

RECORD OF PROCEEDINGS

CIVIL SERVICE COMMISSION DENVER, COLORADO – AUGUST 19, 2016 MEETING No. 345

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

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

Guests: Bob Wolf, City Attorney
Jason Moore, City Attorney
Wendi Smith, Engineer, DFD
Rodney Sherrod, Lieutenant, DFD
Eranda Piyasena, Technician, DPD
John MacDonald, Lieutenant, DPD
Brad Harwell, Auditor
Marc Hoffman, Auditor

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

OPENING:

- Approval of Minutes—Meeting of August 5, 2015

CSC President Berlin stated that a motion was in order to accept the minutes of August 5, 2016. Commissioner Alvarez so moved; Commissioner Flores seconded the motion. Motion was passed.

OLD BUSINESS:

- Discussion of Possible Change of Commission Meeting Dates

Earl opened a discussion about changing Commission Meeting days from the first and third Friday of the month, to either the first and third or second and fourth Thursday of the month. City Attorney Bob Wolf mentioned that he attends a CSA meeting on the first and third Thursday of the month, and would prefer the second and fourth Thursday for CSC meetings. As no one else had a time conflict, Earl proposed changing the CSC Commission Meetings to the second and fourth Thursday of the

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month, effective January 2017. Commissioners, CSC staff, and DFD and DPD representatives agreed to the change. Susan Billotte will send out official notification of the date change to all stakeholders, regular attendees, and other interested parties.

NEW BUSINESS:

- Selection of Consultant for the 2017 Lieutenant Examination—Denver Fire Department

Jeff reported that fourteen (14) RFPs were sent out; only two (2) bids/proposals were returned. Jeff recommended that Booth Research Group be awarded the project as their bid was the lowest. After reviewing both bids/proposals submitted, and their comparative fees, Commissioner Trujillo moved to award the 2017 Lieutenant Examination project to Booth Research Group. Commissioner Flores seconded; motion passed unanimously.

For the benefit of the guests from the City's Auditor's Office, Earl gave a brief explanation of Civil Service Commission Request for Proposal (RFP) and bidding processes. The guests from the Auditor's Office requested a copy of the RFP.

INFORMATIONAL ITEMS

- Executive Director

Earl reported that he had been deposed by the Department of Justice for 4.5 hours, with City Attorney Bob Wolf present. Earl was considered a semi-expert witness for the purpose of the deposition, based on Civil Service Commission promotional exam practices and procedures. The Department of Justice is investigating a complaint against the Jacksonville, Florida, Police Department. The basis of the complaint is that Jacksonville administers only a written exam for promotion, and that has proven to have adverse impact on minorities. Denver's process, which includes practical assessments minimizes adverse impact. Commissioner Berlin stated that it was a compliment to Earl and the Civil Service Commission that Denver's promotional process was considered a model for other departments.

Earl updated everyone on his plan to schedule a training/award/acknowledgement session at the DPD Academy in October. Background Investigators, CSC Commissioners and staff, DPD & DFD recruiters, psychologists, and polygraph examiners will be included; either breakfast or lunch will be provided. Earl said the two date options were October 11 or October 12, at 9:30am-1:30pm. To avoid a conflict with the previously scheduled FEDRC meeting of October 12, everyone agreed on October 11.

Lastly, Earl reiterated the Commission's plan to hold weekly internal staff meetings to review, revise, simplify, and clarify the Commission Rules, to incorporate Charter changes and other amendments. Commissioner Berlin expressed interest in attending the next rules Meeting. Proposed changes will be presented to the Commissioners for formal action.

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- Calendar
- Comments from Staff/Public

Earl thanked Commissioner Flores for attending the DPD promotion ceremony on August 12.

City Attorney Bob Wolf, reported that he's participating in an Executive Management program, and one of the requirements is to "shadow" someone at the Executive Director level; he's been "shadowing" Earl. Attorney Wolf added that he was impressed with Earl's management style and performance.

There were no additional comments from CSC staff or guests.

At 9:50am 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 (2) Civilian Firefighters
- Deliberative Review (1) Cadet Firefighter
- Review of Hearing Officer Applicant

At 10:15am, 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 six (2) entry-level civilian firefighter applicants. Commissioner Sandoval seconded; motion passed. Commissioner Alvarez moved to pass (1) entry-level firefighter cadet; Commissioner Sandoval seconded. Motion passed. Commissioner Alvarez moved to reject (1) hearing officer applicant; Commissioner Flores seconded. Motion passed. CSC will place an ad for additional Hearing Officers after the first of the year 2017.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of August 19, 2016 was adjourned at 10:20am on the motion of Commissioner Alvarez; seconded by Commissioner Sandoval.

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CIVIL SERVICE COMMISSION:

Neal G. Berlin, Commissioner/President

Federico Alvarez/Vice President

Anna Flores, Commissioner

Joseph G. Sandoval, Commissioner

Larry D. Trujillo, Commissioner

ATTEST: _____
Earl Peterson, Executive Director

Susan Billotte, Staff H.R. Professional