

Meeting of the Civil Service Board

Present: Vice-Chair Steve Sanderfer, F. Ray Hill, Marvin M. Lane, Jr., James M. Meyer, Pat Parrish

Attendees:

Louie Bright, Assistant Chief, Dallas Fire and Rescue Department
Michael Buehler, Present, Dallas Fire Fighters Association (DFFA)
Eddie Burns, Chief, Dallas Fire and Rescue Department
Amanda Johnson, Speaker
Janice Moss, Senior Assistant City Attorney
Gloria Register, Streets Department
Tom Taylor, Grievance Chair, Dallas Fire Fighters Association

Civil Service Department Staff:

Michelle Hanchard, Assistant Director
Sylvia Littleton, Executive Assistant
Dawne Payne, Senior Human Resources Analyst
Patricia Marsolais, Secretary to the Board

The meeting was called to order at 8:30 a.m.

The minutes of the Monday, April 3, 2006 meeting were unanimously approved.

The Board welcomed new Fire and Rescue Chief Eddie Burns, Sr. to the City of Dallas. Chief Burns gave the Board an overview of his career with the City of Fort Worth Fire Department. At the time he left Fort Worth, his position was Executive Deputy Chief. The Chief said while there are challenges facing the Dallas Fire Department, he considers them to be opportunities as well. He looks forward to working with the staff, employee associations, Civil Service and all groups to make the Dallas Fire and Rescue Department the best in the country. The Chief was instrumental in establishing an educational program with Texas Wesleyan University for firefighters to earn a Bachelor's Degree in fire service similar to programs for other professions such as accounting and law.

Vice-Chair Steve Sanderfer presented a "Certificate of Appreciation" from Councilmember Pauline Medrano to Board Member James Mike Meyer for his service on the Civil Service Board for the 2005-2007 term.

The Secretary advised the Board that the City Council has appointed Patricia Lee Gurson to the Adjunct Panel. Ms. Gurson was nominated by Councilmember Dr. Elba Garcia.

Amanda M. Johnson read a statement to the Board concerning the Board's criminal convictions policy for screening applicants. In her statement she asked the Board to reconsider her application for employment with the City. She has been turned down based on the convictions matrix adopted by the Board in 1997. Mr. Lane asked Ms. Johnson why she felt the Board should make an exception to its policy in her case. She said she felt she had paid her debt to society and would be an asset to any company. This not being an action item before the Board, the Vice-Chair thanked Ms. Johnson for coming and dropping the material off for them.

Assistant Director Hanchard gave the Board an update on the uniform testing projects. Since the last meeting, the new entry-level examination for Fire and Rescue Officer Trainee was administered to 477 candidates, 435 of whom passed. Those candidates who passed the examination will go on to take the newly validated physical abilities test (PAT). Civil Service staff will conduct these tests with the assistance of the Fire Department. On May 31, the written examination for Police Senior Corporal will be given. At this time over 700 police officers have signed up to take the test. The assessment center for Police Sergeant was held in April. Final scores of the combined written and assessment portions of the examination will be posted today. The written examination for Fire and Rescue Battalion Chief was also given the beginning of April. The assessment center is scheduled for June. Board member Parrish asked that a summary of this update be included with the packets sent to the Board. Ms. Parrish would like to ensure that there are vacancies to fill after a test is given and register of eligibles established.

The Board revisited the matter of individuals requesting the opportunity to address them. Members are in agreement that this is a good policy but would like clarification from the Secretary in advance if they are being asked to take action on a subject brought forth by a speaker. The Vice-Chair asked the Secretary to draft a letter to Ms. Johnson on its behalf acknowledging her appearance and conveying that the Board does not have an interest in modifying the current convictions matrix at this time.

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The Secretary gave the Board a status report of the fiscal year 2006/2007 budget process. Based on a zero-base methodology and predicated on The Price of Government philosophy

developed by authors David Osborne and Peter Hutchinson, the budget for each service in the department is reviewed as a bid by one of nine resultants teams assembled by City Management. Five of the Civil Service Department bids have been reviewed by the Government Results Team and two others by the Safety Team. Each department is reviewing the feedback provided by the teams that analyzed their bids and will have an opportunity to resubmit them a second time for consideration.

The Secretary discussed the CIS Reduction-in-Force placement results for the 28 desktop support employees who were laid off due to outsourcing of the function. With the cooperation of City Management, the wonderful work of the Civil Service staff to assist each riffee and the commitment on the part of other city departments to help place these employees, everyone who wanted to stay with the City found a job.

In department news the Vice-Chair asked Senior Assistant City Attorney Janice Moss to explain what the Board's limitations are in discussing things that aren't on the agenda or taking action on items that aren't action items, etc. Ms. Moss indicated that the conversation the Board members had about the agenda item on the criminal convictions matrix was within the parameters of the agenda item. The Vice-Chair asked the Secretary if she could separate the agenda into action items and non-action items in the future. She said that she could prepare the agenda as is and write in whether the items require action. The Vice-Chair said this would be fine.

The Vice-Chair said that he had gotten an unsigned letter at his home which said horrible things about the people on the Civil Service Board and disparaging remarks about the Secretary. He said he will never give any credit to anything if the person who writes it doesn't have the courage to give any attribution to who wrote it.

There being no further business before the Board, the meeting was adjourned at 9:08 a.m.

APPROVED

ATTESTED