

RECORD OF PROCEEDINGS

CIVIL SERVICE COMMISSION DENVER, COLORADO – MARCH 18, 2016 MEETING No. 335

Commissioners Present: Neal G. Berlin, President (arrived late due to snow storm)
Federico C. Alvarez, Vice President
Anna Flores, Commissioner
Joseph G. Sandoval, Commissioner
Larry D. Trujillo, Commissioner

Staff Present: Earl Peterson, Executive Director
Susan Billotte, Staff Human Resources Professional
Felisa Urdiales, Senior Human Resources Professional
Jeff Wilson, Senior Human Resources Professional
Patricia Montanez, Administrative Support Assistant IV

Guests: Bob Wolf, City Attorney
Greg Pixley, Captain DFD
Ahmid Nunn, Lieutenant DFD
Rodney Sherrod, Lieutenant DFD
Wendi Smith, Engineer DFD
Anthony Norman, Technician DPD

In the absence of CSC President Berlin, Vice President Alvarez called the meeting to order at 9:40 a.m. Commissioners Alvarez, Flores, Sandoval, and Trujillo were present.

OPENING:

CSC Vice President Alvarez stated that a motion was in order to accept the minutes of March 4, 2016. Commissioner Trujillo so moved; Commissioner Flores seconded the motion. Motion was passed.

INTRODUCTIONS

Patricia Montanez was introduced, as the newest member of the Civil Service Commission staff. She explained that she is an Administrative Support Assistant IV, and one of her primary tasks is to help Felisa Urdiales process Entry-Level and Lateral Denver Police Officers.

INFORMATIONAL ITEMS

- Executive Director

Earl Peterson reported on the Entry-Level Firefighter orientation that took place March 15-16, 2016 at the Glass House, 5:00-9:00 p.m. Of the (approx.) 100-120 individuals who were invited, (approx.) 50 attended the session. Those individuals have been scheduled to test on the mornings of March 23 and March 24, 2016.

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Earl stated, that as part of the orientation, attendees were encouraged to prepare in advance of testing, to improve their position in the process. Examples of advance-preparation included: ride-alongs, community involvement, EMT certification. In addition, the orientation highlighted the salary and benefits of DFD.

Earl informed everyone that he, Antoinette Torres-Janke, and Gloria Griffith, had visited the new Civil Service Commission office space, on the seventh floor of the Denver Post building. He shared that he was very impressed with the new space and the building itself. Additionally, it addresses the security concerns previously expressed by the Commissioners. CSC will be sharing the seventh floor with 311, Office of the Independent Monitor, and the Marijuana task force.

- Calendar

Commissioner Alvarez noted that as she was unavailable to attend the Commission Meeting, Antoinette had provided copies of the April calendar to the Commissioners in advance.

- Comments from Staff/Public

Commissioner Sandoval mentioned that he would not be able to attend the Commission Meeting of April 1, 2016.

Technician Anthony Norman reported on the success of DPD's recruitment efforts, and added "a lot of good people coming through." He mentioned DPD Boot Camp, created to help improve applicants' writing skills, and a pre-Academy fitness program, initiated to improve applicants' physical ability.

Captain Greg Pixley suggested a collaboration between DPD and DFD in future recruitment efforts.

Engineer Wendi Smith stated that candidates selected to interview, needed mentoring to improve their presentation skills and ability to articulate. Commissioner Alvarez mentioned that the Hispanic Bar Association invites individuals who are interested in becoming judges, to coaching sessions to develop the skills for speaking up for oneself.

At 10:10 a.m., Commissioner Berlin stated that a motion was in order to go into Executive Session. Commissioner Alvarez so moved; Commissioner Sandoval seconded.

EXECUTIVE SESSION

- Deliberative Review—(18) Entry-Level Firefighters
- Preliminary Review—(2) Entry-Level Firefighters
- Preliminary Review—(3) Police Officers
- Disciplinary Update & Review

At 11:05 a.m., Commissioner Berlin stated a motion was in order to go out of Executive Session.

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Commissioner Trujillo so moved; Commissioner Flores seconded. Motion passed unanimously.

OPEN SESSION:

Commissioner Alvarez moved to pass (11) Entry-Level Firefighters/fail (4) Entry-Level Firefighters/defer (3) Entry-Level Firefighters to 4/1/16 Commission Meeting/stop background investigations on (2) Firefighters. Commissioner Flores seconded the motion; motion passed.

Commissioner Trujillo moved to stop background investigations on (3) Police Officers. Commissioner Flores seconded the motion; motion passed.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of March 18, 2016 was adjourned at 11:10 a.m. on the motion of Commissioner Alvarez; seconded by Commissioner Flores.

CIVIL SERVICE COMMISSION:

Neal G. Berlin, Commissioner/President

Federico Alvarez/Vice President

Joseph G. Sandoval, Commissioner

Anna Flores, Commissioner

Larry D. Trujillo, Commissioner

ATTEST: _____

Earl Peterson, Executive Director

Susan Billotte, Staff H.R. Professional