

HEWITT TEXAS

CIVIL SERVICE COMMISSION MEETING AGENDA

August 18, 2017

11:30 AM

PUBLIC SAFETY FACILITY, 100 PATRIOT COURT
HEWITT, TX 76643

CIVIL SERVICE COMMISSION

David Buckles – Chairman

Tom Mattern – Vice-Chairman

Sam MacKinnon – Member

CITY STAFF

Katie Allgood, Civil Service Director

Jim Devlin, Police Chief

Adam Miles, City Manager

Tuck Saunders, Assistant Police Chief

Stephanie Fenty, HR Generalist

Lindsey Miller, Assistant to the Police Chief

HEWITT TEXAS

NOTICE OF MEETING OF THE CIVIL SERVICE COMMISSION OF HEWITT, TEXAS

Notice is hereby given that a **Called** meeting of the Civil Service Commission of the City of Hewitt will be held on the **18th day of August 2017 at 11:30 A.M. in the training room at the Hewitt Public Safety Facility located at 100 Patriot Court, Hewitt, Texas**, at which time the following subjects will be discussed:

1. Call meeting to order.
2. Introduction to Lindsey Miller – Administrative Assistant to the Chief.
3. Approval of February 6, 2017 meeting minutes.
4. Briefing and discussion concerning upcoming Civil Service training.
5. Report on Police Department.
6. Introduction to K9 Officer Shaka.
7. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Civil Service Commission of the City of Hewitt, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the Public Notice Board located in front of the City Hall of said City of Hewitt, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **Wednesday August 16, 2017 by 3:00 P.M.**

CITY OF HEWITT



Katie Allgood
Civil Service Director

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the City Secretary at (254) 666-6171, two working days prior to the meeting, so that appropriate arrangements can be made.

HEWITT TEXAS II

MEETING AGENDA ITEM FORM

MEETING DATE: August 18, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Katie Allgood, Civil Service Director

ITEM DESCRIPTION:

Consider approval of minutes of the February 6, 2017 meeting of the Civil Service Commission.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

ATTACHMENTS:

Draft minutes

HEWITT TEXAS

MINUTES OF HEWITT CIVIL SERVICE COMMISSION MEETING

Hewitt Public Safety Facility – 100 Patriot Court

February 6, 2017 – 5:00 p.m.

Members Present: Chairman David Buckles; Vice-Chairman Tom Mattern; Member Sam MacKinnon

Members Absent: None

Staff Present: Chief of Police Jim Devlin; Assistant Chief of Police Tuck Saunders; Managing Director of Administration/Civil Service Director Katie Allgood; Human Resources Generalist Stephanie Thompson

1. **Call meeting to order at 5:00 p.m.**
2. **Approval of September 2, 2016 meeting minutes** – *Tom Mattern moved, second by Sam MacKinnon to approve the September 2, 2016 minutes; all in favor, motion passed.*
3. **Update on Promotional and Entry Level Testing** – *Chief Devlin and Katie Allgood provided an update on promotional and entry level testing.*
4. **Update on the Police Officer Recruit positions** – *Chief Devlin provided updates on the Police Officer Recruit position.*
5. **Report on the Police Department** – *Chief Devlin provided updates on the Police Department.*
6. **Adjournment** – *Tom Mattern moved, second by Sam MacKinnon to adjourn; all in favor, motion passed. Meeting adjourned at 5:25 p.m.*

Date Approved

Katie Allgood
Civil Service Director

David Buckles
Chairman