



**MINUTES FOR THE  
CITY OF AUSTIN FIREFIGHTERS', POLICE OFFICERS' AND  
EMERGENCY MEDICAL SERVICES PERSONNEL'S  
CIVIL SERVICE COMMISSION  
SPECIAL CALLED MEETING  
MONDAY, SEPTEMBER 19, 2022**

The Firefighters', Police Officers', and Emergency Medical Services Personnel's Civil Service Commission convened in a Special Called Meeting on Monday, September 19, 2022, at 5202 East Ben White Boulevard, Building 500, Austin TX 78741.

**Board Members in Attendance:**

Commission Chair Jolsna Thomas

Commission Vice Chair Farah Ahmed

**Staff in Attendance:**

Matthew Chustz, Civil Service Manager

Mecia Griffin, Civil Service Coordinator

Jennifer Stanko, Civil Service Coordinator

Monika Arvelo, Assistant City Attorney

Chris Coppola, Assistant City Attorney

Heather Phillips, Interim Assistant Chief,

ATCEMS

**CALL TO ORDER**

**Civil Service Commission Chair Thomas called the Commission Meeting to order at 3:13 p.m.**

**PUBLIC COMMUNICATION: GENERAL**

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

**APPROVAL OF MINUTES**

1. Approve the minutes from the Firefighters', Police Officers', and Emergency Medical Services Personnel's Civil Service Commission Special Called Meeting of August 2, 2022. **The minutes from the Special Called Meeting of August 2, 2022, were approved on Vice Chair Ahmed's motion, Commission Chair Thomas' second, on a 2-0 vote.**

**PUBLIC HEARING**

2. Consider and take action on Austin-Travis County EMS (ATCEMS) Chief Robert Luckritz' June 15, 2022, request to the Commission for the involuntary demotion of ATCEMS Clinical Specialist-Field Alexandra May to Medic-Field.

A hearing was conducted regarding ATCEMS Chief Robert's Luckritz' request to the Commission for the involuntary demotion of ATCEMS Clinical Specialist-Field Alexandra May to Medic-Field.

Chair Thomas recessed the Commission meeting to go into closed session at 3:42 PM.

The Commission deliberated in closed session, pursuant to 551.074 of the Texas Government Code (personnel exception), on the request to the Commission for the involuntary demotion of ATCEMS Clinical Specialist-Field Alexandra May to Medic-Field.

Closed session ended and Chair Thomas called the Commission meeting back to order at 3:47 PM.

The motion to grant the request for the involuntary demotion of ATCEMS Clinical Specialist-Field Alexandra May to Medic-Field was approved on Vice Chair Ahmed's motion, Chair Thomas' second, on a 2-0 vote.

### **DISCUSSION AND ACTION ITEMS**

3. 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. (David Malacara)

**Chair Thomas took up items 3, 4, and 5 concurrently.**

4. 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 examination. (Austin Runkle)

**Chair Thomas took up items 3, 4, and 5 concurrently.**

5. 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 physical examination. (Austin Runkle)

**Chair Thomas took up items 3, 4, and 5 concurrently.**

**The motion to approve the appointment of a three-member board for items 3, 4 and 5 on the agenda, per Chapter 143.022(c) LGC for another mental or physical examination, was approved on Vice Chair Ahmed's motion, Chair Thomas' second, on a 2-0 vote.**

6. Discussion and possible action regarding the City of Austin Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission's 2023 meeting schedule.

**Discussion was held on the 2023 meeting schedule. The motion to approve the City of Austin Firefighters', Police Officers' and Emergency Medical Services Personnel's Civil Service Commission's 2023 meeting schedule was approved on Vice Chair Ahmed's motion, Chair Thomas' seconded on a vote of 2-0.**

**The approved 2023 Civil Service Commission meeting schedule is:**

**Monday, February 6, 2023**

**Monday, July 3, 2023**

**Monday, March 6, 2023**

**Monday, August 7, 2023**

**Monday, April 3, 2023**

**Monday, October 2, 2023**

**Monday, May 1, 2023**

**Monday, November 6, 2023**

**Monday, June 5, 2023**

**Monday, December 4, 2023**

**STAFF BRIEFINGS**

7. Report from the Civil Service Office regarding exam processes, disciplinary hearings and fitness-for-duty actions.  
**Mecia Griffin, Civil Service Coordinator, delivered the briefing to the Commission and no action was taken.**
8. Future Meetings Schedule.  
**Discussion was held regarding the future meeting schedule.**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**Chair Thomas made a motion to adjourn the meeting, Vice Chair Ahmed seconded the motion. The motion was approved on a 2-0 vote, and the meeting was adjourned at 4:05 PM**

**The minutes were approved at the October 3, 2022 Regular Meeting on Vice Chair Ahmed's motion, Chair Thomas' second on a 2 -0 vote.**