

## RECORD OF PROCEEDINGS

---

### CIVIL SERVICE COMMISSION DENVER, COLORADO – JULY 15, 2016 MEETING No. 343

Commissioners Present: Neal G. Berlin, President  
Federico C. Alvarez, Vice President  
Anna Flores, Commissioner  
Joseph G. Sandoval, Commissioner

Staff Present: Earl Peterson, Executive Director  
Antoinette Torres-Janke, Human Resources Supervisor  
Jeff Wilson, Senior Human Resources Professional  
Susan Billotte, Staff Human Resources Professional

Guests: John Beckman, City Attorney  
Wendi Smith, Denver Fire Department

CSC President Berlin, called the meeting to order at 9:30am Commissioners Alvarez, Berlin, Flores, and Sandoval were present. Commissioner Trujillo was absent and excused.

#### **OPENING:**

CSC President Berlin stated that a motion was in order to accept the minutes of July 1, 2016. Commissioner Alvarez so moved; Commissioner Flores seconded the motion. Motion was passed.

#### **OLD BUSINESS:**

Antoinette called for a motion to ratify the Commissioners' votes, received on July 6 & July 7 via phone & email, for the 2016 Fire Captain Eligible Register, which became effective on July 8, 2016. Commissioner Alvarez so moved. Commissioner Sandoval seconded. The motion passed.

#### **NEW BUSINESS:**

Jeff Wilson called for a motion for Commissioners approval of the 2016 Police Lieutenant Eligible Register for posting on July 18, 2016. Commissioner Alvarez so moved; Commissioner Flores seconded the motion. Motion was passed.

#### **INFORMATIONAL ITEMS**

- Executive Director  
Earl called for a moment of silence for those affected by the tragedy in France.

Earl mentioned that Fire Chief Joe Gonzales will be retiring after over forty-four (44) years of service;

## RECORD OF PROCEEDINGS

---

the ceremony and reception will start at 11:00am today.

Earl reported that he and Antoinette met with the City Auditor's staff, regarding Civil Service Commission processes and procedures, safety and security, and Rule 12. He further stated that the Audit committee may be speaking with Director Vigil regarding the disciplinary review process. Earl added that the committee may be speaking to CSC staff members about applicant processing and tracking, especially iCIMS. The CSC audit is scheduled to be complete by end-of-2016.

Earl mentioned that he will be providing information to the Department of Justice (DOJ) about DFD and DPD processes and procedures. He added that it was a compliment to Denver that the DOJ was looking at us as a positive example and successful model.

- Calendar
- Comments from Staff/Public

Jeff mentioned that there will not be a special Commission Meeting on July 22, as there were only three (3) files for Deliberative Review; voting could be conducted via telephone.

There were no additional comments from CSC staff or guests.

At 9:42am Commissioner Berlin stated that a motion was in order to go into Executive Session. Commissioner Alvarez so moved; Commissioner Flores seconded.

### EXECUTIVE SESSION

- Deliberative Review (28) Civilian Firefighters
- Preliminary Review (1) Civilian Firefighter

At 10:35am, Commissioner Berlin stated a motion was in order to go out of Executive Session. Commissioner Alvarez so moved; Commissioner Sandoval seconded. Motion passed unanimously.

### OPEN SESSION:

Commissioner Alvarez moved to pass sixteen (16) and fail twelve (12) entry-level firefighter applicants. Commissioner Sandoval seconded; motion passed. Commissioner Alvarez moved to stop background on (1) entry-level firefighter applicant in Preliminary Review. Commissioner Sandoval seconded; motion passed.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of July 15, 2016 was adjourned at 10:37am on the motion of Commissioner Flores; seconded by Commissioner Berlin.

**RECORD OF PROCEEDINGS**

---

---

**CIVIL SERVICE COMMISSION:**

\_\_\_\_\_  
Neal G. Berlin, Commissioner/President

\_\_\_\_\_  
Federico Alvarez/Vice President

\_\_\_\_\_  
Anna Flores, Commissioner

\_\_\_\_\_  
Joseph G. Sandoval, Commissioner

ATTEST: \_\_\_\_\_

Earl Peterson, Executive Director

\_\_\_\_\_  
Susan Billotte, Staff H.R. Professional