Commissioner Sandoval, called the meeting to order at 9:30am. Commissioners Murray and Commissioner Green joined the meeting via conference call.

Commissioner Green made a motion to approve the Minutes of the Commission Meeting of July 3, 2019; Commissioner Murray seconded. The motion passed unanimously.

OLD BUSINESS

- Approval to disseminate 2018 Annual Report

Prior to the Commission meeting, Commissioner Sandoval provided staff with a suggestion to include past Executive Directors in the 2018 Annual Report. However, Miguel stated that this inclusion would not be made until next year’s annual report. Miguel asked if any of the other Commissioners had any suggestions before the 2018 Annual Report could be disseminated. Commissioner Green mentioned that there appeared to be a discrepancy from the list of Commissioners noted on the last page of the report and the listed Commissioner biographies in the first section of the report. She wanted to know if the listing was different intentionally or if there needed to be a correction. Antoinette noted that staff would review the sections of the report Commissioner Green questioned. Dissemination of the report will be placed on hold until the Commissioners have an opportunity to review any other changes.
RECORD OF PROCEEDINGS

NEW BUSINESS

- Approval of Pass/Fail Scores for the FireTEAM Test

Earl advised the Commissioners that the consultant had completed an adverse impact analysis and based on the results, he recommended the Commissioners approve the consultant’s recommended pass points for the FireTEAM test. He noted Commission staff met with Chief Fulton and Fire Recruitment to discuss the FireTEAM test process. Issues related to recruitment numbers, application concerns, test demographic and related study material were the key topics. Earl noted a meeting with Fire recruitment, Local 858 representatives, and Fire employee groups is scheduled on July 29 to review the new FireTEAM test and process. Commissioner Green stated that relative to this meeting, it is good to determine what can we (the Commission) do to help applicants.

Commissioner Sandoval asked if the applicants taking the FireTEAM Test have been surveyed as to whether or not they took the practice tests since the cost of study materials had been previously discussed. Susan stated the Commission would not conduct such a survey but perhaps NTN might be able to provide that information to the Commission.

Commissioner Sandoval asked Earl if the FireTEAM Test is certified under EEOC requirements for Denver. Earl confirmed the test has been validated on a national basis by NTN but not specifically for Denver. Earl noted the FireTEAM test was content valid as being related to the job requirements of a Firefighter.

Commissioner Green made a motion to approve the consultant’s recommended Pass/Fail scores for the FireTEAM Test, seconded by Commissioner Murray. The motion passed unanimously.

INFORMATIONAL ITEMS

- Executive Director

Earl reported the Fire Lieutenant Assessment Center Writing Exercise administered on Tuesday, July 9 utilized a Fire Department software program called ESO. Due to ESO issues, Earl sent all Fire Lieutenant candidates a formal letter to address concerns or rumors that candidates may have inappropriately accessed ESO and viewed candidate writing exercises before, during, or after the test administration. While the Commission had taken great care to conduct the Writing Exercise in a professional manner, ESO is a “live” system and Firefighters could access ESO. Earl has conferred with the consultant, Fire Lt. SME’s, Local 858 and Fire Chief Tade regarding this matter. A determination regarding this portion of the Assessment Center is under review. Earl recommended that candidate concentrate on the other two remaining assessment center exercises that will be conducted next week.

Earl also brought to the Commissioners’ attention a concern from the City’s legal department about sending Fire and Police academy alternates a conditional offer letter. The legal team is concerned that the conditional offer letters are too binding. The Police and Fire departments want to give conditional offers to prevent good applicants from taking other positions. Earl will update the Commissioners when more details are worked out.

- Calendar

Antoinette reported on July Commission activities.

July 15, Mayoral Inauguration at the City and County Building beginning at 10am
July 15, Fire Lieutenant Assessor Training
July 15, Police Lateral Academy Start Date
July 15, Police Department Interviews
July 16 – 19, Fire Lieutenant Assessment Center
July 23, Police Sergeant Written Exam at the Police Academy
July 24, Police Entry-level Application Opens
July 26, Miguel will participate in a Fire Department Ride-A-Long.

EXECUTIVE SESSION

Deliberative Review—(4) Entry-Level Firefighters
Deliberative Review—(25) Police Officers
Disciplinary Update & Review

At 10:01am, Commissioner Green made a motion to go into Executive Session. Commissioner Murray seconded. The motion passed unanimously.

City Attorney Sherri Catalano made an announcement she will be representing the Commission moving forward.

At 10:25am, Commissioner Murray made a motion to go out of Executive Session. Commissioner Green seconded. The motion passed unanimously.

At 10:25am, Commissioner Murray made a motion to pass 4 Entry-level Firefighter applicants in Deliberative Review, to pass 24 Police Officer applicants in Deliberative Review. and to defer 1 Police Officer applicant. Commissioner Green seconded. The motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of July 11, 2019 was adjourned at 10:25am on the motion of Commissioner Green; seconded by Commissioner Murray.
CIVIL SERVICE COMMISSION:

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

/s/ Sylvia Murray
Sylvia Murray, Commissioner

/s/ Earl Peterson
Earl Peterson, Executive Director

/s/ Miguel Jara Garcia
Miguel Jara Garcia, HR Technician II

/s/ Kelsey Green
Kelsey Green, Commissioner