

<p style="text-align: center;">MINUTES FOR AURORA CIVIL SERVICE COMMISSION QUARTERLY MEETING WITH AURORA FIRE DEPARTMENT</p>

Tuesday, March 24, 2009 – 11:00 A.M.

Commissioners Present: Dave Williams, Chair
Jeannine Zimmerman, Vice Chair
Richard Brown, Commissioner
Bernard Celestin, Commissioner
Jan Raskin, Commissioner

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

Others Present:
Chief Mike Garcia
Deputy Chief Mark Ricard
Battalion Chief Mark Turley
EMS Bureau Manger Kevin Waters
Engineer Brian Good
Captain Hunter Hackbarth
Captain Allen Robnett
Tom Nicholas, Deputy City Manager
Stacie Evans, Assistant City Attorney

1. Chair Williams called the quarterly meeting between the Aurora Fire Department and the Civil Service Commission commenced at 11:00 A.M. in the Fitzsimmons room.
2. **Manpower for 2008-2009**
 - a. Update on Academy dates and numbers
 - Entry Level 2009- There are no plans for an entry level academy in 2009 at this time.
 - Entry Level 2010- Garcia stated that the projections for an entry level academy in would be the latter part of 2010.
 - Future Lateral Requirements- Garcia said they were looking at a fall, maybe October lateral academy and it would be probably between 4 to 6 candidates. He stated that they have 1 deferral from the last process. He stated he would give 6 months notice to open up the application process.
 - b. Status of Prospective Employment List(s) –Kulbe stated that an email would be sent to all the candidates currently in the online pool informing them that there would only be a lateral academy in 2009 and that their application would be kept on file and that they would be notified when

testing would begin again, probably in the summer of 2010. He also stated they would be reminded to keep their contact information up to date.

3. Promotion Dates & Requirements

- a. Fire Engineer/Driver-Kulbe stated that the Engineer/Driver list is exhausted and that the Engineer written is slated for May 6th 2009 and the practical for June 11th and 12th 2009.
- b. Lieutenant- Kulbe stated that the Lieutenant list has 4 left on it, and has been rolled 90 days. He said the written is July 16th 2009 and the assessment center is August 11th through the 13th 2009. Garcia suggested the list be rolled in 2010 to put them in a position in 2011 to prepare for a bad economy. Kulbe said that it is definitely on the table.
- c. Captain- Kulbe stated that the Lieutenant list has 4 on the list and that there have been no promotions to the list. The list has been rolled 90 days. The written will be November 18th 2009 with the assessment on December 15th 2009. He stated that in 2010 there are plans to roll the list again and get it out of the fiscal year to save about \$15,000.

4. Other Issues

- a. Chief
 - Entry level written test- Chief stated that he wants to make sure that the pool of people they hire from have the skill set to become a paramedic. He stated that he felt there were better tests out there that would ensure that. He emphasized the financial and emotional ramifications of hiring someone and having to terminate them after 3 or 4 years because they were good at being a Firefighter but did not have the skill set to be a Firemedic. Garcia expressed that although they currently have mentors and ways of constantly preparing the new hires for the program, it has been a bumpy road for a lot of them to get through it. Robnett and Waters gave a power point presentation on the paramedic program that is a requirement for new hires to go through and pass by the time they have 4 years on the department. The presentation showed the rigorous 4 month classroom requirements as well as the hands on training that the Firefighters go through to become a Firemedic. It was stressed that it is so intense and so fast paced that you have to have a person who is willing and able to go through that in such a short amount of time, and that the department would prefer a test upfront that would bring out these qualities in a candidate. Garcia stated that the current test is only testing for high school level and general knowledge whereas the program they end up going through is college level. Kulbe noted that the emotional intelligence is already being looked at during the background investigation and the interpersonal skills are being looked at during the psychological evaluation as well as a portion of the current written test. Brown asked Garcia if he was considering bringing back the 60 credit hours requirement for applicants. Garcia stated "No" because there would still be a pool of applicants out there that may have gone to the military and such that would be just as capable of having the skill set

as those who went to college. Brown recommended Kulbe to do some research on different written tests. Kulbe asked Garcia if he had a test in mind and what the company was. Garcia stated "CWH" and that he would share that test with Kulbe. Williams stated that the Commission on whether they would consider changing the test and would do their homework on researching different tests as well as the one Garcia suggested and that they would get back to the department.

- Rulebook Sec. 71-Pertaining to voluntary demotion and what position the Member would demote to. There was discussion about how the rule needed to be reworded to clarify where the Member would go if their previous rank did not have an open slot. The Commission agreed that if the slot was not open the Chief would have discretion on letting the Member remain in the promotion until the slot was open or having them go back to a lower position which would require them to re-test for any open slot.
- Rulebook Sec. 72(4)-Pertaining to placing the Member who voluntarily demotes on the top of the promotion list for a position that below the promotion but above the rank the Member currently had regardless of how the Member tests. The Commission agreed that this rule needed to be changed and that the Member would be placed on the list according to how the Member tested.
- Rulebook Sec. 73-(A, B, C, D)-Pertaining to the absence of timeframes placed on the Department and Commission before the 180 days after the Commission's final decision on requests for reinstatements. Garcia expressed concern that there could be legal trouble if a Member asked for reinstatement and it was dragged out by any Commission, background or the Department so that the Member would hit the window of 180 days where there would be an opening. Evans stated that it is at the discretion of the Department, Commission and background as to how long they need to go into working the request as some Members may have been gone longer than others etc. The Commission assured Garcia that if he needed more time it was up him and that the Commission could grant more time if needed.
- Employee evaluation-Garcia stated that the Department's employee evaluation no longer has "unsatisfactory dimensions". Jackson agreed that the records evaluation score sheet needed to reflect that. Jackson stated that after the meeting they would discuss exactly how they wanted to distribute the remaining 25 points.
- Audio recording of oral interviews-Garcia expressed that he would like for candidates to be held responsible for information they give in oral interviews. He was concerned that one could build himself up in the interview in order to get to the top of the list but that there are no checks and balances to see if they were telling the truth. He said that if background was able to compare what was said on the oral interview for example with a question like "what have you done to prepare yourself" and what they put on their personal history statement, it

would be helpful. Brown stated that the taping of the oral interviews was specifically for educational purposes and that they worked hard to make sure it could not be used for legal reasons. Cain suggested that the candidates could be told during prep time that “Information you provide during this oral interview may be subject to verification during the background investigation.” Everyone agreed that this would be a great way to get a more honest interview.

- Language points-There was a discussion about the procedure of adding language points in order to get the final ranking. Garcia was concerned that language points were being given to candidates without verification and that the points greatly affect their ranking on the list. Turley stated that if they are not validated and they are already getting ranked on the list, there is no point of having them. Kulbe stated that 90% of the people that apply are not going to get into the academy so there is no reason to test all of them. He stated that those selected for the academy should be tested by one of the city’s interpreters before medical testing and those that don’t test are out.
- Veteran points-Garcia expressed concern that applicants who claim vet points on the application are given the points and ranked without being verified if they deserve them. Kulbe stated that the application will be updated to include a statement that if you are claiming 10 vet points they must be already awarded. He said that it will also have a link for candidates to look at to see if they are eligible. He also stated that on the DD214 you can tell if they are eligible for the points, and that they turn this in with their personal history statement. He stated that would be the point at which it is verified. Garcia stated that he just wants to make sure there are checks and balances.
- Interpretation of Rulebook 75-(A)-Garcia wanted to clarify that the Federal law says that if there are layoffs, those off of probation who have had military service, would NOT be laid off before those who were not in the military according to years of service. Evans stated that yes; the Member’s years of service in the military would count toward seniority.

b. Association-None

c. Commission-None

5. Quarterly meeting adjourned at 1:10 p.m.

ATTEST: _____

Dave Williams, Chair

Heather Dearman, Civil Service Assistant