

CIVIL SERVICE COMMISSION  
DENVER, COLORADO – December 16, 2011  
MEETING No. 233-2011

Commissioners Present: Cecilia Mascarenas, President  
Neal G. Berlin, Vice-President  
Anna Flores, Commissioner  
Hillary Potter, Commissioner  
Matthew Spengler, Commissioner

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

Guests: Dale Chavez, Captain - Department of Public Safety Recruitment  
Desmond Fulton, Captain – Local 858  
Niels Loechell, City Attorney  
Lili Tran, H.R. Director – Department of Safety  
J.D. Ready, Associate IT Developer – Technology Services  
Bradley Laing, Supervisor - Technology Services

President Mascarenas called the meeting to order at 9:37 a.m. Commissioners Berlin, Flores, Spengler and Potter were present.

**Opening:**

- The Commissioners approved the minutes of the meeting on December 2, 2011.

**New Business:**

- Recognition of J.D. Ready, Associate IT Developer – Technology Services

President Mascarenas read a letter of appreciation to J.D. Ready, on behalf of the Commission, praising him for the development and execution of the online firefighter application. Antoinette noted that copies of the letter will be sent to his supervisors.

- Approval of 2012 Announcement of Examination – Police Officer

Antoinette presented the announcement for approval. She noted the announcement was approved by the City Attorney's office. Antoinette stated that there were updates including the revision of drug definitions and the P.O.S.T certification section. In addition to the revisions, Antoinette noted that she would make the changes to the Informational Booklet as well. Commissioner Berlin made a motion to approve the 2012 Police Officer Examination Announcement as presented, seconded by Commissioner Flores and carried unanimously.

- Approval of the 2012 Fire Engineer Examination Announcement

Jeff presented the announcement for approval. He noted the announcement was approved by the City Attorney's office. Jeff noted that there were no substantive changes to the announcement. Commissioner Potter made a motion to approve the 2012 Fire Engineer Examination Announcement as presented, seconded by Commissioner Spengler and carried unanimously.

### **Informational Items:**

- Executive Director Report

Earl stated that there were some new attendees at the FERC meeting on 12/7. He noted that also on 12/7, he, Jeff, Chanda, and Felisa met with Chief Tade and Deputy Chief Bower regarding the 2012 Fire Engineer Exam. He noted that the Chief outlined his expectations of the Practical Exam and other minimal improvements/changes. Earl stated that the consultant is the same as the last exam and they did a great job last time. One of the noted changes is in regards to candidates who demonstrate an activity that would be determined to be a critical fail. In the past candidates would not be allowed to continue the practical if a critical fail was identified. Now, the candidates will be allowed to complete all exercises even if they receive a critical fail so they can gain valuable test experience. Earl also noted that additional precautions will be taken to prevent damage to the aerial.

Earl stated that on 12/9 there was a PERC meeting; since the new Police Chief had not been sworn in yet – he will be invited to the next meeting.

Earl stated that a 2012 Fire Captain Examination Subject Matter Expert (SME) meeting was held on 12/15. He noted that there were some new SME's. Earl stressed that SME's are essential to the development of the test. Earl also stated that on the afternoon of 12/15, he met with the new Police Chief, Robert White. Earl noted that he discussed the role of the Commission, the disciplinary process, and the promotional process. He also provided Chief White with some data and community meeting materials. He noted that Chief White was amazed at the importance of the SME's in the promotional exam development and was very interested in hearing about the situational judgment component. President Mascarenas noted that she also met with him and stressed the importance of having police representation at the Commission meetings. Earl stated that he, Jeff, Chanda, and Felisa will be meeting with Chief White on 1/5 regarding the 2012 Police Lieutenant test. A regularly scheduled staff meeting is scheduled for 12/20. Earl also noted he received a Police Open House schedule from Detective Duran and will be asking for staff involvement since the schedule is so condensed. Commissioner Mascarenas indicated her interest in attending the Open Houses and Commissioner Potter stressed the importance of having Commissioners and staff present to address applicant questions.

- Comments from Commissioners

President Mascarenas stated that she really appreciates the staff and thanked all guests for coming to the meetings. She noted that it is the most enjoyable Commission she has been part of.

Commissioner Potter stated she had met with the Mayor and her reappointment has been approved.

- Comments from Staff/Public

Dale stated that he is waiting for final numbers on recruitment efforts for Fire in order to see the diversity of the applicant pool. Earl stated that the figures are pending as Paul is still working on downloading data and there are still outstanding exemption requests.

**Executive Session:**

- Fire Applicants – Request for Exemption from Disqualification for Behavior Prior to Age 18.
- Deliberative Review of a Disciplinary Appeal matter.

**Open Session:**

- As a result of two (2) Fire Applicants – Request for Exemption from Disqualification for Behavior Prior to Age 18 discussed in Executive Session, Commissioner Berlin made a motion, seconded by Commissioner Spengler to grant both requests. The motion carried unanimously.

There being no further action taken and no other business to be heard, the Civil Service Commission meeting of December 16, 2011 was adjourned at 10:27 a.m.

CIVIL SERVICE COMMISSION:

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Cecilia E. Mascarenas, Commissioner/President

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Matthew Spengler, Commissioner

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Neal G. Berlin, Vice-President

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

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Anna Flores, Commissioner

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Chanda Turnbull, HR Professional

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Hillary Potter, Commissioner