



Commissioner Ozell L. Birks
Commissioner Melvin Bruce Lee
Commissioner Donita Randles
Commissioner Deanna Mendez
Commissioner Edward Perkins

Demond Spraberry, Interim City Manager
Angela Locuste, Civil Service Director
Amy Anderson, City Secretary

**MINUTES
CIVIL SERVICE COMMISSION
May 13, 2026**

The Civil Service Commission of the City of Forest Hill met on the above date at 10:00 a.m. with City Secretary Amy Anderson presiding. The following Commissioners and Officials were present: Ozell L. Birks, Melvin Bruce Lee, Donita Randles, Demond Spraberry, Interim City Manager, and Angela Locuste, HR/Civil Service Director.

Commissioner Mendez and Commissioner Perkins were absent.

1. Call to Order

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

2. 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 January 14, 2026 meeting.

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

Commissioner Lee seconded the motion.

Motion passed with the following vote.

3 Ayes Birks, Randle, Lee
0 Nays
2 Absent Mendez, Perkins
0 Abstain

3. Deliberation Agenda

a) Discuss and consider approval to reassign and reclassify the position of Fire Marshal.

Fire Chief Werner presented the need to reassign and reclassify the Fire Marshal position.

At present, the Fire Marshal operates as a separate department. Reorganizing this position under the Fire Chief would improve alignment within the department's command structure and enhance operational efficiency. Additionally, this change would allow the Fire Chief to appoint the position

internally through the civil service process, ensuring consistency with established promotional procedures.

This adjustment will strengthen leadership continuity, streamline decision-making, and better integrate fire prevention and suppression efforts within a unified chain of command.

Commissioner Birks made a motion to approve the reassignment and reclassification of the position of Fire Marshal.

Commissioner Randle seconded the motion.

Motion passed with the following vote.

3 Ayes Birks, Randle, Lee

0 Nays

2 Absent Mendez, Perkins

0 Abstain

- b) Discuss and consider a revision to the Local Civil Service Rules, Section 3.04, Disqualification of an Applicant, to allow the disqualification of an applicant during the hiring process if they fail the oral interview for the Police Department or Fire Department.

Fire Chief Werner presented the proposed update.

The proposed language under Section 3.04 would be as follows:

MINIMUM ELIGIBILITY REQUIREMENTS FOR FIRE FIGHTERS – An applicant for Fire Fighter shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical ability test;
- (c) Pass all oral interviews;
- (d) Pass a background investigation and polygraph.

The purpose of this update is to clearly establish that failure to successfully complete any component of the hiring process—specifically the oral interview—may result in disqualification. This clarification ensures consistency, transparency, and fairness in the evaluation of all candidates.

Commissioner Birks made a motion to approve the new language under Section 3.04 of the Local Civil Service Rules.

Commissioner Lee seconded the motion.

Motion passed with the following vote.

3 Ayes Birks, Randle, Lee

0 Nays

2 Absent Mendez, Perkins

0 Abstain

- c) Discuss and consider a revision to the Local Civil Service Rules, Section 3.07, Selection from Eligibility List, If no current vacancies are available, the Police and/or Fire Department may extend a conditional job offer to an applicant as an alternate candidate based on the applicant's ranking on the eligibility list.

This item was pulled from the agenda.

- d) Discuss and consider a revision to the Local Civil Service Rules, Section 4.11, Promotional Probationary Period, any employee promoted to the rank of Police Department Corporal or Fire Department Driver or above shall serve a promotional probationary period of six (6) months beginning on the official date of swearing-in to the new rank. An employee who fails to satisfactorily perform the duties and responsibilities of the promoted rank during the probationary period may be returned to their previous rank.

This item was pulled from the agenda.

- e) Discuss and consider a revision to the Local Civil Service Rules, Section 4.13, Administrative Internal Affairs Investigations and Eligibility Lists, a candidate who is currently the subject of an active administrative internal affairs investigation may be bypassed for appointment or promotion during the pendency of the investigation; however, the candidate shall not be removed from the eligibility list solely based on the existence of the investigation unless otherwise disqualified under applicable Civil Service law, department policy, or final disciplinary findings.

This item was pulled from the agenda.

- f) Discuss and consider a request for a variance to the two-year minimum rank requirement for Engineers to be eligible to take the promotional exam for Lieutenant.

Fire Chief Werner requested approval of a variance to the 2-year rank requirement for taking the Lieutenant exam. The request would allow an Engineer with at least 1-year of rank to take the examination.

Commissioner Birks made a motion to approve the variance.

Commissioner Lee seconded the motion.

Motion passed with the following vote.

3 Ayes Birks, Randle, Lee

0 Nays

2 Absent Mendez, Perkins

0 Abstain

4. Adjournment

With no further business to discuss, the Civil Service Commission adjourned at 10:17 a.m.

ATTEST:



Amy L. Anderson, TRMC, CMC
City Secretary

APPROVED:


Civil Service Commissioner