MINUTES
CIVIL SERVICE COMMISSION MEETING
CITY OF LEANDER, TEXAS

Fire Administration Office
101 E. Sonny Drive - Leander, Texas
Tuesday, June 25, 2024
Regular Meeting at 6:00 PM

Place 1 – Donna Sherrill	**Director -**
Place 2 – Kate McDonald	**Legal - Paige Saenz, City Attorney**
Place 3 – Nathan Rasmussen	**Staff Liaison – Dara Crabtree, City Secretary**

REGULAR MEETING

1. Open Meeting.

   Opened meeting at 6:05 p.m.

2. Confirm a quorum is present.

   Confirmed all were present.

3. Training with City Attorney to discuss Local Government Code Chapter 143, Municipal Civil Service for Firefighters including the roles and responsibilities of the Commission.

   Discussion included what is Civil Service; adoption and implementation; implementation steps; deadline to implement is October 30, 2024; Civil Service rules address procedures for running Commission meetings; examinations for entry level and promotional eligibility, age and physical requirements, appointments and certification, and appeal of testing and examination scoring; employment; removal; publication requirements; Director appointment; Director duties; duties of the Commission; appeal of Commission decisions; collective bargaining; open meetings act; public information act; ethics ordinance; and required disclosures under the ethics ordinance.

4. Discuss Board and Commission Reference Book.

   City Secretary Crabtree provided an overview of the following topics: board description; appointment guidelines; rules of procedure; code of ethics; parliamentary procedures; and open meetings act training.

5. Discuss and consider action on the election of a Chair and Vice-Chair.

   Motion: Approve Commissioner Rasmussen as Chair, following a discussion.

   By: Board Member Rasmussen
   Seconded: Board Member Sherrill

   Vote: 3 - 0

   Motion: Approve Commissioner McDonald as Vice-Chair.

By: Board Member Rassmussen
Seconded: Board Member Sherrill

Vote: 3 - 0

6. Discuss and consider action on the appointment of the Director.

   Motion: Approve the appointment of the Human Resources Director as Director of the Commission, following a discussion.

   By: Board Member Sherrill
   Seconded: Board Member McDonald

   Vote: 3 - 0

7. Discuss and consider action on adoption of rules necessary for the proper conduct of commission business.

   Following a discussion, the Commission requested samples from other cities along with recommendations to discuss at the next meeting.

8. Discuss and consider action on scheduling future meetings..

   Motion: Approve to set the meeting time 6:00 p.m. in the San Gabriel Conference Room on the following dates: August 13 and 27; September 10 and 24; and October 8 and 22, as needed, following a discussion.

   By: Board Member Rasmussen
   Seconded: Board Member McDonald

   Vote: 3 - 0

9. Adjournment

   Adjourned at 7:09 p.m.

APPROVED

CHAIR

ATTEST:

DIRECTOR