

AGENDA
NOTICE OF MEETING OF THE CITY COUNCIL OF
SHAVANO PARK, TEXAS

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Special Meeting on Tuesday, December 18, 2018 at 5:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

The City Council welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- A. Pursuant to Resolution No. 04-11 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- B. Only citizens may speak.
- C. Each citizen may only speak once, and no citizen may pass his/her time allotment to another person.
- D. Direct your comments to the entire Council, not to an individual member.
- E. Show the Council members the same respect and courtesy that you expect to be shown to you.

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments. (Attorney General Opinion –JC 0169)

4. CITY COUNCIL COMMENTS

Pursuant to TEX. GOV'T CODE §551.415(b), the Mayor and each City Council member may announce city events/community interests and request that items be placed on future City Council agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- 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 governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda

5. AGENDA ITEMS

5.1 Discussion / possible action – authorizing the City Manager to extend an offer of employment for the position of Fire Chief. Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - City Manager

6. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-493-3478 x240 or TDD 1-800-735-2989.

CERTIFICATION:

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at Shavano City Hall, 900 Saddletree Court, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 15th day of December 2018 at 3:40 p.m.

Zina Tedford
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: October 18, 2018

Agenda item: 5.1

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

5.1 Discussion / possible action – authorizing the City Manager to extend an offer of employment for the position of Fire Chief. Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - City Manager

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Attachments for Reference:

- 1) Candidates Scoring Matrix
- 2) Resume – Darrell Dover
- 3) Interview Questions

BACKGROUND / HISTORY: Chief Mike Naughton retired effectively October 19th and interim Chief Riedel has served since. The City posted the job opening shortly afterwards.

DISCUSSION:

The City received 11 applications for consideration. The applications were screened to select the top five candidates for interview. One candidate dropped out taking another job opportunity with a different city.

The four candidates were interviewed by a panel of five members consisting of:

- Chief Mike Naughton, Fire Chief Leon Valley
- Chief Ralph Rodriguez, Fire Chief Bexar County District No. 2
- Chief Jerry Riedel, Interim Fire Chief Shavano Park
- Zina Tedford, City Secretary, Shavano Park
- Bill Hill, City Manager, Shavano Park

Interview questions were collectively developed and each candidate was asked to respond. Each panel member scored the candidate independently and the top scoring candidate was unanimously selected as well as the general rank ordering of the candidate. The specific scores for each candidate are listed on attachment 1.

Candidate #4, Chief Darrell Dover, scored the highest in interview and again was the consensus choice as being the most qualified and the best fit for Shavano Park. Chief Dover currently serves as the Fire Chief for Castle Hills, which has an ISO rating of 4. Chief Dover has over 23 years' experience as a firefighter in several departments. Until selected as the Castle Hills Fire Chief, he also served as a part time Fire Inspector for two other cities. Chief Dover is an

Advanced Firefighter; Advanced Fire Inspector; an Arson Investigator; a basic Peace Officer; Certified Fire Executive and pending two additional fire certifications and working an additional law enforcement certification. Chief Dover is required to maintain continuing education T.C.O.L.E. certifications and reports he is current on all. There are numerous other training and classes he has attended to include Incident Command System (ICS) classes through FEMA/Texas A&M; Fire Officer and Fire Instructor.

Chief Dover is currently working on his Fire Science Associates Degree from San Antonio College and plans to enroll in San Antonio A&M to earn his Bachelor's in Fire and EMS Administration.

COURSES OF ACTION: Approve proposed candidate as recommended by staff or provide further guidance.

FINANCIAL IMPACT: Based upon the Werling Individual Pay Model, Chief Dover's starting salary to be \$80,219. This is compared to the FY 2018-19 budgeted amount of \$98,904 projected for Chief Naughton.

MOTION REQUESTED: Authorize the City Manager to extend an offer of employment for the position of Fire Chief.