

Meeting of the Civil Service Board

Present: Vice-Chair Steve Sanderfer, George L. Allen, Jr., F. Ray Hill, Marvin M. Lane, Jr., Pat Parrish, Joseph L. Phifer,

Absent: Alicia Voltmer

Attendees:

Sonia Boyd, Fire Prevention Officer
Eddie Burns, Sr. - Chief, Dallas Fire-Rescue
Emily Campa, Fire Prevention Officer
Debra Carlin, Assistant Chief, Dallas Fire-Rescue
Sandra Caro, Sr, Coordinator – Strategic Customer Services
Daisy Castañeda, Fire Prevention Officer
Scott Clumpner, Grievance Committee - Dallas Fire Fighters Association
David Etheridge, Human Resource Director
Shannon Dunn, Fire Prevention Officer
Eric Gardner, Fire Prevention Officer
Shawn Gary, Dallas Black Fire Fighter’s Association
Eric Griffin, Assistant Director - Strategic Customer Services
Randy Griffin, Rehire Applicant
Cristian Hinojosa, Fire & Rescue Officer Trainee
Shannon Jimenez, Fire Prevention Officer
Jill Jordan, Assistant City Manager
Julie Kumar, Fire Senior Prevention Officer
LaMart Lawson, Rehire Applicant
Audra Marshall, Fire Prevention Officer
Molly McCall, Assistant Director – Human Resources Department
Janice Moss, Senior Assistant City Attorney
Anthony Roberson Fire Prevention Officer
Richard Salinas, Fire & Rescue Officer
Miguel Sarmiento, Police Sergeant
Kris Sweckard, Director of Budget and Management Services
Tom Tanksley – Assistant Chief, Dallas Fire-Rescue
Tom Taylor – Grievance Committee, Dallas Fire Fighter’s Association
Rachell Torres
Simmeana Westbrook, Fire Prevention Lieutenant
Shakietha Williams, Fire Prevention Officer

Civil Service Department Staff:

Sheneice Hughes, Test Development and Validation Division Coordinator
Patricia Marsolais, Secretary to the Civil Service Board
Kimberly Martin, Sr. Human Resources Analyst
Pamela McDonald, Manager
Martha Santos, Coordinator

The meeting was called to order at 8:32 a.m.

The Vice-Chair asked for a moment of silence to note the passing of the Secretary’s father.

The minutes of the Thursday, August 2, 2007 meeting were unanimously approved.

Assistant City Manager Jill Jordan gave the Board a briefing on the new Process Improvement Project the City is launching. She provided the Board with some background information on the need for a team of employees to be trained and be familiar with a standardized method for business process management improvement. In order to do this the City has procured a consultant service to facilitate the training and work through six process improvement projects as a pilot initiative. One of the prototype projects focuses on the hiring process. It will be a collaborative effort between the Departments of Civil Service and Human Resources. Ms. Jordan added since it is quick process (called “Zoom”), she will be back to brief the Board after the project concludes at the end of October.

The Secretary described the methodology the teams will use which is based on quality improvement guru Dr. Edward Deming’s Plan-Do-Check-Act cycle. The Secretary added that the “hiring” pilot project will encompass only a small portion of the overall hiring process. The scope of the project will be limited to the number of days it takes from receipt of a requisition to hire to the provision of the first list of candidates to the hiring department. There are many components to the hiring process. Each will be addressed as separate process improvement projects. Ms. Jordan assured the Board that she is committed to keeping the members better informed. A report on the project team’s work will likely be presented to the Board in December.

The Board heard the rehire appeal of former Street Services Department employee Randy Leonard Griffin. After much discussion with Mr. Griffin about his previous employment with the City and consideration of material provided for the Board’s review, the Board unanimously approved Mr. Griffin’s request to reapply for City employment.

The Board heard the rehire appeal of former Equipment and Building Services employee LaMart Lawson. After questions were raised about the authenticity of Mr. Lawson's employment verification letters on Auto Zone letterhead, the Board voted to table the matter based on this concern. Mr. Lawson was advised that he could be placed on a future agenda pending his production of the original documents and confirmation of their validity.

The Board entered into closed executive session from 9:20 to 9:32 a.m. pursuant to section 551.071 of the Texas Meetings Act to receive legal advice on the proposed rule changes to Civil Service Rule XIV PROMOTIONS, Section 4B Fire Department. Minimum Requirement for Promotion and Rule XXIV REQUIREMENTS FOR TRAINEE FIRE AND RESCUE OFFICER AND TRAINEE FIRE PREVENTION OFFICER. There was no action taken in the closed session.

The Vice-Chair announced a discussion of the prospective revisions to Civil Service rules. Fire-Rescue Chief Eddie Burns described the proposed rule changes. They are:

1. Amend the rule that states that any member who has served in the department for three years is eligible for promotion to eligibility for promotion after serving two years if the individual has completed the Fire training, paramedic training, and six months of probation.
2. Members who transfer from one career path to another in the department after they complete the required training serve two years in that discipline before they are eligible to promote.

Board Member Parrish inquired if any current recruit classes would be affected by these rule changes. Chief Burns said that classes 278 and 279 would fall into that category based on the training curriculum and field experience requirements. He indicated that there is a proposal to grandfather these two classes in since they have been in various stages of training for two years.

The Vice-Chair opened the public hearing at 9:40 a.m. to receive comments from those in attendance. Comments on the proposed rule changes were made by Scott Clumpner, a Driver Engineer and member of the Dallas Firefighters' Association, Cristian Hinojosa representing classes 278 and 279, Lt. Simmeana Westbrook representing these members in the next class who will be affected by the changes, Fire Prevention Officer Moore, Shawn Gary, President, Dallas Black Firefighters' Association, Tom Taylor, Grievance Committee, Dallas Firefighters Association and Shannon Dunn, Fire Prevention Officer. All comments can be found in the official transcription of the Board meeting. There being no additional comments the Vice-Chair closed the public hearing at 9:55 a.m.

A motion by Board member Lane was made to adopt the proposed rule changes. The motion was seconded by Board member Hill. Mr. Lane proposed an amendment to the rule modifications to allow an exception for classes 278 and 279. After conferring with Chief Burns, Senior Assistant City Attorney Janice Moss suggested the following wording for the amendment:

Rule XIV PROMOTIONS 4B, Section 1, Subsection H entitled "Driver Engineer"

"Department members hired in class 278 and 279 of the Dallas Fire-Rescue Department who have been certified by the State of Texas as firefighters are excepted from the provisions in section H."

The Board unanimously approved the amended motion.

The Secretary updated the Board on the status of the Fiscal-Year 07/08 budget proposal. She noted that as things stand now the City Manager has recommended the department six services be funded.

The report of probationary period extension requests was provided to Board members.

In department news the Secretary announced the promotion of Senior Human Resources Analyst Pamela McDonald to Manager of the Examining and Recruitment Division. Ms. Marsolais praised Ms. McDonald for the tremendous job she has done.

Vice-Chair Sanderfer acknowledged receipt of a letter of complaint about the department. The Board authorized the Secretary to write a letter to Tom Taylor, Dallas Firefighter's Association, asking for clarification on the matters referred to so they can be addressed.

There being no further business before the Board, the meeting adjourned at 10:20 a.m.

ATTESTED

APPROVED