

## RECORD OF PROCEEDINGS

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### CIVIL SERVICE COMMISSION DENVER, COLORADO – MAY 16, 2014 MEETING No. 295

Commissioners Present: Cecilia Mascarenas, President  
Neal G. Berlin, Vice-President  
Anna Flores, Commissioner  
Federico Alvarez, Commissioner

Staff Present: Earl Peterson, Executive Director  
Antoinette Torres-Janke, H.R. Supervisor  
Brian Kellogg, Senior H.R. Professional  
Jeff Wilson, Senior H.R. Professional  
Felisa Urdiales, Associate H.R. Professional  
Jeannette Madrid-Echave, Staff H.R. Professional

Guests: Robert Wolf, City Attorney  
Sylvia Sich, Captain, DPD  
Eranda Piyasena, Technician, DPD  
Greg Pixley, Captain, DFD  
Jess Vigil, Deputy Director of Department of Safety  
Shannon Elwell, Civilian Review Administrator, Dept. of Safety  
Eric Tade, Chief, DFD  
Desmond Fulton, Captain, DPD

President Mascarenas called the meeting to order at 9:35 a.m. Commissioners Mascarenas, Berlin, Alvarez and Flores were present. Commissioner Potter was excused.

#### Opening:

The Commissioners approved the minutes of the meeting on May 6, 2014.

#### New Business:

Jeff Wilson requested a selection for consultant regarding the 2014 Assistant Chief examination be approved. We received three bids and one company would not agree to the contract language and withdrew their bid. Booth Research Group, Inc., bid \$17,900.00. Commissioner Alvarez made a motion to appoint Booth Research Group, Inc., as the consulting firm for the 2014 Assistant Chief Examination. Commissioner Berlin seconded the motion. The motion passed unanimously. The Announcement will be updated and presented to the Commissioner's for their approval at the next Commission meeting.

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Jeff Wilson also requested the Commissioners set a cut-off score for the 2014 Fire Captain Written examination at 78.333%. Twenty-five will move onto the assessment center which would provide more than enough candidates to the department. The demographics are three African Americans, three Hispanics, seventeen Caucasian, two Native Americans, three females (two minorities) and the remaining twenty-two are males. Commissioner Mascarenas shared her concerns about the percentage of absent applicants. Chief Tade added that many retirements will take place this year and Denver Fire has reached a level where a large amount of aged employees are now in the drop program. If an applicant is already in the drop program, then it would defeat the purpose of taking a promotional exam. Commissioner Mascarenas requested some follow-up with the absent applicants to determine the reasons for not taking the exam. Commissioner Alvarez made a motion to set the cut-off score at 78.333% for the 2014 Captain Written Examination. Commissioner Berlin seconded the motion. The motion passed unanimously.

### Informational Items:

- Executive Director Report:

Earl thanked Felisa, Brian, Chris and Karen for all their hard work w processing the Police applicants. He also expressed his gratitude for all those who collaborated with the Commission to provide the current eligible register. Denver Police Chief White and Chief Klee assisted with reviewing files to make this new academy class successful for the final selection made by Executive Director Stephanie O'Malley.

Earl noted that he and Jeff Wilson will be at the Rocky Mountain Fire Academy next week for the Fire Engineer practical exam. Also, on Saturday May 17, 2016 and Sunday, May 18, 2014 Jeff and Earl will facilitate the CPAT practice sessions. If the candidate passes within the required time they will be done with the exam. Each candidate has three opportunities to pass.

- Calendar –
- Comments from Commissioners:

Cecilia Mascarenas attended the Fallen Officer Memorial and felt it went well. . .The addition of the motorcycle unit at the ceremony was impressive.

- Comments from Staff/Public:

Jess Vigil, Executive Director for the Department of Safety introduced Shannon Elwell. Shannon stated she was employed as a Bronx District Attorney then moved on to work with Criminal Court Judges and just recently left the City Attorney's Office. Her primary role there was representing the city with their Civil Rights cases.

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Technician Eranda Piyasena thanked the Commission and staff for processing a large amount of files for the June 30, 2014 academy. He stated they will be working on more opportunities to fill the applicant pool and will continue to recruit out-of-state as well as regional.

Denver Fire Captain Pixley will be replacing Captain Desmond Fulton in his recruiting efforts as Captain Fulton will be promoted to Assistant Fire Chief. Captain Fulton will train Captain Pixley and will continue to attend Commission meetings as a union representative.

Captain Sylvia Sich stated Denver Police finished the first quarter employee evaluations. The results are under review as well as the evaluation categories and definitions as well as the performance levels. . The first year was a little different as everyone adjusted to this process but should become easier. .

### Executive Session:

- Entry Level Firefighter Applicant – Stop Background Request
- Disciplinary Appeal Update

### Open Session:

As a result of the Entry Level Firefighter applicant – Stop Background Request in Executive Session, Commissioner Berlin made a motion, to approve to stop the background and effectively to deny one (1) Entry Level Firefighter applicant from continuing in the testing/screening process. The motion was seconded by Commissioner Alvarez and the motion passed unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of May 16, 2014 was adjourned at 10:15 a.m.

### **CIVIL SERVICE COMMISSION:**

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Cecilia Mascarenas, Commissioner/President

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Neal G. Berlin, Commissioner/Vice-President

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Anna Flores, Commissioner

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Federico Alvarez, Commissioner

ATTEST: \_\_\_\_\_  
Earl E. Peterson, Executive Director

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Jeannette Madrid-Echave, Staff H.R. Professional