



Commissioner Ozell L. Birks
Commissioner Deanna Mendez
Commissioner Edward Perkins

Venus Wehle, City Manager
Amy L. Anderson, City Secretary
Angela Locuste, Civil Svc. Director

Agenda
Regular Civil Service Commission Meeting
April 15, 2025 - 10:00 AM

Notice is hereby given that on April 15, 2025, the Civil Service Commission of the City of Forest Hill will hold a Regular Meeting at 10:00 AM, in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, for the purpose of considering the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

1. Call to Order

2. Consent Agenda

All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. There will not be separate discussion of these items unless a Member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of the meeting minutes from the January 21, 2025 meeting.

3. Deliberation Agenda

- a) Discuss and consider action on an appeal regarding the study materials for the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.
- b) Discuss and certify the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.
- c) Discuss and consider action to amend the Local Civil Service Rules Section 4.08 Posting Examination Results and Section 4.11 (a) Promotional Eligibility List.
- d) Discuss and consider action to amend the Local Civil Service Rules Section 4.11 (b, c, d) Promotional Eligibility List referencing seniority points.

4. Adjournment

Certificate

I, Amy L. Anderson, City Secretary, do hereby certify that a copy of the April 15, 2025 Civil Service Commission agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the [City's website](#), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: April 11, 2025

TIME OF POSTING: 12:00 p.m.

Amy L. Anderson, TRMC, CMC
City Secretary

NOTICE OF POSSIBLE QUORUM

Notice is hereby given that a possible quorum of the Forest Hill City Council may attend this meeting. While there may be an incidental discussion of City business, the City Council will not be deliberating as a governing body of the City of Forest Hill. Any discussion of public business is purely incidental. No action will be taken by the governing body.

NOTICE OF ACCOMMODATION

The Forest Hill City Hall is wheelchair accessible. Access to the building and special parking is available at the Main Entrance at the north end of the building. Spanish language interpreters, deaf interpreters, Braille copies, or any other special needs will be provided to any person requesting a special service with at least 48 hours notice. Please call the City Secretary's office at 817-568-3040 or aanderson@foresthilltx.org.



Civil Service Commission Communication Consent Agenda 2a

DATE: April 15, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: Consider approval of the meeting minutes for the January 21, 2025 meeting.

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. January 21, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Commissioner Ozell L. Birks
Commissioner Deanna Mendez
Commissioner Edward Perkins

Venus Wehle, City Manager
Angela Locuste, Civil Service Director
Amy Anderson, City Secretary

**MINUTES
CIVIL SERVICE COMMISSION
January 21, 2025**

The Civil Service Commission of the City of Forest Hill met on the above date at 10:03 a.m. with City Secretary Amy Anderson presiding. The following Commissioners and Officials were present Ozell L. Birks, Deanna Mendez, Edward Perkins, Angela Locuste, HR/Civil Service Director.

Guests in attendance:

Mayor Boardingham, Chief David Hernandez, and Chief Steve Gutierrez.

1. Call to Order

With a quorum present, City Secretary Amy Anderson called the meeting to order at 10:03 a.m.

2. Oath of Office

City Secretary, Amy Anderson, administered the Oath of Office to Edwards Perkins.

3. Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the Civil Service Commission and will be enacted by one motion. There will not be a separate discussion of these items unless a member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) Consider approval of meeting minutes for the October 29, 2024 meeting.

Commissioner Birks made a motion to approve the Consent Agenda Item 3a. Commissioner Mendez seconded the motion.

The motion passed unanimously.

4. Deliberation Agenda

- a) Discuss and certify the Forest Hill Police Sergeant Promotional Examination held on November 14, 2024.

Civil Service Director Angela Locuste presented the examination results to the Commission.

Commissioner Birks made a motion to certify the Forest Hill Police Sergeant Promotional Examination held on November 14, 2024.

Commissioner Mendez seconded the motion. Motion passed unanimously.

- b) Discuss and certify the Forest Hill Police Entrance Examination held on January 18, 2025.

Civil Service Director Angela Locuste presented the examination results to the Commission.

Commissioner Birks made a motion to certify the Forest Hill Police Entrance Examination held on January 18, 2025.

Commissioner Mendez seconded the motion. Motion passed unanimously.

- c) Discuss and consider action on a request for a variance in promotional examination eligibility for Lieutenant.

Fire Chief Steve Gutierrez presented the need for a variance to the Commission. Per the provisions outlined in Chapter 143 of the Texas Local Government Code, there needs to be at least two (2) to take an exam with a minimum of two (2) years in rank. The department has three (3) Engineers interested in taking the examination, however only one (1) has the two (2) year requirement.

Chief Gutierrez asked the Commission for a temporary variance for the upcoming promotional examination.

Commissioner Birks made a motion to approve a request for a variance in the promotional examination eligibility for Lieutenant.

Commissioner Perkins seconded the motion. Motion passed unanimously.

- d) Discuss and consider action on a request to update job descriptions for all ranks in the Fire Department.

Fire Chief Steve Gutierrez addressed the Commission on how the job descriptions for all ranks within the Fire Department do not match State or Local Guidelines and need to be updated to ensure that the department meets its operational obligations.

Commissioner Birks made a motion to approve a request to update job descriptions for all ranks in the Fire Department.

Commissioner Perkins seconded the motion. Motion passed unanimously.

5. Adjournment

With no further business to discuss, the Civil Service Commission adjourned at 10:21 a.m.

ATTEST:

APPROVED:

Amy L. Anderson, TRMC, CMC
City Secretary

Civil Service Commissioner



Civil Service Commission Communication Deliberation Item 3a

DATE: April 15, 2025

FROM: Angela Locuste, HR/Civil Service Director

ITEM: **Discuss and consider action on an appeal regarding the Forest Hill Police Corporal Promotional Examination study materials for the March 20, 2025 examination.**

BACKGROUND:

Protest of Promotional Exam – The book Developing the Leader Within You 2.0 on the study list materials notice posted on 12/20/2024 was not used as source material for the promotional exam administered on 3/20/25. Detective Dancer provided a written statement and supporting materials substantiating her claim confirming the original book Developing the Leader Within You was used as source material for questions 1-30 on the corporal exam instead of Developing the Leader Within You 2.0. Recommendations and next steps:

- A. Remove the 12 questions protested, per Detective Dancer
- B. Recommend questions 1-30 be removed and rescore the remaining questions, resulting in the updating of all participant's scores
- C. Certify the updated Corporal Exam score list

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny an appeal regarding the Forest Hill Police Corporal Promotional Examination study materials for the March 20, 2025 examination.



Civil Service Commission Communication Deliberation Item 3b

DATE: April 15, 2025
FROM: Angela Locuste, HR/Civil Service Director
ITEM: Discuss and certify the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.

BACKGROUND:

The Commission must certify the examination after considering the appeal and actions taken regarding the study materials.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to certify the Forest Hill Police Corporal Promotional Examination held on March 20, 2025.



Civil Service Commission Communication Deliberation Item 3c

DATE: April 15, 2025
FROM: Angela Locuste, HR/Civil Service Director
ITEM: **Discuss and consider action to amend the Local Civil Service Rules Section 4.08 Posting Examination Results and 4.11 (a) Promotional Eligibility List.**

BACKGROUND:

Current wording

4.08 Posting Examination Results

The results of each Promotional Examination shall be posted at City Hall within twenty-four (24) hours after the last examination paper for such examination is submitted for grading.

Additional wording to be added

This list shall then be considered the official certified list for the position for which the examination was given.

Current wording

4.11 Promotional Eligibility List

a) The Eligibility list shall be posted within twenty-four (24) hours after the conclusion of the examination. The Eligibility List shall remain in effect for one (1) full year from the day the List is posted.

Additional wording to be added

This list shall then be considered the official certified list for the position for which the examination was given.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny to amend the Local Civil Service Rules Section 4.08 Posting Examination Results and 4.11 (a) Promotional Eligibility List.



Civil Service Commission Communication Deliberation Item 3d

DATE: April 15, 2025

FROM: Angela Locuste, HR/Civil Service Director

ITEM: Discuss and consider action to amend the Local Civil Service Rules Section 4.11 (b, c, d) Promotional Eligibility List referencing seniority points.

BACKGROUND:

Current wording

4.11 Promotional Eligibility List

b) Fire Personnel: The total final grade of each eligible fire department promotional candidate shall be computed, for all persons making at least a minimum passing score, by adding the examination raw score to any seniority credits for years and fractions of a years' service based on a 365-day year. Seniority credit shall be figured to three (3) decimal places.

c) Police Personnel: The total final grade of each eligible police department promotional candidate shall be computed by adding the examination raw score to any seniority credits for years and fractions of a year's service based on a 365-day year. Seniority points shall be figured to three (3) decimal points.

d) For the purpose of this section "seniority" is defined as the total time of employment of an employee beginning the first day of employment as a classified Police Officer or Firefighter. An employee's probationary status time is included in the total seniority. A promotional candidate shall receive one (1) point for each year of service plus fractions of a years' service to a maximum of ten (10) points.

Additional wording to be added

4.11 Promotional Eligibility List

b) Fire Personnel - the total final grade of each eligible fire department promotional candidate shall be computed for all persons making at least a minimum passing score by adding the examination raw score to any seniority credits for **full years** of service **completed by the day of the exam** based on a 365-day year.

c) Police Personnel - the total final grade of each eligible police department promotional candidate shall be computed by adding the examination raw score to any seniority credits for **full years** of service **completed by the day of the exam** based on a 365-day year.

d) For the purpose of this section “seniority” is defined as the total time of employment of an employee beginning the first day of employment as a classified Police Officer or Firefighter **with the City of Forest Hill**. An employee’s probationary status time is included in the total seniority. A promotional candidate shall receive one (1) point for each **full** year of service **completed by the day of the exam** to a maximum of ten (10) points.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

MOTION:

Motion to approve or deny to amend the Local Civil Service Rules Section 4.11 (b, c, d) Promotional Eligibility List referencing seniority points.