texas at which the following items will be considered:

1. CALL TO ORDER

- A. Receive a report, hold a discussion and take action to elect Chairman and Vice Chairman of the Civil Service Commission for 2024.

2. PUBLIC COMMENTS

Citizens may speak on items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the Board Secretary or City Clerk upon arrival, prior to the Council reaching the Public Comments section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive a report, hold a discussion, and take action to approve the minutes from the August 18, 2023 Civil Service Commission meeting.
- B. Receive a report, hold a discussion, and take action to certify the eligibility list from the December 4, 2023 Captain's Promotional Exam.
- C. Receive a report, hold a discussion, and take action to adopt new source material for Denison Fire Rescue, replacing the material previously adopted October 2021.

4. EXECUTIVE SESSION

Pursuant to Chapter 551, *Texas Government Code*, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting to receive legal advice from its attorney on any posted agenda item as permitted by law or to discuss the following:

- A. Discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of or to hear a complaint against a public officer or employee. Section 551.074.

- B. Consult with attorney about pending or contemplated litigation or contemplated settlement of the same. Section 551.071.
- C. Consult with attorney on a matter in which the attorney's duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct conflicts with this chapter. Section 551.071.

Following the closed Executive Session, the Civil Service Commission will reconvene in open and public session and take any such action as may be desirable or necessary as a result of the closed deliberations.

5. ADJOURNMENT

CERTIFICATION

I do hereby certify that a copy of this Notice of Meeting was posted on the front windows of City Hall readily accessible to the general public at all times and posted on the City of Denison website on the 8th day of January 2024.

Christine Wallentine, City Clerk

In compliance with the Americans With Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending Civil Service Commission Meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk's Office at 903-465-2720, Ext: 2437.



**MINUTES OF CIVIL SERVICE COMMISSION
CITY OF DENISON
Friday, August 18, 2023**

CALL TO ORDER

Announce the presence of a quorum.

Chairman Gillespie called the meeting to order at 1:00PM. Civil Service Commissioners present were Chairman Gillespie, and Commissioner Redwine.

ITEMS FOR INDIVIDUAL CONSIDERATION

A. Receive a report, hold a discussion, and take action on approving the Minutes from the July 11, 2023 meeting.

Commission Action

Vice Chairman Redwine made a motion to approve the minutes as presented. Chairman Gillespie seconded the motion, and the minutes were approved unanimously.

B. Receive a report, hold a discussion, and take action to approve the Fire Captain Promotional Eligibility List from the July 24, 2023 test date.

Commission Action

Chairman Gillespie made a motion to approve the minutes as presented. Vice Chairman Redwine seconded the motion, and the eligibility list was approved unanimously.

C. Receive a report, hold a discussion, and take action to approve the Fire Engineer Promotional Eligibility List from the July 25, 2023 test date.

Commission Action

Vice Chairman Redwine made a motion to approve the minutes as presented. Chairman Gillespie seconded the motion, and the eligibility list was approved unanimously.

D. Receive a report, hold a discussion, and take action to recommend approval of the Meet and Confer agreement as presented.

Commission Action

Vice Chairman Redwine made a motion to recommend approval of the Meet and Confer agreement as presented. Chairman Gillespie seconded the motion, and the eligibility list was approved unanimously.

There being no further business to come before the Commission, the meeting adjourned at 1:05 PM.

Chris Gillespie, Chairman

Spence Redwine, Vice Chairman

John Mabary, Commissioner

Amy Lay, Director



CITY OF DENISON
FIRE CAPTAIN PROMOTIONAL EXAMINATION
ELIGIBILITY LIST
Monday, December 4, 2023

Name	Raw Score	Seniority Points	TOTAL
BROWN, ROSS	76	5	81
DENMAN, MYLES	66	10	66
HUTCHINGS, MARK	64	10	64

The individual raw scores have been posted within 24 hours of said examination on the bulletin board located in the main lobby of City Hall per section 143.033 of the Local Government Code. Only those that have passed with a 70 or above are eligible for promotion.

A handwritten signature in black ink that reads "Amy Lay".

Amy Lay, Civil Service Director

City Council Meeting Staff Report



Agenda Item

Receive a report, hold a discussion, and take action to adopt new source material for Denison Fire Rescue, replacing the material previously adopted October 2021.

Staff Contact

Amy Lay, Employee Services Director
(903) 465-2720, Ext. 2445
alay@cityofdenison.com

Summary

- In October of 2021, the commission adopted source material for Denison Fire Rescue for the purpose of promotional testing.
- Chief Jacks desires to update the material at this time, to include a leadership book at the Captain rank.
- The newly adopted material shall be posted and placed on location at each of the Fire Stations for 90 days prior to any promotional testing.

Staff Recommendation

Staff recommends adoption of the new Denison Fire Rescue source material.

Recommended Motion

“I move to approve the adoption of new source material for Denison Fire Rescue, replacing the material previously adopted October 2021”.

Background Information and Analysis

Adoption of source material by the Commission is required by Texas Local Gov’t Code 143.029.

Financial Considerations

None

Prior Board or Council Action

None.

Alternatives

The Commission may table or deny this agenda item.



CITY OF DENISON | DENISON FIRE RESCUE PROMOTIONAL STUDY MATERIAL

Engineer

1. Essentials of Firefighting, 6th edition, IFSTA
2. Pumping and Aerial Apparatus Driver/Operator, 3rd edition, 2015, IFSTA
3. National Incident Management System, 3rd edition, 2017
4. Denison Fire Rescue Standard Operating Guidelines
5. City of Denison Map for Department Response Districts, Denison Fire Rescue Block Map

Fire Captain

1. Fire and Emergency Services Company Officer, 6th edition, 2019, IFSTA
2. National Incident Management System, 3rd edition, 2017
3. Building Construction Related to the Fire Service, 4th edition, 2016, IFSTA
4. Extreme Ownership: How U.S. Navy SEALs Lead and Win, Jocko Willink & Leif Babin New Edition, 2017, St. Martin's Press
5. Denison Fire Rescue Standard Operating Guidelines

Battalion Chief

1. Chief Officer Principals and Practices, 3rd edition, 2019, Jones & Bartlett
2. Fire Officer Handbook of Tactics, 5th edition
3. Fire Department Incident Safety Officer, 3rd edition, 2016, Jones & Bartlett
4. National Incident Management System, 3rd edition, 2017
5. Denison Fire Rescue Standard Operating Guidelines

Study Material will be made available at each Fire Station. All study material **will not** be removed from the station for any reason. Individuals can purchase individual personal study material online. Source material will be posted ninety (90) days prior to any of the above examinations in accordance with Local Government Code 143.

Source Material Posted: 01/12/2024