

**MINUTES
CIVIL SERVICE COMMITTEE
NORTH METRO FIRE RESCUE DISTRICT
CONDUCTED ELECTRONICALLY**

The meeting occurred electronically. Information regarding public participation in the meeting was posted on the District's website at least 24-hours in advance.

December 9, 2021

COMMITTEE MEMBERS PRESENT:

Bruce Ginther, Committee President
Wilson Lindquist, Committee Member
Rich Marosey, Committee Member

STAFF PRESENT:

Dave Ramos, Fire Chief
Dave Anderson, Deputy Chief of Support Services
Amy Collins, Human Resources Manager
Heather Brown, Executive Administrative Assistant
Debbie Vanwanseele, Training Center Coordinator

LEGAL COUNSEL:

Dino Ross

Call to Order:

The meeting of the North Metro Fire Rescue District Civil Service Committee was called to order by Committee President Bruce Ginther at 8:05 a.m. on December 9, 2021.

Additions/Deletions to Agenda:

None.

Old Business:

None.

New Business:

Review of the 2022 New Hire Process

Chief Ramos stated that the District received a SAFER grant that is administered by FEMA and the intent is to hire nine new personnel. This additional staffing will relieve some of the overtime burden and will allow four people to be on Engines 65 and 67 at all times. The goal is to hire nine

paramedics; however, the paramedic market is very competitive at this time. Therefore, if the District cannot hire nine qualified paramedics, the District will consider rounding out the team by hiring from the established 2021 EMT Hiring List.

Chief Anderson reviewed the proposed 2022 hiring process with the committee and directed them to the hiring process document that they received in their packet for specific details. Currently IOS is utilized as a testing agency and will continue to provide that service. However, the candidate pool for that testing site alone is not large enough, so the District will also be using the National Testing Network to reach a broader scope of candidates.

Chief Anderson explained that the District will be recruiting lateral hires as well, but it will not be lateral in the true sense of the definition. If a potential candidate possessed at least two years of previous firefighter/paramedic experience, the District would consider giving them one grade step-up in pay after they graduate the academy and pass the Firefighter III grade promotional exam. Additionally, all new hires will be required to go through the entire North Area Fire Academy in April, regardless of their previous experience.

Chief Anderson stated that all paramedic candidates would participate in the Medical Assessment Center first in order to assess their paramedic skills. Historically, there has been a 50% failure rate in the assessment process, and Chief Anderson reminded the Committee that the District had traditionally requested the ability to grade this section on a curve if necessary to help with passing candidate numbers – though the District has not actually utilized a curved grading scale for a few years. Passing candidates will continue onto the general assessment center.

All candidates must possess a current paramedic certification, must have a valid CPAT certification, and must hold a valid driver's license. In the past, any type of felony would automatically exclude a candidate from any further participation in the hiring process. Legal counsel has advised that any candidate who has been convicted of a felony would be subject to an individualized evaluation to decide if that particular criminal activity should disqualify that person from being hired. The same would hold true for a candidate convicted of a misdemeanor within 2 years of application.

Chief Anderson explained that if a potential candidate receives a referral from a current employee and passed the written test, they will receive an invitation to participate in the Medical Assessment Center. Additionally, the District will add one preference point to a military veteran's final score. Scoring will stay the same, and candidates must pass each section a score of 70% or greater.

Chief Anderson described the general assessment as staying the same. It will consist of two situational interviews and a written assignment. Chief Anderson discussed the scoring for this section and explained that once all assessments are complete, the candidates are placed into rank order by the combination of scores with the Medical Assessment Center and the General Assessment Center.

Chief Ramos stated that once the final list of potential new hires is created, the Chief's Interviews would take place. Every candidate must be seen in rank order. The Chief reminded the Committee that the former CSC rule regarding a Rule of Three Interview had been revised/approved in 2020. The current method gives the District the ability to hire the best candidate. If a candidate is skipped over, they will stay on the list and remain eligible until the list is expired.

Committee Member Lindquist asked what occurs if a candidate has admitted to drug use, such as marijuana, which is illegal under federal law, but legal in Colorado. Attorney Ross stated that the Colorado Courts have clarified that an employer may prohibit the use of marijuana just the same as any other legal drug.

Action Items:

1. CONSIDER AND APPROVE THE SEPTEMBER 17, 2021 CIVIL SERVICE COMMITTEE MEETING MINUTES.

A MOTION WAS MADE BY MR. MAROSEY AND SECONDED BY MR. LINDQUIST TO APPROVE THE SEPTEMBER 17, 2021 CIVIL SERVICE COMMITTEE MINUTES WITH THE ADDITION OF FIRE CHIEF DAVE RAMOS TO THE ATTENDEES. THE MOTION PASSED UNANIMOUSLY.

2. CONSIDER APPROVAL OF THE 2022 NEW HIRE PROCESS.

A MOTION WAS MADE BY MR. MAROSEY AND SECONDED BY MR. LINDQUIST TO APPROVE THE 2022 NEW HIRE PROCESS. THE MOTION PASSED UNANIMOUSLY.

Public Comments:

None.

Executive Session:

None.

Adjournment:

A MOTION TO ADJOURN THE MEETING WAS MADE BY MR. LINDQUIST AND SECONDED BY MR. MAROSEY. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:34 A.M.



Bruce Ginther, Committee President