



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda Civil Service Commission

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Wednesday, September 24, 2025

12:30 PM

Public Safety Training Center  
Room C

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After determining that a quorum is present, the Civil Service Commission of the City of Denton, Texas will convene in a Regular Meeting on Wednesday, September 24 at 12:30pm in Classroom C at the Public Safety Training Center, 719 E. Hickory Street, Denton, Texas, at which the following items will be considered:

### 1. ITEMS FOR CONSIDERATION

- A. [CSC25-044](#) Introduction of guests.
- B. [CSC25-045](#) Receive public comments.
- C. [CSC25-046](#) Consider approval of the minutes from the August 27, 2025, meeting.  
Attachments: [August 27 2025 Minutes Final.pdf](#)
- D. [CSC25-047](#) Hold discussion and take action on the proposed 2026 Source Material List for the Fire Department promotional examinations.  
Attachments: [Agenda Information Sheet - 2026 Fire Promotional Source Materials.pdf](#)  
[2026 Fire Promotional Exam Source Material 2.1.pdf](#)
- E. [CSC25-048](#) In accordance with Texas Local Government Code Chapter 143.053 and Local Rule .053, hold discussion and take action on the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.  
Attachments: [Agenda Information Sheet - Firefighter Max Fernandez Discipline Appeal Hearir](#)
- F. [CSC25-049](#) Discuss agenda and date of the next Civil Service Commission meeting.

### 2. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Civil Service Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting and under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the Commission or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Civil Service Commission reserves the right to adjourn into a Closed Meeting on any item on its open meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on September 18, 2025, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## Legislation Text

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**File #:** CSC25-044, **Version:** 1

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### AGENDA CAPTION

Introduction of guests.



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## Legislation Text

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**File #:** CSC25-045, **Version:** 1

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### AGENDA CAPTION

Receive public comments.



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## Legislation Text

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**File #:** CSC25-046, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the minutes from the August 27, 2025, meeting.



**CITY OF DENTON  
CIVIL SERVICE COMMISSION  
MINUTES**

**Date/Time:** Wednesday, August 27, 2025, at 1:00 p.m.  
**Location:** City Hall East, Human Resources Training Room  
601 E. Hickory Street, Denton, TX 76205

After determining that a quorum was present, the Civil Service Commission of the City of Denton, Texas convened in a Regular Called Meeting on Wednesday, August 27, 2025, at 1:00 p.m. in the Human Resources Training Room at City Hall East, 601 E. Hickory Street, Denton, Texas.

PRESENT: Commissioners Dianne Baker and Darhyl Ramsey

ABSENT WITH NOTICE: John Baines

Also present were Director of Human Resources/Civil Service Director Megan Gilbreath, Deputy City Attorney Michael Cronig, Deputy City Attorney Susan Keller, Human Resources Assistant Director Lisa Collins, Civil Service Secretary Carri Byrd, Police Chief Jessica Robledo, Assistant Police Chief Tony Salas, Police Sergeant Lucas Bailey, Fire Driver and Fire Fighter Association President Jason Ballard, Fire Captain Clayton Rozell, Fire Community Risk Reduction Officer Hunter Lott, Fire Fighter Max Fernandez.

**1. ITEMS FOR CONSIDERATION**

*A. CSC25-037 Introduction of guests.*

None

*B. CSC25-038 Receive public comments.*

None

*C. CSC25-039 Consider approval of the minutes from the May 14, 2025, meeting.*

The Commissioners considered approval of minutes from the May 14, 2025, Civil Service Commission meeting. Commissioner Ramsey motioned to approve the minutes as presented, Commissioner Baker seconded the motion. The motion carried, 2 – 0 – 1.

AYES (2): Commissioners Baker and Ramsey

NAYS (0): None

ABSENT (1): Commissioner Baines

*D. CSC25-040 Receive a report on the Eligibility List from the Police Entrance Examination that was administered on June 14, 2025.*

Staff provided an update on the Police Entrance Examination that was administered on June 14, 2025. As the Eligibility List was previously approved by the Civil Service Director (as permitted under the Police Meet and Confer Agreement), there was no action taken.

*E. CSC25-041 Hold discussion and take action on the Position Opportunity Announcement (POA) to schedule the date, time, and location for the Fire Department entrance examination.*

Commissioner Baker made a motion to approve the Commission List as presented, Commissioner Ramsey seconded the motion. The motion carried, 2 – 0 – 1.

AYES (2): Commissioners Baker and Ramsey  
NAYS (0): None  
ABSENT (1): Commissioner Baines

- F. *CSC25-042 Consider and take action on the scheduling of the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.*

The Civil Service Commission will meet on September 24, 2025, at 1:00 p.m. for Max Fernandez's suspension appeal hearing. After discussion, the Commissioners stated that they would allow exhibits agreed upon by the parties to be provided to the Commissioners prior to the hearing. Commissioner Ramsey made a motion to approve the date and time of the appeal hearing, Commissioner Baker seconded the motion. The motion carried, 2 – 0 – 1.

- G. *CSC25-043 Discuss agenda and date of the next Civil Service Commission meeting.*

The Civil Service Commission will meet on September 24, 2025, at 12:30 p.m. Commissioner Ramsey made a motion to adjourn at 1:33 p.m., Commissioner Baines seconded the motion. The motion carried, 2 – 0 – 1.

AYES (2): Commissioners Baker and Ramsey  
NAYS (0): None  
ABSENT (1): Commissioner Baines

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DARHYL RAMSEY, CHAIR

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DATE

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CARRI BYRD, CIVIL SERVICE SECRETARY

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DATE



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## Legislation Text

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**File #: CSC25-047, Version: 1**

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### **AGENDA CAPTION**

Hold discussion and take action on the proposed 2026 Source Material List for the Fire Department promotional examinations.





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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Cassandra Ogden

**DATE:** September 24, 2025

### **SUBJECT**

Hold discussion and take action on the proposed 2026 Source Material List for the Fire Department promotional examinations.

### **BACKGROUND**

The Source Material List for the Fire Department promotional examinations is reviewed annually and brought before the Commission to approve.

Per Texas Local Government Code Chapter 143, Section 029 the Source Material List for Fire Department promotional examinations must be posted before the 90<sup>th</sup> day before the date a promotional examination is held. Further, according to the most recent Fire Meet and Confer Agreement, Fire Department promotional examinations are to take place every March according to the following schedule:

- Battalion Chief – First Tuesday in the month of March
- Captain – First Wednesday in the month of March
- Lieutenant – First Thursday in the month of March
- Driver – First Friday in the month of March

### **RECOMMENDATION**

Hold discussion and approve the proposed 2026 Source Material List for the Fire Department promotional examinations.

### **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – 2026 Fire Promotional Source Material Lists (Proposed)

Respectfully submitted:  
Carri Byrd  
Civil Service Secretary  
Human Resources Business Partner



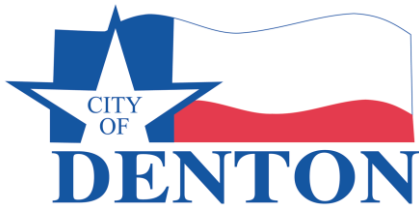
## Denton Fire Department

### Promotional Exam Source Material 2026



#### Fire Driver

1. **Occupational Safety, Health, and Wellness** (4<sup>th</sup> Ed.) (2018) IFSTA  
Fire Protection Publications, ISBN 978-0879396381
2. **Fire Apparatus Driver/Operator** (4<sup>th</sup> Ed.) (2025) IAFC/NFPA, Patrick P. Dunn, Jones and Bartlett Learning, ISBN 978-1284286519
3. **Brannigan's Building Construction for the Fire Service** (6<sup>th</sup> Ed.) (2021) NFPA, Francis L. Brannigan, Glenn P. Corbett, Jones & Bartlett Learning, ISBN 978-1284177312
4. **Fire Officer's Handbook of Tactics** (5<sup>th</sup> Ed.) (2019) John Norman  
PennWell Corporation, ISBN 978-1593704186
5. **Fire Protection, Detection, and Suppression Systems** (5<sup>th</sup> Ed.) (2016) IFSTA Fire Protection Publications, ISBN 978-0879395995
6. **EVOS: EMS Vehicle Operator Safety** (2<sup>nd</sup> Ed.) (2025) Bob Elling, MPA, EMT-P  
Jones & Bartlett Learning, ISBN 978-1284291780



## Denton Fire Department

### Promotional Exam Source Material 2026



#### Fire Lieutenant

1. **Occupational Safety, Health, and Wellness** (4<sup>th</sup> Ed.) (2018) IFSTA  
Fire Protection Publications, ISBN 978-0879396381
2. **Fire Officer Principles and Practice** (4<sup>th</sup> Ed.) (2021) IAFC/NFPA, Michael J. Ward, Jones & Bartlett Learning, ISBN 978-1284172393 (Section 1: Pages 4 – 247)
3. **Fire Officer's Handbook of Tactics** (5<sup>th</sup> Ed.) (2019) John Norman  
PennWell Corporation, ISBN 978-1593704186
4. **Legal Considerations for Fire & Emergency Services** (4<sup>th</sup> Ed.) (2022) J. Curtis Varone  
Fire Engineering Books & Videos, ISBN 978-1593705763
5. **Brannigan's Building Construction for the Fire Service** (6<sup>th</sup> Ed.) (2021) NFPA, Francis L. Brannigan, Glenn P. Corbett, Jones & Bartlett Learning, ISBN 978-1284177312



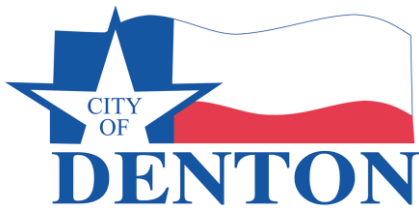
## Denton Fire Department

### Promotional Exam Source Material 2026



#### Fire Captain

1. **Community Risk Reduction Principles and Practice** (1<sup>st</sup> Ed.) (2022) Beverley Walker, Jones & Bartlett Learning, ISBN 978-1284195057
2. **Fire Officer Principles and Practice** (4<sup>th</sup> Ed.) (2021) IAFC/NFPA, Michael J. Ward, Jones & Bartlett Learning, ISBN 978-1284172393
3. **Fire Officer's Handbook of Tactics** (5<sup>th</sup> Ed.) (2019) John Norman, PennWell Corporation, ISBN 978-1593704186
4. **Legal Considerations for Fire & Emergency Services** (4<sup>th</sup> Ed.) (2022) J. Curtis Varone, Fire Engineering Books & Videos, ISBN 978-1593705763
5. **Mastering Fireground Command: Calm The Chaos!** (1<sup>st</sup> Ed) (2024) Anthony Kastros, Brian Brush, Fire Engineering Books, ISBN 978-1593705992



## Denton Fire Department

### Promotional Exam Source Material 2026



#### Fire Battalion Chief

1. **Chief Officer Principles and Practice** (3<sup>rd</sup> Ed.) (2021) NFPA/IAFC, David J. Purchase, Jones & Bartlett Learning, ISBN 978-1284172478
2. **Community Risk Reduction Principles and Practice** (1<sup>st</sup> Ed.) (2022) Beverley Walker, Jones & Bartlett Learning, ISBN 978-1284195057
3. **Legal Considerations for Fire & Emergency Services** (4<sup>th</sup> Ed.) (2022) J. Curtis Varone Fire Engineering Books & Videos, ISBN 978-1593705763
4. **Fire and Emergency Services Administration: Management and Leadership Practices** (3<sup>rd</sup> Ed.) (2022) L. Charles Smeby Jr., Jones & Bartlett Learning, ISBN: 978-1284180213
5. **Mastering Fireground Command: Calm The Chaos!** (1<sup>st</sup> Ed) (2024) Anthony Kastros, Brian Brush, Fire Engineering Books, ISBN 978-1593705992
6. **The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations** (7<sup>th</sup> Ed.) (2023) James M. Kouzes and Barry Z. Posner, Jossey-Bass, ISBN 978-1119736127



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## Legislation Text

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**File #: CSC25-048, Version: 1**

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### **AGENDA CAPTION**

In accordance with Texas Local Government Code Chapter 143.053 and Local Rule .053, hold discussion and take action on the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Cassandra Ogden

**DATE:** September 24, 2025

### **SUBJECT**

In accordance with Texas Local Government Code Chapter 143.053 and Local Rule .053, hold discussion and take action on the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.

### **BACKGROUND**

Pursuant to Texas Local Government Code Chapter 143.052, following an incident on May 12, 2025, Fire Chief Kenneth Hedges issued a six-hour suspension to Firefighter Max Fernandez. The action was taken because Firefighter Fernandez violated Civil Service Commission Rule .051, which sets forth the cause for removal or suspension of employees in the classified service.

In accordance with the provisions of Texas Local Government Code Chapter 143.010 and 143.053, on August 18, 2025, Firefighter Fernandez requested an appeal hearing before the Civil Service Commission. Based on 143.053 (b), if a suspended fire fighter or police officer appeals the suspension to the commission, the commission shall hold a hearing and render a decision in writing within 30 days after the date it receives notice of appeal. The suspended person and the commission may agree to postpone the hearing for a definite period. On August 27, 2025, during the regularly scheduled Civil Service Commission meeting, the Civil Service Commission and firefighter Max Fernandez agreed to postpone the hearing until the next regularly scheduled Civil Service Commission meeting on Wednesday, September 24, 2025. The regular meeting is scheduled to begin at 12:30pm and the hearing is scheduled to begin at 1:00pm.

In accordance with 143.010, the affected fire fighter or police officer is entitled to be represented by counsel or a person the fire fighter or police officer chooses and the proceeding shall be held in public. Witnesses may be placed under the rule at the commission hearing. The commission shall conduct the hearing fairly and impartially as prescribed by Chapter 143 and shall render a just and fair decision. The commission may consider only the evidence submitted at the hearing. The commission shall maintain a public record of the proceeding.

Based on 143.053, the department head is restricted to the department head's original written statement and charges, which may not be amended. The commission may deliberate the decision in closed session but may not consider evidence that was not presented at the hearing and the commission shall vote in open session.

In its decision, the commission shall state whether the suspended fire fighter or police officer is:

- (1) permanently dismissed from the fire or police department;
- (2) temporarily suspended from the department; or
- (3) restored to the person's former position or status in the department's classified service.

If the commission finds that the period of disciplinary suspension should be reduced, the commission may order a reduction in the period of suspension. If the suspended fire fighter or police officer is restored to the position or class of service from which the person was suspended, the fire fighter or police officer is entitled to:

- (1) full compensation for the actual time lost as a result of the suspension at the rate of pay provided for the position or class of service from which the person was suspended; and
- (2) restoration of or credit for any other benefits lost as a result of the suspension, including sick leave, vacation leave, and service credit in a retirement system. Standard payroll deductions, if any, for retirement and other benefits restored shall be made from the compensation paid, and the municipality shall make its standard corresponding contributions, if any, to the retirement system or other applicable benefit systems.

The commission may suspend or dismiss a fire fighter or police officer only for violation of civil service rules and only after a finding by the commission of the truth of specific charges against the fire fighter or police officer.

### **RECOMMENDATION**

Hold a discussion and take action on the hearing for the appeal of the six-hour suspension of firefighter Max Fernandez.

### **EXHIBITS**

Exhibit 1 – Agenda Information Sheet – Firefighter Max Fernandez Appeal Hearing

Respectfully submitted:  
Carri Byrd  
Civil Service Secretary  
Human Resources Business Partner





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## Legislation Text

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**File #:** CSC25-049, **Version:** 1

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### **AGENDA CAPTION**

Discuss agenda and date of the next Civil Service Commission meeting.