



**CITY OF DENTON  
CIVIL SERVICE COMMISSION  
MINUTES**

**Date/Time:** Tuesday, January 19, 2021, at 3:30 p.m.  
**Location:** City Hall – City Council Work Session Room  
215 E. McKinney St, Denton, TX 76205

After determining that a quorum was present, the Civil Service Commission of the City of Denton, Texas convened in a Regular Meeting on Tuesday, January 19, 2021, at 3:31 p.m. in the Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas.

**PRESENT:** Chair Darhyl Ramsey and Commissioner John Baines

**ABSENT WITH NOTICE:** Commissioner Lilyan Prado Carrillo

Also present were Civil Service Director Stephanie Lang, Deputy City Attorney Michael Cronig, Police Chief Frank Dixon, Police Lieutenant Michael Behrens, Police Sergeant Jason Kolba, Fire Battalion Chief Michael Holdscraw, Fire Captain Robert Fleniken, Police Officers Jared Raye, Sarah Keith, Travis Nicholas, Paul Weatherford, and Kris Johnson, Assistant to the City Manager Rachel Bathrop Mendoza, Caitlin Essex, and Civil Service Secretary Crystal Babcock

Note: Chair Darhyl Ramsey and Commissioner John Baines participated in the regular meeting via video/teleconference under the provisions allowed by the Texas Government Code Section 551.127.

The posted agenda noted the registration process for public participation at this virtual meeting. While citizen commentary received via the online registration process is not read, each member of the Civil Service Commission received each registration as it was submitted, if any.

**1. ITEMS FOR CONSIDERATION**

*A. CSC21-001 Introduction of guests.*

None.

*B. CSC21-002 Receive public comments.*

1. Pre-registration: None
2. Open Microphone: None

Note: Commissioner Ramsey made a motion to move Agenda Items H, I, and J before Agenda Item G. Commissioner Baines seconded the motion. The motion carried unanimously, 2 – 0.

*C. CSC21-003 Consider approval of the minutes from the November 16, 2020, meeting.*

The Commission considered approval of minutes from the November 16, 2020, Civil Service Commission meeting. Having no items to review, Commissioner Baines motioned to approve the minutes as presented and Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

*D. CSC21-004 Consider, hold discussion, and take action on the election of the Chair and Vice-*

City of Denton Civil Service Commission  
January 19, 2021  
Page 2 of 3

*Chair for the 2021 Civil Service Commission.*

The Commissioners discussed electing a Chair and Vice-Chair for the 2021 Civil Service Commission. Commissioner Baines made a motion to elect Commissioner Ramsey as Chair and Commissioner Prado Carrillo as Vice-Chair, Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

- E. *CSC21-005 Consider, hold discussion, and take action on the Fire Recruit Eligibility List from the Entrance Examination that was administered on January 9, 2021.*

The Commissioners considered approval of the Fire Recruit Eligibility List from the entrance examination administered on January 9, 2021. Commissioner Baines made a motion to accept the Eligibility List as presented, and Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

- F. *CSC21-006 Consider, hold discussion, and take action on the Police Recruit Certification List from the Entrance Examination that was administered on January 9, 2021.*

The Commissioners considered approval of the Police Recruit Certification List from the entrance examination administered on January 9, 2021. Commissioner Baines made a motion to accept the Certification List as presented, and Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

- H. *CSC21-007 Consider, hold discussion, and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Driver Promotional Exam (Source Material List was approved at the September 18, 2020, Civil Service Commission meeting, and subsequently posted).*

The Commissioners considered approval of the Fire Department Position Opportunity Announcement (POA) scheduling the date, time, and location of the Fire Driver Promotional Exam. Commissioner Baines made a motion to approve the POA as presented, and Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

- I. *CSC21-008 Consider, hold discussion, and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Captain Promotional Exam (Source Material List was approved at the September 18, 2020, Civil Service Commission meeting, and subsequently posted).*

The Commissioners considered approval of the Fire Department Position Opportunity Announcement (POA) scheduling the date, time, and location of the Fire Captain Promotional Exam. Commissioner Baines made a motion to approve the POA as presented, and Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

- J. *CSC21-009 Consider, hold discussion, and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Battalion Chief Promotional Exam (Source Material List was approved at the September 18, 2020, Civil Service Commission meeting, and subsequently posted).*

The Commissioners considered approval of the Fire Department Position Opportunity Announcement (POA) scheduling the date, time, and location of the Fire Battalion Chief Promotional Exam. Commissioner Baines made a motion to approve the POA as presented, and

City of Denton Civil Service Commission  
January 19, 2021  
Page 3 of 3

Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

*G. CSC21-011 Consider, hold discussion, and take action on the appealed questions from the Police Sergeant Promotional Examination that was administered on January 6, 2021.*

The Commission considered appeals of questions from the Police Department's Sergeant promotional examination that was administered on January 6, 2021. The following action was taken for each appealed question:

<i>Question</i>	<i>Action</i>	<i>Motion/Second</i>	<i>Vote</i>
8	Sustain the Answer Key	Baines/Ramsey	2 – 0
18	Appellant withdrew appeal		N/A
39	Appellant withdrew appeal		N/A
53	Accept A, B, and C	Ramsey/Baines	2 – 0
57	Sustain the Answer Key	Baines/Ramsey	2 – 0
58	Accept both A and C	Ramsey/Baines	2 – 0
59	Sustain the Answer Key	Baines/Ramsey	2 – 0
75	Appellant withdrew appeal		N/A
85	Accept both B and C	Ramsey/Baines	2 – 0
88	Sustain the Answer Key	Baines/Ramsey	2 – 0
92	Accept both B and C	Baines/Ramsey	2 – 0
97	Accept All Answers	Baines/Ramsey	2 – 0
100	Sustain the Answer Key	Baines/Ramsey	2 – 0

*K. CSC21-010 Consider, hold discussion, and take action on the meeting schedule for 2021.*

The Commission discussed setting the meeting schedule for 2021. Commissioners agreed to meet on the fourth Wednesday of the month as schedules permit, with the expectation that some meeting dates will need to be moved depending on availability. The next meeting is scheduled for February 24, 2021. Commissioner Baines made a motion to adjourn at 6:37 p.m., Commissioner Ramsey seconded the motion. The motion carried unanimously, 2 – 0.

\*Please note, after the January 19 meeting concluded, but prior to posting the February meeting, the date for the February meeting had to change due to scheduling conflicts. The February meeting was moved to February 26, 2021, at 3:30 p.m.

DocuSigned by:

*Darhyl Ramsey*

CHIEF OF POLICE DARHYL RAMSEY

3/1/2021

MINUTES APPROVED ON