

# RECORD OF PROCEEDINGS

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## CIVIL SERVICE COMMISSION DENVER, COLORADO – MAY 24, 2018 MEETING No. 386

**Commissioners Present:** Neal Berlin, President  
Sylvia (Niecy) Murray, Commissioner  
Joseph G. Sandoval, Commissioner  
Kelsey A. Green, Commissioner  
Larry D. Trujillo, Commissioner

**Staff Present:** Felisa Urdiales, Senior Human Resources Data Analyst  
Susan Billotte, Human Resource Technician II  
Trish Montanez, ASA IV

**Guests:** Bob Wolf, CAO  
David (Troy) Riggs, Executive Director of Safety  
Desmond Fulton, Division Chief DFD  
Juan Vigil, Lieutenant DFD  
Sean Baker, Lieutenant, DFD  
Wendi Smith, Engineer DFD  
Chris Avitia, Technician DPD  
Rick Kyle, Commander DPD  
Eric Knutson, Sergeant, DPD

Commissioner Berlin, called the meeting to order at 9:30am. Commissioners Murray, Sandoval, and Trujillo were present. Commissioner Green arrived at 9:35am.

### OPENING:

- Introductions

Executive Director of Safety, Troy Riggs introduced himself; he gave a brief overview of his background and experience, especially as it relates to his work in public safety. He shared his (3) pillars of public safety:

- Financial security
- Health/healthcare/mental health
- People left behind/homeless/immigrants

EDOS Riggs commended the work of the Department of Safety, and the first responders of Denver; he thanked the sworn members of DFD & DPD present, for their service.

- Approval of Minutes— May 10, 2018.

President Berlin noted that a motion was in order, to accept the minutes of the meeting of 10, 2018. Commissioner Trujillo so moved; Commissioner Murray seconded. Motion passed unanimously.

- Approval of Minutes—Special Meeting May 16, 2018.

President Berlin noted that a motion was in order, to accept the minutes of the meeting of 10, 2018. Commissioner Sandoval so moved; Commissioner Trujillo seconded. Motion passed unanimously.

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### NEW BUSINESS

- Ratify Vote of Special Meeting May 16, 2018

Commissioner Sandoval moved to ratify the vote of the Special Meeting of May 16, 2018, in which the Commissioners passed (25) entry-level firefighters and (2) cadets and failed (2) entry-level firefighters. Commissioner Green seconded; the motion passed unanimously.

- Set Cut-off Score for Police Lieutenant Written Test

In Earl's absence, Felisa reported that (54) candidates had registered for the test; (15) were "no-shows." She presented (2) cut-off score options: #1 88.45—(22) candidates participate in Assessment Center; #2 87.45—(26) candidates participate in Assessment Center. Both Civils Service and the consultant recommend option #2. Commissioner Trujillo moved to accept the recommended option #2, with cutoff score of 87.45; Commissioner Green seconded. The motion passed unanimously.

- Approve bid for Consultant for 2018 Assistant Fire Chief Exam

Felisa presented the bids from (3) consulting firms. She noted that based on price and previous experience, Civil Service recommends FirstIdea. Commissioner Sandoval moved to accept the bid from FirstIdea. Commissioner Green seconded. The motion passed unanimously.

### INFORMATIONAL ITEMS:

- Executive Director

In Earl's absence, Felisa reported on the status of entry-level police processing. Susan updated everyone on the status of entry-level firefighter processing. She noted that the Commissioners would receive another (18) files for deliberative review and voting; there will be a special meeting via telephone on May 30, 2018. The Commissioners requested that conference call be held at 10:00am.

- Calendar

Susan mentioned that Antoinette would forward the June calendar to the Commissioners via email.

- Comments from Staff/Public

Commander Kyle mentioned the positive media attention that DPD has been receiving for their diversity and number of female recruits, which exceeds the national trend.

### EXECUTIVE SESSION

- Deliberative Review—(14) Entry-Level Firefighters
- Deliberative Review—(1) Cadet
- Disciplinary Update & Review

At 9:55am, Commissioner Berlin noted that a motion was in order, to go into Executive Session. Commissioner Trujillo so moved; Commissioner Green seconded. Motion passed unanimously.

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At 10:16am, Commissioner Berlin noted that a motion was in order, to go out of Executive Session. Commissioner Trujillo so moved; Commissioner Sandoval seconded. Motion passed unanimously.

Commissioner Trujillo moved to pass (13) Entry-Level Firefighters, pass (1) Cadet, and fail (1) Entry-Level Firefighter; Commissioner seconded. The motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of May 24, 2018 was adjourned at 10:18am on the motion of Commissioner Murray; seconded by Commissioner Sandoval.

### CIVIL SERVICE COMMISSION:

/s/ Neal Berlin

Neal Berlin, Commissioner

/s/ Joseph G. Sandoval

Joseph G. Sandoval, Commissioner

/s/ Sylvia Murray

Sylvia Murray, Commissioner

/s/ Kelsey A. Green

Kelsey A. Green, Commissioner

/s/ Larry D. Trujillo

Larry D. Trujillo, Commissioner

/s/ Felisa Urdiales

Felisa Urdiales, Sr. HR Data Analyst

/s/ Susan Billotte

Susan Billotte, HR Technician II