At 9:30 AM Commissioner Sandoval called the meeting to order. Commissioner Duncan, Commissioner Sandoval, and Commissioner Fitzpatrick were present. Commissioner Green and Commissioner Murray were present via conference call.

OPENING

1. **Introductions**

2. **Approval of Minutes – Regular Meeting November 14, 2019**

Commissioner Fitzpatrick moved to approve the minutes of the regular November 14, 2019 Commission Meeting; Commissioner Duncan seconded. The motion passed unanimously.

3. **Approval of Minutes – Special Meeting November 7, 2019**

Commissioner Fitzpatrick moved to approve the minutes of the special November 7, 2019 Commission Meeting; Commissioner Duncan seconded. The motion passed unanimously.

4. **Approval of Minutes – Special Meeting November 21, 2019**

Commissioner Duncan moved to approve the minutes of the special November 21, 2019 Commission Meeting; Commissioner Fitzpatrick seconded. The motion passed unanimously.
INFORMATIONAL ITEMS

5. Executive Director

Executive Director Earl Peterson thanked the Commissioners for their feedback on the organizational structure of the Commission. Earl discussed that Human Resources will remain under Antoinette Torres-Janke, and that he will be working collaboratively with Felisa Urdiales and Susan Billotte. Earl discussed a tightened budget for 2020 due to an increase in academy processing as well as the addition of a new psychological vendor. With the goal of saving time and money, the Commission will closely scrutinize the polygraph reports, and background information to halt marginal applicants from moving forward in processing. Earl thanked Anthony Norman and the Fire Recruiters for assisting in this screening process for candidates.

Earl also commented that he will be more embedded in academy processing as well as continuing to assist Antoinette and Jeannette Giron with promotional processing. Antoinette’s focus will be the onboarding of new staff members.

Commissioner Fitzpatrick commented that it was a good idea to tackle problematic applicants’ early on in processing. Felisa Urdiales mentioned and thanked Denver Police Lieutenant John MacDonald for his involvement in this decision making process. Susan Billotte added that if we allow marginal polygraph candidates through to psychological testing, they are typically found to be unsuitable creating a large cost impact. Felisa noted there are plans to have a meeting with all vendors to help create uniformity and allow discussion on applicant reports.

Commission Fitzpatrick and Commission Sandoval commended the Background Investigators when reviewing reports. Earl thanked David Estrada, the Lead Background Investigator for the Commission, as he trains all Background Investigators and their reports reflect his training and expertise.

6. Calendar

FEDRC meeting is scheduled for Tuesday, January 14, 2020 at 9:30AM.

PEDRC meeting is scheduled for Wednesday, February 5, 2020 at 9:30AM.

7. Comments from Staff/Public

Earl thanked Susan and Antoinette for their help on creating EMT processing. Antoinette noted the difficulty of this task due to the Charter change occurring this past November. The Commissioners also thanked them for their hard work. Susan mentioned the department’s anticipation of hiring five to six EMTs. She also noted (53) Entry-Level candidates just completed their panel interviews, and that there will be additional interviews in January.

EXECUTIVE SESSION

8. Deliberative Review – (19) Entry-Level Firefighters

9. Deliberative Review – (2) Entry-Level Police Officers

10. Deliberative Review – (2) Lateral-Level Firefighters
11. Disciplinary Update & Review

At 9:53 AM Commissioner Duncan moved to go into Executive Session. Commissioner Fitzpatrick seconded. The motion passed unanimously.

At 10:04 AM Commissioner Murray moved to exit Executive Session. Commissioner Duncan seconded. The motion passed unanimously.

Commissioner Fitzpatrick moved to pass (18) Entry-Level Firefighters in Deliberative Review and fail (1) Entry-Level Firefighter in Deliberative Review. Commissioner Duncan seconded. The motion passed unanimously.

Commissioner Fitzpatrick moved to pass (2) Lateral Firefighters in Deliberative Review. Commissioner Duncan seconded. The motion passed unanimously.

Commissioner Murray moved to pass (2) Entry-Level Police Officers in Deliberative Review. Commissioner Duncan seconded. The motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission Meeting of December 12, 2019 was adjourned at 10:10 AM on the motion of Commissioner Duncan; seconded by Commissioner Fitzpatrick.

CIVIL SERVICE COMMISSION:

/s/ Sylvia Murray                     /s/ Earl Peterson
Sylvia Murray, Commissioner          Earl Peterson, Executive Director

/s/ James Fitzpatrick                 /s/ Mindy Antol
James Fitzpatrick, Commissioner      Mindy Antol, Administrative Support Assistant IV

/s/ Kevin Duncan
Kevin Duncan, Commissioner

/s/ Kelsey Green
Kelsey Green, Commissioner

/s/ Joseph G. Sandoval
Joseph G. Sandoval, Commissioner