

## RECORD OF PROCEEDINGS

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### CIVIL SERVICE COMMISSION DENVER, COLORADO – JUNE 22, 2017 MEETING No. 365

Commissioners Present: Neal Berlin, President  
Anna Flores, Commissioner  
Joseph G. Sandoval, Commissioner

Staff Present: Earl Peterson, Executive Director  
Felisa Urdiales, Senior Human Resources Data Analyst  
Jeff Wilson, Senior Human Resources Data Analyst  
Jeannette Giron, Human Resources Data Analyst  
Gloria Griffith, Associate IT Systems Administrator

Guests: Bob Wolf, CAO  
Kevin Cain, Firefighter 1<sup>st</sup> Grade, DFD  
Wendi Smith, Engineer DFD  
Kurt Buhler, Lieutenant DFD  
Chris Avitia, Technician DPD

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

#### **OPENING:**

- Approval of Minutes—June 8, 2017.

President Berlin noted that a motion was in order to accept the minutes of the Meeting of June 8, 2017. Commissioner Flores so moved; Commissioner Sandoval seconded the motion. Motion passed.

#### **NEW BUSINESS**

- Set Cutoff Score for 2017 Fire Lieutenant Written Test

Jeff reported on the results of the 2017 Fire Lieutenant Written Test, and distributed the recommendation for a cutoff score of 68.3333% (82 out of 120 items). The test was administered on June 5. Ninety-nine individuals were scheduled to take the test; (73) individuals took the test; (26) were no shows. He noted that (31) candidates would pass the written test at the recommended cut-off score, and would be invited to participate in the Assessment Center in July. Demographics: all Male, including (3) Black, (3) Hispanic, (1) Native American, (24) White. He added, only (1) Female took the test. The score is lower than last time. More candidates took it in 2015. He mentioned that this is in close agreement with the Angoff Committee's Cutoff recommendation of 87 raw items. Jeff added that the cutoff score for the 2015 Fire Lieutenant written test was set at 87 raw items correct out of 120 (or 72.5000%), with 50 candidates eligible to proceed to the Assessment Center. Commissioner Berlin asked about the number of vacancies; Jeff responded: 25. He added that this will be a two year list. He noted that the score will be posted at 2:00pm today.

Commissioner Sandoval moved to accept the cutoff score as recommended; Commissioner Flores seconded.

#### **INFORMATIONAL ITEMS**

- Executive Director

Earl mentioned that CSC is preparing for (2) promotional exams, Fire Lieutenant and Police Sergeant. He

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noted that Civil Service attended a graduation last week for Entry-Level Firefighters..

Earl reported that Jim Crowe, one of the original CSC Background Investigators was retiring. He and other CSC staff members noted that Jim has served the Commission very well over the years.

- Calendar

Commissioner Berlin mentioned that the Commissioners should notify CSC as to who will attend the Mayor's State of the City Address on July 10, 2017.

- Comments from Staff/Public

Commissioner Berlin asked how many police files the Commissioners would be reviewing for the next meeting; Felisa responded that there were (21) files that they would receive next week.

Technician Avitia mentioned a DPD Recruiting Open House on June 27; anyone interested in becoming a police officer is welcome to attend. Recruiters will have laptops available in a separate room, for individuals to complete applications at the event.

At 9:42am, Commissioner Sandoval made a motion to go into Executive Session. Commissioner Flores seconded.

### **EXECUTIVE SESSION**

- Preliminary Review—(1) Firefighter
- Deliberative Review—(26) Firefighters
- Disciplinary Update & Review

At 10:10am, Commissioner Sandoval made a motion to go out of Executive Session. Commissioner Flores seconded the motion.

Commissioner Sandoval moved to fail (1) firefighter applicant in Preliminary Review. Commissioner Flores seconded; the motion passed.

Commissioner Sandoval moved to pass (21) and fail (5) firefighter applicants in Deliberative Review. Commissioner Flores seconded; the motion passed.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of June 22, 2017 was adjourned at 10:11am on the motion of Commissioner Sandoval; seconded by Commissioner Flores.

### **CIVIL SERVICE COMMISSION:**

/s/ Neal Berlin

Neal Berlin, Commission/ President

/s/ Anna Flores

Anna Flores, Commissioner

/s/ Joseph G. Sandoval

Joseph G. Sandoval, Commissioner

  
Earl Peterson, CSC Executive Director

  
Susan Billotte, HR Technician II