

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

Tuesday, June 16, 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
Battalion Chief Mark Turley
Training Chief Chris Henderson
Captain Cyndi Anderson
Lieutenant Caine Hills
Tom Nicholas, Deputy City Manager
EXCUSED: 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- Chief Garcia started out by noting that the state of the economy is the reason it is still unknown if there will be an academy in 2009. He said he is aware of Civil Service needing 6 months notice and he will work with that in mind. He stated that he is working on a proposal to Nicholas asking for 6 additional FTE. He said that he is also anticipating 4 firefighters leaving between now and April of 2010, which means there will be a possibility of having an Academy of 4 to 10 by April of next year.
 - Entry Level 2010- Garcia stated that if they do not have a lateral Academy for 2009, then he would give the Civil Service notice for an Academy somewhere between January and April of 2010.
 - Future Lateral Requirements- Garcia said they were looking at a having a lateral Academy for 2009, but they need to have a minimum of 6 to have an Academy and that would mean an overhire. Kulbe reminded Garcia that there were still approximately

50 Lateral applications upstairs and asked if he would be using those if they do a lateral Academy. Garcia stated that he would like to open up the application process again for 30 to 50 days for new applicants. Nicholas commented that they will try and give the Chief some direction on the FTE request over the next 2 to 3 weeks. He stated that they are going through the budget process and it hasn't been pleasant.

- b. Status of Expired Prospective Employment List(s) –Kulbe stated that at the Commission meeting on March 31st, the Commission expired the 2007 Fire Entry Level prospective employee list. He said that it was decided that once the Fire Department announced they would have an Academy, the candidates on the current online list would be used.

3. Promotion Dates & Requirements

- a. Fire Engineer/Driver—Aug 19/Sep 21-22, 2009 –The Commission and Fire Department agreed to these dates.
- b. Lieutenant—July 15/Aug 11-13, 2009- The Commission and Fire Department agreed to these dates.
- c. Captain— Nov 18/Dec 15, 2009 - The Commission and Fire Department agreed to these dates.

4. Other Issues

- a. Chief-Chief Garcia invited the present group to a mini Citizen Fire Academy and stated he would give the dates when they became available.
- b. Association-None present
- c. Commission-
 - 1. Review of Requirements for Acting Engineer/Driver-Celestin raised concern that people taking the test for Engineer are failing and still being allowed to go back to Acting Engineer. He stated that it costs the Commission money to administer the test. He stated that he had heard that people were not taking it seriously because they knew there would not be any promotions from it, so why are we going through the motions. Chief Garcia stated that there is a very thorough program people go through in order to become an Acting Engineer including a written test that is very specific to that position, and that they hold their actors accountable and to a very high standard. He stated that the Civil Service written test is probably more geared toward the reading material with specific information on specific pages, such as sick leave and general policies. He re-iterated that their actors are second to none. He stated that what happened with all of the candidates failing the latest engineer test was a rare occurrence. Raskin asked Chief Garcia if he had any problem with the Civil Service test and if he thought it needed to be reviewed so that it was more similar to the acting Engineer test. Chief Garcia stated he did not have a problem with the Civil

Service test, and said that there is a difference between studying and being good at actually doing the position of Engineer and going to take the Civil Service Test for promotion and being nervous and failing. Turley wanted to emphasize that the Fire Department cannot control who tests for the promotions and what their attitude will be. He also wanted to bring up that there is a financial incentive, a guaranteed seat so they do not have to rove, and also extra points if they decide to promote to another position in the Fire Department. He said that is why they have a lot of Acting Engineers and not necessarily because they want to promote to become an Engineer because they may want a different career path. There was a discussion about where the problem existed with regard to why people who take the Engineer Civil Service exam are so few and are failing, and also why there are still allowed to be acting. Williams reiterated the Commission's concern that people are coming in not prepared to take the promotional test. Zimmerman stated the concern that if an Acting Engineer had an accident and there was a lawsuit, the records of them failing the promotional test would be looked at. Chief Garcia reminded her about Evans' statement and said that they would not. It was decided that the Commission would be given a syllabus for the Acting Engineer program so that they could analyze it and see if they should change the way they promote for Engineer. Cain suggested that if the Fire Department did not anticipate any Engineer openings for the rest of the year that the Commission could try and match the promotion time to when there might be an opening. He said that it might be a better result financially if the Commission tested near an opening. He said that the Commission has fulfilled their obligation to the charter by testing this year. Chief Garcia agreed that it would be beneficial, but because it was already posted for a second Engineer testing, people may already be studying for it. Kulbe reminded everyone about the weather situation when it comes to doing an Engineer practical. Garcia stated he wanted to reassure the Commission that he would never put anyone behind the wheel of a truck if they were not qualified.

2. Scheduling of Next Quarterly Meeting-Kulbe went over the meetings and exams that were already scheduled for September and stated that the day after Labor Day, September 8th, would be the only available date.
3. Requiring a CDL-Celestin asked what the reason was behind not requiring Engineers to have a CDL. Garcia stated that the CDL did not cover the specialized equipment the Fire Department has. He also stated the cost requirements such as

the random drug and alcohol tests that would be required. He also stated the Fire Department has higher requirements.

5. Quarterly meeting adjourned at 11:59 p.m.

ATTEST: 
Dave Williams, Chair

Heather Dearman, Civil Service Assistant