



**MINUTES for  
Firefighters', Police Officers' and Emergency Medical Personnel's Civil Service Commission  
REGULAR MEETING  
Monday, November 1, 2021**

The Firefighters', Police Officers', and Emergency Medical Services Personnel's Civil Service Commission convened in a Regular Meeting on Monday, November 1, 2021 at 5202 East Ben White Boulevard, Building 500, Room 249, Austin TX 78741.

**Board Members in Attendance:**

Commission Chair Jolsna Thomas  
Commission Vice Chair Eyna Canales-Zarate

Commission Member Farah Ahmed

**Staff in Attendance:**

Matthew Chustz, Municipal Civil Service  
Administrator  
Mecia Griffin, Civil Service Coordinator

Michael Sullivan, Civil Service Coordinator  
Ann Skowronski, Assistant City Attorney

**CALL TO ORDER**

**Civil Service Commission Chair Thomas called the Commission Meeting to order at 10:00 a.m.**

**CITIZEN COMMUNICATION: GENERAL**

**No members of the public signed up to speak on this item.**

**1. APPROVAL OF MINUTES**

- a. Approve the minutes from the Firefighters', Police Officers', and Emergency Medical Services Personnel's Civil Service Commission Special Called Meeting of October 4, 2021.

**The minutes from the Special Called Meeting of October 4, 2021, were approved on Commission Vice Chair Canales-Zarate motion, Commission Member Ahmed's second, on a 3-0 vote.**

**2. NEW BUSINESS**

- a. Hear and rule on appeal(s) from the 2021 Police Lieutenant written promotional examination administered on October 7, 2021, pursuant to the Texas Local Government Code Chapter 143.034, Article 13 of the Agreement between the City of Austin and the Austin Police Association and Rule 7 of the City of Austin Fire Fighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission Rules and Regulations.

**Commission Vice Chair Canales-Zarate moved to deny the appeal of exam question 76, and let the question remain as keyed. Commission Member Ahmed seconded the motion. The motion to deny the appeal of question 76 was approved 3-0.**

- b. Discussion and possible action regarding the request of an Austin Fire Department candidate to the Commission to appoint three-member boards per Chapter 143.022(c) LGC for another mental or physical examination. (Zachary Pitre)

**Commission Coordinator Michael Sullivan noted that the three-member board was not yet complete and asked that the item be postponed. Commission Chair Thomas made a motion to postpone the item to a future agenda, Commission Vice Chair Canales-Zarate seconded the motion, and the item was withdrawn on a 3-0 vote.**

- c. Discussion and possible action regarding the appointment of a physician, psychiatrist, or psychologist to examine a police officer and to submit a report to the commission, department head, and the police officer. Pursuant to Section 143.081 LGC and Rule 15.04 of the City of Austin Fire Fighters', Police Officers' and Emergency Medical Personnel Civil Service Commission Rules and Regulations. (Andrew Vera)

**Commission Vice Chair Canales-Zarate made a motion to approve the appointment of three-member boards per Chapter 143.022(c) LGC for another mental or physical examination. Commissioner Ahmed seconded the motion. The motion was approved on a 3-0 vote.**

- d. Discussion and possible action on EMS Interim Chief Jasper Brown's request to have Medic Allen Clark's name stricken from the 2021 Promotional Eligibility List for the rank of Clinical Specialist-Field, pursuant to Texas Local Government Code 143.036 (g).

**Commission Member Ahmed made a motion to approve this request, Commission Vice Chair Canales-Zarate seconded the motion and the request to have Medic Allen Clark's name stricken from the 2021 Promotional Eligibility List for the rank of Clinical Specialist-Field was approved on a 3-0 vote.**

### **3. STAFF BRIEFINGS**

- a. Report from the Civil Service Office regarding exam processes, disciplinary hearings and fit for duty actions.

**Michael Sullivan, Civil Service Coordinator, and Mecia Griffin, Civil Service Coordinator, delivered the briefing to the Commission.**

- b. Future Meetings Schedule.

**Michael Sullivan, Civil Service Coordinator, delivered remarks to the Commission and no action was taken.**

### **4. FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

**Commission Vice Chair Canales-Zarate made a motion to adjourn the meeting, Commission Member Ahmed seconded the motion, and the meeting was adjourned at 10:15 am.**