

# RECORD OF PROCEEDINGS

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## CIVIL SERVICE COMMISSION DENVER, COLORADO – SEPTEMBER 13, 2018 MEETING No. 393

- Commissioners Present:** Neal Berlin, Commissioner (via Conference Call)  
Kelsie Green, Commissioner  
Sylvia (Niecy) Murray, Commissioner
- Staff Present:** Earl Peterson, Executive Director  
Antoinette Torres-Janke, Human Resources Supervisor  
Felisa Urdiales, Senior Human Resources Data Analyst  
Susan Billotte, Human Resources Technician II  
Trish Montanez, ASA IV
- Guests:** Sherry Catalano, CAO  
Desmond Fulton, Division Chief DFD  
Robbie Turner, Lieutenant DFD  
Eric Knutson, Sergeant DPD  
Anthony Norman, Technician DPD  
Chris Avitia, Technician DPD

Commissioner Berlin, called the meeting to order at 9:40am, via conference call. Commissioners Murray and Green were present. Commissioners Sandoval and Trujillo were absent and excused.

### OPENING:

- Introductions
- Approval of Minutes—August 23, 2018.

Commissioner Berlin moved to approve the minutes of the regular August 23, 2018 Commission Meeting; Commissioner Murray seconded. The motion passed unanimously.

- Approval of Minutes of Special Meeting—August 30, 2018.

Commissioner Berlin moved to approve the minutes of the August 30, 2018 Special Commission Meeting; Commissioner Murray seconded. The motion passed unanimously.

### OLD BUSINESS

- Ratify Selection of Consultant—Fire Lieutenant Promotional Exam 2019

Earl noted that Ergometrics was selected at the Special Commission Meeting of August 30, 2018, on the motion of Commissioner Trujillo, seconded by Commissioner Green, passed unanimously.

### INFORMATIONAL ITEMS:

- Executive Director

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Earl reported on the new standards being adopted by both departments for pre-employment medical evaluations. He noted that the goal is to minimize issues that arise in the academies. He added that both DPD, DFD, CAO, Safety OHR, COSH (Denver Health), and Concentra have been meeting to establish new medical protocols, while remaining ADA compliant.

- Calendar
- Comments from Staff/Public

Anthony Norman reported that a lateral application will open nationwide on November 26, 2018. He noted that ads have appeared in Police Beat Magazine, Facebook, and other social media outlets. He mentioned that a Candidate Information Forum would be held in November, and the Commissioners will be invited to attend.

Felisa reported that (44) Conditional Job offers have already been made for the November 2018 Entry-Level Police academy of (52). She thanked the Commissioners for their help in reviewing and voting on files.

Earl noted that Workday was launched successfully.

Susan mentioned that due to the assessment center in late October, the Commission Meeting of October 25, 2018 will be held in the Market Street Station Conference Room.

Division Chief Fulton invited everyone to a pancake breakfast on September 22, 9-11:00am, at Fire Station 21 in the Wash Park neighborhood. He mentioned that the next DFD Entry-Level Orientation 1.0 will be held September 29, 2018, and invited Commissioners to attend. He noted that the July 2018 Entry-Level Fire Academy would be graduating on November 30, 2018.

### EXECUTIVE SESSION

- Preliminary Review—(2) Entry-Level Police Officers
- Deliberative Review—(26) Entry-Level Police Officers
- Deliberative Review—(1) Entry-Level Police Officer (Deferred from August 23, 2018)
- Disciplinary Update & Review

At 10:08am, Commissioner Green made a motion to go into Executive Session. Commissioner Murray seconded. Motion passed unanimously.

At 10:34am, Commissioner Murray made a motion to go out of Executive Session. Commissioner Green seconded. Motion passed unanimously.

Commissioner Green moved to fail (1) Entry-Level Police applicant in Preliminary Review. Commissioner Murray seconded. The motion passed unanimously. It was noted that the 2<sup>nd</sup> Police Officer in Preliminary Review had withdrawn earlier in the week.

Commissioner Green moved to pass (19)/fail (7)/defer (1) Entry-Level Police applicants in Deliberative Review. Commissioner Murray seconded. The motion passed unanimously.

Commissioner Murray moved to pass (1) Entry-Level Police applicant deferred from August 23, 2018. Commissioner Green seconded. The motion passed unanimously.

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There being no further action taken and no other business to be heard, the Civil Service Commission meeting of September 13, 2018 was adjourned at 10:35am on the motion of Commissioner Murray; seconded by Commissioner Green.

### CIVIL SERVICE COMMISSION:

/s/ Neal Berlin

Neal Berlin, Commissioner

/s/ Sylvia Murray

Sylvia Murray, Commissioner

/s/ Kelsie A. Green

Kelsie A. Green, Commissioner

/s/ Earl Peterson

Earl Peterson, Executive Director

/s/ Susan Billotte

Susan Billotte, HR Technician II