



**CITY OF AUSTIN FIRE FIGHTERS', POLICE OFFICERS AND EMERGENCY MEDICAL  
SERVICES PERSONNEL CIVIL SERVICE COMMISSION  
SPECIAL CALLED MEETING MINUTES  
(Monday, July 15, 2013)**

The City of Austin Firefighters', Police Officers and Emergency Medical Services Personnel Civil Service Commission convened in a special called meeting on Monday, July 15, 2013 at 301 West 2<sup>nd</sup> Street, Boards and Commissions, room 1101, in Austin, Texas, in Austin, Texas.

**Commission Chair Gary Cobb called the Commission Meeting to order at 9:05 a.m.**

**Commission Members in Attendance:**

Gary Cobb  
Stephen Edmonds  
Herbert Martinez

**Staff in Attendance:**

Joya Hayes, Civil Service Assistant Director  
Barry Cook, Civil Service Administrator  
Guillermo Mireles, Civil Service Coordinator  
Shane Brown, Temporary Civil Service Coordinator  
Beverly West, Assistant City Attorney

**Others in Attendance:**

Keith Noble, EMS Personnel  
Craig Smith, EMS Personnel  
Ed Pilker, EMS Personnel  
JoAnn Hooks, EMS Acting HR Manager  
Jason Alexander, EMS Business Process Consultant  
James Shamard, EMS Assistant Director  
Ernie Rodriguez, EMS Chief  
Michael Cronig, Assistant City Attorney  
Teresa Gardner, EMS Assistant Director  
Renard, Kenneth, EMS Personnel  
Adam Johnson, Acting Division Chief  
Mark Wagner, EMS Association President

**1. APPROVAL OF MINUTES**

- a. The minutes from the meeting of June 3rd, 2013 were approved on Commission Vice-Chair Edmonds motion and Commission Member Martinez's second, the vote passed 3-0.

## 2. NEW BUSINESS

- a. Hear and rule on appeal(s) from the 2013 Emergency Medical Services Personnel written promotional examination administered on July 1<sup>st</sup> (Commander-Communication and Commander-Field) and July 2<sup>nd</sup> (Captain-Field) in accordance with Civil Service Commission rule 7.17.

- Commander-Communication Exam

**Exam Process --** Captain Renard appealed the exam process, specifically: (1) whether the notice posted of the source materials list complied with 143.029(a) LGC; (2) whether source materials complied with the “reasonably available” requirement in 143.032(d)(2) LGC; and (3) whether the Department complied with Commission Rule 7.10. On Commission Vice-Chair Edmonds’ motion to deny the appeal, and Commission member Martinez’s second, the motion passed 3-0 to deny the appeal of the exam process.

**Question 51 – Appeal:** because the question was pulled from a figure so all test takers should be given credit per CSC Rule 7.07 and 7.18 D. The Director’s recommendation is supported by the promotional testing vendor. On Commission Vice-Chair Edmonds’ motion to give all test taker credit for question 51, and Commission member Martinez’s second, the motion passed 3-0.

**Question 62 – Appeal:** The Director and vendor recommend consultation with the department subject matter expert. The department sees answers A and D as being exactly equally correct. The recommendation is to allow credit for both answers A and D. On Commission Vice-Chair Edmonds’ motion that credit be given to both answer A and D, and Commission Member Martinez’s second, the motion passed 3-0.

- Commander-Field Exam

**Question 26 –** The Director’s recommendation is that item should remain as keyed. Answer B is taken verbatim from the text. On Commission Vice-Chair Edmonds’ motion that the item should remain as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 44 –** The Director’s recommendation is that item should remain as keyed. Answer C is taken verbatim from the text. On Commission Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 56 –** Three answers are equally correct and come directly from the sited source text. Credit should be given for answers A, B and C. Answer D is clearly incorrect and candidates should not be given credit. On Commission Vice-Chair Edmonds’ motion that credit will be given for answers A, B and C, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 62** – The item should remain as keyed. Answer D is the best answer. Answer D represents the definition of Chain of Command. Answer C represents the definition of Unity of Command. The question stem clearly asks for the definition of Chain of Command. On Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

- Captain-Field Exam

**Question 10** – The item should remain as keyed. Answer B is taken verbatim from the text. On Commission Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 13** - The item should remain as keyed. Answer B is taken verbatim from the text. On Commission Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 16** – Answer A is the only correct answer. The profane language violates the sited code. Distractor C is not correct when the décor involves profanity. On Commission Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 48** – Phone ringing and typing are specific examples of noise used in the text when describing noise. Answer C is the best answer. The item should remain as keyed. On Commission Vice-Chair Edmonds’ motion that the item remains as keyed, and Commission Member Martinez’s second, the motion passed 3-0.

**Question 74** – The item stem restates the purpose of the minimal patient side equipment and answer D is the only condition listed as most common requiring this equipment. The item should remain as keyed. On Commission member Martinez’s motion that the question be ruled out and credit should be given to all candidates for question 74, and Commission Vice-Chair Edmonds’ second, the motion passed 3-0.

**Question 100** – Answer C is drawn directly from the text and is the best answer. Answer B is contrary to the text on page 20 where the One-Minute-Manager lets employees know “in no uncertain terms when (They are) doing well and when (they are) doing poorly.” Answer C remains the best answer of the choices provided. On Commission Vice-Chair Edmonds’ motion that the item will remain as keyed, and Commission member Martinez’s second, the motion passes 3-0.

### 3. STAFF BRIEFINGS

- a. Barry Cook, City of Austin Civil Service Administrator, provided a staff report on the status of hearings, and exams.

#### **4. CITIZEN COMMUNICATION: GENERAL**

None

#### **5. ADJOURN**

Commission Chair Cobb adjourned the meeting at 11:03 am without objection.