Commissioner Murray, called the meeting to order at 9:34am. Commissioners Duncan, and Commissioner Fitzpatrick were present. Commissioners Sandoval and Green were absent and excused.

Commissioner Fitzpatrick made a motion to approve the Minutes of the Commission Meeting of August 22, 2019; Commissioner Duncan seconded. The motion passed unanimously.

Commissioner Fitzpatrick made a motion to approve the Minutes of the Special Commission Meeting of September 3, 2019; Commissioner Duncan seconded. The motion passed unanimously.

**NEW BUSINESS**

- Approval of RFP for the 2020 Denver Fire Captain Promotional Process

Earl explained to the new Commissioners that the Commission typically starts to plan promotional tests nine to twelve months before a promotion test administration. The Commission starts the process by requesting bids from a list of consultants who specialize in Police and Fire testing. Earl noted we received two proposals for Fire Captain, one proposal from First Idea at a bid of $35,500.00, the second proposal from Ergometrics at a bid of $38,635.00. Earl made the recommendation to select First Idea as the vendor for the 2020 Denver Fire Captain promotional process, with the lowest bid of $35,500.00.

Commissioner Fitzpatrick inquired if First Idea was located locally and how long they have been in business. Earl answered saying yes they are based locally and they have been in operation for five years.
There being no additional questions, Commissioner Fitzpatrick made a motion to approve the selection of First Idea as the vendor for the 2020 Denver Fire Captain Promotional Process, seconded by Commissioner Duncan. The motion passes.

INFORMATIONAL ITEMS

• Executive Director

Earl mentioned the Police Sergeant Assessment Center was in its final day after administration was conducted for two weeks. Earl thanked Jeannette for her work to prepare for the Assessment Center and all her work during the promotional process.

Other opportunities will be opening as staffing changes continue to happen in the agency.

Earl announced the Civil Service Commission will undergo a job audit, he met with the Office of Human Resources, Compensation and Benefits to look at job responsibilities of staff. Earl will be scheduling a time for Steve Charbonneau to meet with staff to continue the work he started regarding team building.

• Calendar

In Antoinette’s absence, Earl reviewed important deadlines for September

Sep 13, Fire Employee group representatives and Fire recruiting staff will be participating in a simulation of the NTN FireTEAM test.

Sep 16-17, FireTEAM testing for Fire Lateral Applicants

• Comments from Staff/Public.

Susan provided a demographic chart of the upcoming September Academy. The demographics for the upcoming Fire Academy include: 14 White males, 5 White females, 1 African American male, 1 African American female, 4 Hispanic males, 1 Hispanic female, 1 Asian male, and 1 male who identified as two or more races. The combined numbers equal a total of 28 candidates for the September Academy. There is one Denver Public Safety cadet in the September Academy.

There are currently 150 candidates in the process for the 2020 Fire Entry Academies. Background reports will be available to Commissioners in October.

Lieutenant Turner talked about the Fire process including the FireTEAM test and Fire Ride-A-Long, and while these efforts are great there continues to be difficulties with applicants.

Earl talked about how we should continue bringing in Firefighters to talk with potential applicants during orientations, and other outreach to spark interest and excitement.

Commissioner Duncan recommends to recruiters trying a different approach to recruit and retain people interested in being a firefighter.

There being no further action taken and no other business to be heard, Commissioner Fitzpatrick made a motion to go into Executive Session; seconded by Commissioner Duncan, the motion carried.
EXECUTIVE SESSION

Disciplinary Update & Review

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of September 12, 2019 was adjourned at 10:21am on the motion of Commissioner Duncan; seconded by Commissioner Fitzpatrick.
CIVIL SERVICE COMMISSION:

/s/ Sylvia Murray
Sylvia Murray, Commissioner

/s/ Earl Peterson
Earl Peterson, Executive Director

/s/ James Fitzpatrick
James Fitzpatrick, Commissioner

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

/s/ Kevin Duncan
Kevin Duncan, Commissioner