

**AURORA CIVIL SERVICE COMMISSION**  
**15151 E. Alameda Parkway, Suite 3400**  
**Aurora, CO 80012**  
**(303) 326-8931**

10/2/2008

***REGULAR MEETING of September 30, 2008***

**Commissioners Present:** Richard Brown, Chair  
Jeannine Zimmerman, Vice Chair  
Bob Brewer, Commissioner  
Dave Williams, Commissioner  
Bernard Celestin, Commissioner

**Staff Present:** **EXCUSED:** Terry Kulbe, Administrator  
Matt Cain, Senior Test Development Analyst  
Emily Jackson, Senior Test Development Analyst  
Heather Dearman, Civil Service Assistant

**Others Present:** Deputy Chief Mark Ricard, Aurora Fire Department  
Chief Daniel Oates, Aurora Police Department  
Captain Kevin Flynn, Aurora Police Department  
Stacie Evans, Assistant City Attorney

- 1) Chair Brown called the Regular Meeting to order at 1:00 p.m. in the Fitzsimmons room.
- 2) On a motion by Celestin, seconded by Williams the minutes for the Regular Commission Meeting of September 16, 2008 were approved unanimously as written.
- 3) Brown called for Public Comment. There was none.
- 4) The Agenda for September 30, 2008 was approved as written.
- 5) **COMMISSIONER REPORTS:**
  - Police Fitness Saturday September 20<sup>th</sup> -Zimmerman was out at the police entry level fitness testing. She noted that women have a tough time with push-ups, but otherwise everything was on time and very efficiently run.
  - Police Fitness Sunday September 28<sup>th</sup> -Brown and Brewer were out at the police entry level fitness testing. Brown stated they were out on the run and it went well. He stated that they did not lose too many. Brewer said that some of the people that did the run and passed should stay in shape between now and the academy or they won't be able to make it. He noted that there was a good minority mix.
  - Fire Combat -Brown, Zimmerman, Williams and Celestin were at the fire combat. Brown stated that there was a slight problem with a candidate who waited over an hour after completing the physical fitness portion before reporting for the aerial ladder climb. He stated that the candidate was dishonest with him and the Lieutenant about how long he was gone. Zimmerman mentioned that the candidate's score sheet was also marked as

passing the Ariel before he went to the event. Brown stated they disqualified the candidate. Brown stated that had the candidate come up and was honest about how he may have needed more rest, he would have let him go on. Brown stated that other than that, everything was set up well and ready to go. Williams stated he was very impressed with the cooperation of the Fire Department. He also noted that female applicants need to do more work in order to complete the dummy drag. There was discussion about how the combat test is conducted and how it could be made better and/or more informative.

- Fire Captain Assessment-Brown and Zimmerman were at the Fire Captain Assessment. Ricard noted that the candidates said the test was a fair test of their abilities although Chief Henderson thought it was easy. Brown stated that a couple of the assessors said the test was easy as well. Brown stated that everybody passed.
- Engineer Written-Zimmerman was at the written test for the Engineers. She stated that everyone finished in the time allotted and that she used Celestin's suggestion to mention to the candidates upon finishing, that they should re-check their answers. Brown stated he was disappointed in the pass fail rate-2 out of 5. Ricard noted that he had been given feedback from the candidates that the practical was too close to the written and that in the past, they had quite a bit more time between the two. He stated that Henderson had told him it was not a problem because the candidates are already acting Engineers and should already know what they are doing. Celestin asked why that happened. Jackson addressed the question stating that typically there is only one process per year and this is the second one this year, and also the weather and flexibility of the training ground were issues.

**6) STAFF REPORTS:** Cain started by stating that he would be needing commitments from the Commissioners on the following :

- Fire Engineer practicals on the 1<sup>st</sup> starting at 10 AM and getting out at 2 PM. Each Commissioner stated that they would not be there.
- Police fitness tests the weekend of the 4<sup>th</sup> and 5<sup>th</sup>- Brown, Zimmerman, and Brewer stated they would be there.
- Out of state entry level fitness testing at 8AM on the 14<sup>th</sup>- Celestin, Brown and Zimmerman said they could be there, Brewer said he would be a back up.
- Regular Commission meeting on the 14<sup>th</sup>.
- Oral Boards for entry level police on the 15<sup>th</sup> and 16<sup>th</sup> and possibly the 17<sup>th</sup>-Cain stated there will be 3 boards per day. Brown, Brewer and Zimmerman stated they could be there for all three days. Celestin noted that he could not because of work. Williams also volunteered for all three days.
- Regular Commission meeting on the 28<sup>th</sup>.

**7) OLD AGENDA ITEMS: (NONE)**

**8) NEW AGENDA ITEMS FOR COMMISSION DISCUSSION:**

- Police Entry-Level Process-Cain noted the handout in each Commissioner's folder with dates for the fitness tests, written tests and oral boards. He gave statistics on the no-show and failure rates so far on the fitness tests and noted that the results from the written test would be available at a later date. Oates clarified that the revised number of entry level candidates for the January academy will be 14. Cain asked for clarification on if the cut off score for the written is 70. Brown stated he was good with that. Cain noted the 70% cut on the oral boards as well. Cain speculated that as soon as Monday October 20<sup>th</sup> the candidates would be informed of their rank on the prospective employment list and the top 50 to 60 would be sent to background. Brown asked for input from Oates about the 60% written and 40% oral weights. Oates stated he did not want to change that. Brown reminded him about the discussion about the candidates who could not write reports. Cain stated that Kulbe and he had talked to CCA about a test they could administer which

would be on the computer and would be a proficiency test for literacy. Oates mentioned that what the test needed to guard against is people testing higher on this test and getting higher on the list as opposed to just using it as a disqualification tool. There was discussion about what point in the process the test would be given. Oates suggested that the most effective place would be after the physical, written and oral but before the psychological and poly. Flynn concurred that it should be once the PEL is established. It was decided that CCA should give a presentation to the Commission and Chief about the test so they could decide if would be fair and efficient. Williams noted that the current rule book may not cover the test. Flynn noted that he had read the rules and it is covered.

- Fire Engineer Practical Exam Requirements-Jackson asked for clarification from Ricard about how many engineers they would be promoting off of the list should the 2 who passed the written pass the practicals. Ricard said that they had potential for killing the list. Jackson asked if they had a plan. Ricard stated that he looked at the seniority list and between the 3 that failed and the 10 or 15 that would soon become eligible to take the test they should be okay. Jackson asked if he anticipated testing again before the annual June testing. Ricard stated that right now the Engineer is an unstable position. Jackson asked Ricard if there would be a need to test for investigator in 09 and Ricard said “no”.

#### **9) LEGAL ITEMS:** None

#### **10) INFORMATION ITEMS: (all information put in Commissioner’s individual folders)**

- Ricard noted that they are doing lateral combat testing for 5 people on the afternoon of October 16<sup>th</sup> and that 1 entry-level candidate would also be participating so a Commissioner would need to be there. Williams stated that they would all be at oral boards. Brown stated only 3 Commissioners are needed at oral boards and 4 Commissioners said they would be there, so one of them could leave in the afternoon to be at combat. Brown asked Williams if that was satisfactory and Williams state “yes”.
- Flynn stated they would like to open the applications again to get names for the July academy. Cain stated he was working on a proposed schedule for next year so that when the application is opened it would have information for the applicants including timelines so that hopefully we could get a better show rate and also avoid the last minute crunch we are experiencing at this time.
- Oates asked for clarification on the expiration of the agents list. Cain stated that there were 5 people on the list and it expires January 28<sup>th</sup> of next year and could be extended 90 days. He reminded Oates that agent is typically a hard rank to get people to test for. Oates stated that he hoped to get a proposal jointly by union and management to advise that taking the agents test and rank is beneficial because it helps you with promotion to sergeant. He stated that as part of the collective bargaining process there will be a new position in the agency next year. It is the Police Officer Specialist and Sergeant Specialist that replace the FTOs. Oates noted this could potentially affect their numbers for needing agents because there may be agents who may want to volunteer for Specialist’s positions.
- Oates stated they are slogging through the rules book and wanted to know if there is a plan to meet with staff when suggestions are made about the book.

#### **11) EXAMINATION NOTICES: (all information put in Commissioner’s individual folders)**

#### **12) CALL FOR QUESTIONS AND CLARIFICATIONS:**

- Williams asked if the calendar could be e-mailed to the Commissioners. He noted it would be helpful because the meetings are bi-weekly and they should be notified sooner of changes on

the calendar so that they could make schedule adjustments. Dearman said she would think of something.

- Williams stated that in his meeting with the 2 Chief's and Tom Nicholas, they talked a little bit about not having testing on the weekends and not having to work on the weekends unless they agree too. He said he would like this discussion to be put on the next agenda. Cain mentioned that as it pertains to the testing schedule for Police Entry-Level for next year, he is trying to schedule few weekends but it is contingent about academy staff and academy availability.
- Brown asked that the Commissioners stay around after the meeting is adjourned.

**13) Regular meeting adjourned at 2:05 p.m.**

ATTEST: \_\_\_\_\_  
Richard Brown, Chair

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Heather Dearman, Civil Service Assistant