

**MINUTES
CIVIL SERVICE COMMITTEE
NORTH METRO FIRE RESCUE DISTRICT
HEADQUARTERS
101 SPADER WAY, BROOMFIELD, CO 80020**

January 16, 2020

COMMITTEE MEMBERS PRESENT:

Russ Williams, Committee President
Bruce Ginther, Committee Member
Rich Marosey, Committee Member

STAFF PRESENT:

David Ramos, Fire Chief
Dave Anderson, Deputy Chief of Support Services
Eileen Gomez, Human Resources Manager
Debbie VanWanseele, Training Center Coordinator

Call to Order:

The meeting of the North Metro Fire Rescue District Civil Service Committee was called to order by Committee President Russ Williams at 4:02 p.m. on January 16, 2020.

Additions/Deletions:

None

Old Business:

None

New Business:

2020 Lieutenant Promotional Process:

Chief Anderson reviewed the Lieutenant promotional process with the Committee. All candidates that wish to participate in the examination must meet the requirements outlined in the Lieutenant Job Description.

North Metro Fire will be using the services of Vanlandingham & Holmes Consulting (Vanlandingham & Holmes) to administer the written and practical examination, as has been done in the past. Chief Anderson stated that he would be consulting with a North Metro Fire Lieutenant assigned as a Subject Matter Expert (SME) to develop, review, and obtain appropriate questions from the allocated reading materials.

Vanlandingham & Holmes will administer the written test, which consists of several sections. The candidate is given an opportunity to appeal a question in writing immediately following the test. All appeals will be reviewed by Chief Anderson, the SME, and Vanlandingham & Holmes; then, a decision will be rendered. If the appealed question is found to be invalid, the scores are adjusted to reflect everyone's overall total. If the appealed question is found to be valid, the candidate has the right to appeal that decision to the Committee for further review. All candidates must receive a minimum score of 70% on each section of the written examination in order to proceed to the practical portion of the testing process.

Vanlandingham & Holmes, in collaboration with Chief Anderson and the SME, will also administer the practical portion of the testing process. The candidate will be assessed in three areas: Emergency Operations Incident, a Structured Interview, and an Administrative Situation. As with the written portion of the testing process, any appeals must be registered immediately after the practical portion of the testing process is completed. An appeal of the practical portion is reviewed through the same procedure as a review of the written examination. The candidate must achieve a minimum score of 70% on each section in order to be placed on the Promotional Eligibility List.

Final tests results will be compiled and weighted at 50% for the written and 50% for the practical. A list will then be created and presented to the Committee for certification and posting. Rule-of-Three interviews will then take place to determine who will be promoted, based on position availability.

Chief Anderson briefly reviewed with the Committee members the changes to the Lieutenant Promotional Process SOP. He also went over the proposed changes to the promotional examination reading list.

2020 Hiring Process:

Chief Anderson explained the approved process for new hire testing to the Committee members. North Metro Fire is part of a consortium of North Area fire departments that administers the Firefighter written examination. From those test scores, applications are screened by North Metro Fire personnel. Pursuant to the Committee's Rules and Regulations, a potential applicant must receive a minimum score of 70% to participate in the Assessment Center process.

North Metro Fire requires all candidates to possess a valid Colorado Driver's License, a State of Colorado EMT/Paramedic certification, be 18 years or older, have no felony convictions, no misdemeanors within two years, and no illegal drug use within the past two years. Preference points are awarded for military experience, a North Metro Fire employee referral, or college education.

North Metro Fire retains the services of Vanlandingham & Holmes to assist in the development and administration of the Assessment Center. The Assessment Center has two oral board panel interviews and a written situational assignment. The interviews are weighted at 80% and the written assessment is weighted at 20%. To continue in the new hire process, the candidate must receive a minimum score of 70% in each subsection. Vanlandingham & Holmes tabulates the scores and provides that information to North Metro Fire.

Paramedic candidates who continue in the hiring process will be administered a skills test. They must receive a minimum score of 70% to be placed on the New Hire Eligibility List. The skills assessment consists of a written examination, a trauma and medical panel, and a cardiology panel.

Once overall testing is completed, staff calculates the scores and develops two hiring lists -- one for Firefighter EMTs and the other for Firefighter/Paramedics. The Committee is then requested to validate the New Hire Eligibility lists.

Action Items:

1. CONSIDER AND APPROVE THE SEPTEMBER 6, 2019, CIVIL SERVICE COMMITTEE MEETING MINUTES.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY BRUCE GINTHER TO APPROVE THE SEPTEMBER 6, 2019, CIVIL SERVICE COMMITTEE MINUTES. THE MOTION PASSED UNANIMOUSLY.

2. CONSIDER AND APPROVE THE 2020 LIEUTENANT PROMOTIONAL PROCESS.

A MOTION WAS MADE BY BRUCE GINTHER AND SECONDED BY RICH MAROSEY TO APPROVE THE 2020 LIEUTENANT PROMOTIONAL PROCESS. THE MOTION PASSED UNANIMOUSLY.

3. CONSIDER AND APPROVE OF THE LIEUTENANT PROMOTIONAL EXAM TESTING DATES.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY BRUCE GINTHER TO APPROVE THE LIEUTENANT PROMOTIONAL EXAM TESTING DATES. THE MOTION PASSED UNANIMOUSLY.

4. CONSIDER AND APPROVE THE STANDARD OPERATING PROCEDURE (SOP) FOR THE LIEUTENANT PROMOTIONAL PROCESS.

A MOTION WAS MADE BY RICH MAROSEY AND SECONDED BY BRUCE GINTHER TO APPROVE THE LIEUTENANT PROMOTIONAL PROCESS SOP. THE MOTION PASSED UNANIMOUSLY.

5. CONSIDER AND APPROVE THE LIEUTENANT PROMOTIONAL READING LIST.

A MOTION WAS MADE BY BRUCE GINTHER AND SECONDED BY RICH MAROSEY TO APPROVE THE LIEUTENANT PROMOTIONAL READING LIST. THE MOTION PASSED UNANIMOUSLY.

6. CONSIDER AND APPROVE THE 2020 HIRING PROCESS.

A MOTION WAS MADE BY BRUCE GINTHER AND SECONDED BY RICH MAROSEY TO APPROVE THE 2020 HIRING PROCESS. THE MOTION PASSED UNANIMOUSLY.

Public Comments:

None.

Executive Session:

None.

Adjournment:

A MOTION TO ADJOURN THE MEETING WAS MADE BY RICH MAROSEY AND SECONDED BY BRUCE GINTHER. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 4:44 P.M.



Russ Williams, Committee President