Commissioners Present: Sylvia (Niecy) Murray, Commissioner  
Joseph G. Sandoval, Commissioner  
Kelsey A. Green, Commissioner  

Staff Present: Earl Peterson, Executive Director  
Jeannette Giron, Human Resources Data Analyst  
Susan Billotte, Human Resource Data Analyst  
Austin Deneen, ASA IV  

Guests: Amy Packer, CAO  
Mary Dulacki, Deputy Director of Safety  
Wendy Moeder, DFD Division Chief  
Greg Pixley, DFD Captain  
Fernando Martinez, DFD Engineer  
Jamal Jackson, DFD Lieutenant  
Robbie Turner, DFD Lieutenant  
Tony Kesterson, DFD Lieutenant  

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

Commissioner Murray made a motion to approve the Minutes of the Commission Meeting of March 14, 2019; Commissioner Green seconded. The motion passed unanimously.

Commissioner Green made a motion to approve the Minutes of the Special Commission Meeting of March 12, 2019; Commissioner Murray seconded. The motion passed unanimously.

NEW BUSINESS

• Onboarding for Commissioners

Earl invited the Commissioners to open the discussion regarding Onboarding for Commissioners. Commissioner Murray reported that she had a formal onboarding with other City Commissioners/Board Members. Commissioner Green remarked that she had not had the same experience. She identified (2) areas of information that she considers necessary in the application & onboarding process for Commissioners:

1) what prospective appointees need to know at the time they first apply  
2) what appointees need to know to be fully prepared and to fully participate

Earl suggested a work study/special meeting for new Commissioners to speak to current Commissioners about what they found most valuable when they started with the Commission. Green mentioned that Earl has met with her over lunch and that maybe the other Commissioners could be invited to discuss Commissioner roles. He reported that he has communicated the requirements/expectations of Commissioners to the appointing authorities. He added that it would be helpful if City Council members and prospective Commissioners attend a Civil Service Commission meeting prior to appointment.
Antoinette suggested this project could be a Black Belt project for Susan who is participating in an upcoming Peak Performance program. Perhaps a more formalized internal Commissioner onboarding process can be developed.

Capt. Pixley noted that it would be helpful to provide new Commissioners with an insight into DFD hiring goals and department needs.

Commissioner Murray noted that prospective Commissioners should be made aware of the external department activities that they can participate in/attend, such as promotional ceremonies, graduations, orientation sessions.

Commissioner Sandoval suggested that prospective Commissioners could ask the appointing authorities what they expect of Commissioners.

Commissioner Green offered to research what an ideal onboarding process would/could look like.

Earls wants an inclusive Commission that reflects the community of Denver.

INFORMATIONAL ITEMS

- Executive Director
- Calendar
- Comments from Staff/Public

Earl introduced Mary Dulacki, Deputy Director of Safety, filling the position created by Jess Vigil’s retirement. Earl reported that the new Civil Service Commission HR Tech II would be starting April 8, 2019, filling the position created by Susan’s promotion.

Antoinette noted that the Final CPAT administration is scheduled for April 6. She reported that Fire Lt. orientations are April 9 & 10 in the Denver Post auditorium.

Captain Pixley invited everyone to the DFD Promotional Ceremony on May 2, 2019 at 10:30am at the CPFF Building. More details will be forthcoming.

Susan noted that Commissioners will be receiving fire files for their review/vote in the upcoming weeks. She added that to meet the needs of the department for the September 2019 academy, she will be inviting on more applicants from the current examination list.

EXECUTIVE SESSION

- Disciplinary Update & Review

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

At 10:20am, Commissioner Murray made a motion to go out of Executive Session. Commissioner Green seconded. The motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission special meeting of March 28, 2019 was adjourned at 10:22am on the motion of Commissioner Murray; seconded by Commissioner Green.
CIVIL SERVICE COMMISSION:

/S/ Joseph G. Sandoval
Joseph G. Sandoval, Commissioner

/S/ Sylvia Murray
Sylvia Murray, Commissioner

/S/ Kelsey A. Green
Kelsey A. Green, Commissioner

/S/ Earl Peterson
Earl Peterson, Executive Director

/S/ Susan Billotte
Susan Billotte, HR Data Analyst