



## SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street  
Tuesday, November 14, 2023 at 5:30 PM

### MINUTES

The City Council of the City of Stephenville, Texas, convened on Tuesday, November 14, 2023, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Special City Council Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

**COUNCIL PRESENT:** Mayor Doug Svien  
Council Member LeAnn Durfey  
Council Member Lonn Reisman  
Council Member Bob Newby  
Council Member Maddie Smith  
Council Member Brandon Greenhaw  
Council Member Mark McClinton

**COUNCIL ABSENT:** Council Member Justin Haschke  
Council Member David Baskett

**OTHERS ATTENDING:** Jason M. King, City Manager  
Randy Thomas, City Attorney  
Sarah Lockenour, City Secretary

### CALL TO ORDER

The Mayor called the Special Meeting to order at 5:58 PM.

### REGULAR AGENDA

#### 1. Canvass the November 7, 2023, Special Election

Mayor Svien appointed Maddie Smith (Chair), Lonn Reisman, and Bob Newby to the Canvassing Committee. He recessed the open meeting at 5:58 PM for the Committee to step out to canvass the results from the City's Election held on Tuesday, November 7, 2023. The meeting was reconvened at 6:03 PM.

**2. Consider Approval of Ordinance Canvassing the Results of the November 7, 2023, Special Charter Amendment Election**

MOTION by Maddie Smith, second by Lonn Reisman, to approve Ordinance No. 2023-O-33 Canvassing the results of the November 7, 2023, Special Charter Amendment Election as follows:

PROPOSITION	VOTES CAST	TOTAL VOTES CAST	PERCENTAGE
<b>Proposition A – Reducing the City Council from eight (8) to six (6) members</b>			
For	642	1,628	39.43%
Against	986	1,628	60.57%
<b>Proposition B – Amending Term Limits for Mayor and Council Members</b>			
For	824	1,636	50.37
Against	812	1,636	49.63

MOTION CARRIED unanimously.

**PERSONNEL COMMITTEE**

Brandon Greenhaw, chair; Justin Haschke, Maddie Smith, Mark McClinton

**3. Personnel Committee Report for November 14, 2023**

Committee Chair Brandon Greenhaw provided the Personnel Committee Committee Report from November 14, 2023.

*Agenda Item #2: Consider Approval of the Use of Part-time Firefighters*

Stephenville Fire Department operates with a minimum staffing level each day to assure safe and efficient operations. When our authorized staffing levels fall, overtime is used to achieve the minimum. With the logistics of advertising, interviews, and training, the timeline to onboard new personnel becomes protracted. Part-time personnel could be used to fill these gaps and assure our existing personnel aren't overburdened with working too many hours. The financial impact will be the cost of processing new employees.

MOTION by Mark McClinton, second by Maddie Smith, recommended the approval of the use of part-time firefighters to full Council. MOTION CARRIED unanimously.

*Agenda Item #3: Consider Approval of the Creation of an EMS Battalion Chief*

Currently the department operates with a single Battalion Chief on shift. Last year we created the Division Chiefs and agreed to eliminate the Battalion Chiefs through attrition. Since that time we have had the attrition of one Battalion Chief.

Today our Community Assistance, Resource, Education System (CARES) program is managed by our Community Resource Paramedic. This program is operated at a level above the rank structure of our CRP. This initiative includes management of all our EMS operations as well as the CARES program to include the following:

- Manage operations of the CARES Program and other MIH projects.
- Function as the lead practitioner in the CARES program, supervising the enrollment, case management, and discharge of clients.

- Oversee daily EMS operations, including personnel, supply, and documentation.
- Performance of clinical reviews of electronic health records (EHRs) and recommending resolutions of clinical performance issues.
- Research and development of new EMS/MIH protocols, policies, and procedures while in collaboration with the EMS Medical Director.
- Lead the development, implementation, and performance of continuous quality improvement of clinical treatment guidelines in conjunction with the EMS Committee.
- Developing, implementing, and overseeing EMS/MIH training, including the credentialing of EMS/MIH providers.

The CARES program management would benefit greatly from a supervisory level officer at the rank of Battalion Chief (renamed EMS Chief). The position would be a forty-hour week supervisor classed employee. Today our CRP works a cursory number of overtime hours each week while on shift to cover appointments and meetings. These hours would be eased with a more normal schedule and absorbed into the new position. The CRP is routinely meeting with the Medical Director, Hospital President, and other community leaders in the associated healthcare profession.

**FISCAL IMPACT SUMMARY:**

Continuing the budgeted salary for one Battalion Chief

MOTION by Maddie Smith, second by Mark McClinton, to recommend the approval of the creation of an EMS Battalion Chief to full Council. MOTION CARRIED unanimously.

**4. Consider Approval of the Use of Part-time Firefighters**

MOTION by Brandon Greenhaw, second by Bob Newby, to approve the use of part-time firefighters as presented during the Personnel Committee Report for November 14, 2023. MOTION CARRIED unanimously.


**ADJOURN**

The Mayor adjourned the Special City Council meeting at 6:05 PM.

*Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.*

  
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 Doug Svien, Mayor

ATTEST:

  
 Sarah Lockenour, City Secretary

