



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
OCTOBER 21, 2014  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Vice Chair Sharon Bonner called the Civil Service Commission Meeting to order.

**ROLL CALL**

**Commission Members Present:** Sharon Bonner, Guy Kennedy

**Commission Members Absent:** Dan Archibeque

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, Human Resources Director Marisa Pacheco, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** None.

**AMENDMENTS TO AGENDA**

Ms. Bonner asked if there were any amendments to the agenda. None were voiced.

**READING AND APPROVAL OF MINUTES**

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 9, 2014 as distributed.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

The Commission received and filed the following status report on current recruitments:

- a. Probation Case Manager – (Recruitment due to employee retirement) - The written exam was held on September 17, 2014. Twenty two candidates were scheduled and 18 appeared to take the exam. Fifteen candidates passed the exam and three failed. The eligible list for this position will be signed at this meeting.
- b. Senior Clerk Typist – (Recruitment due to employee retirement) - The written exam was held on September 10, 2014. Thirteen candidates were scheduled and 12 appeared to take the exam. All of the candidates passed the exam. The eligible list for this position will be signed at this meeting.

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**STATUS REPORT OF CURRENT RECRUITMENTS**

- c. Emergency Services Dispatcher – (Recruitment due exhaustion of eligible list) - The written exam was held on October 1, 2014. Forty eight candidates were scheduled and 30 appeared to take the exam. Twenty six candidates passed the exam and four failed. The eligible list for this position will be signed at this meeting.
- d. Police Patrol Officer – (Recruitment due exhaustion of eligible list) - The written exam was held on October 15, 2014. Thirty eight candidates were scheduled and 33 appeared to take the exam. The answer sheets have been sent to the testing company for scoring.
- e. Purchasing Specialist – (Recruitment due to new Council approved position) - The external recruitment began on September 28, 2014 and ends on October 19, 2014. At the time of this agenda, we had received 13 applications for this position.

**COMMUNICATIONS**

- 1. Ratify the Commission's letter to Levi Bailey regarding the removal of his name from the Firefighter eligibility list.
- 2. Ratify the Commission's letter to Marcus DeVries regarding the removal of his name from the Police Patrol Officer eligibility list.
- 3. Ratify the Commission's letter to John Dichellis regarding the removal of his name from the Fire Captain eligibility list.
- 4. Ratify the Commission's letter to Anthony Lemon regarding the removal of his name from the Police Patrol Officer eligibility list.
- 5. Ratify the Commission's letter to Anthony Linn regarding the removal of his name from the Police Patrol Officer eligibility list.
- 6. Ratify the Commission's letter to Robert Martin regarding the removal of his name from the Firefighter eligibility list.
- 7. Ratify the Commission's letter to Daniel Pacheco-Rodriguez regarding the removal of his name from the Police Patrol Officer eligibility list.
- 8. Ratify the Commission's letter to Ryan Quintana regarding the removal of his name from the Police Patrol Officer eligibility list.
- 9. Ratify the Commission's letter to Mario Acosta regarding the removal of his name from the Firefighter eligibility list.
- 10. Ratify the Commission's letter to John Goldschmidt regarding the removal of his name from the Firefighter eligibility list.
- 11. Ratify the Commission's letter to James Haught regarding the removal of his name from the Firefighter eligibility list.
- 12. Ratify the Commission's letter to Jason Morrison regarding the removal of his name from the Firefighter eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

13. Ratify the Commission's letter to Michael Bower regarding the removal of his name from the Firefighter eligibility list.
14. Ratify the Commission's letter to Kyler Hewes regarding the removal of his name from the Firefighter eligibility list.
15. Ratify the Commission's letter to Ethan Manseau regarding the removal of his name from the Firefighter eligibility list.
16. Ratify the Commission's letter to Jessica Morales regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
17. Ratify the Commission's letter to Steven Parker regarding the removal of his name from the Firefighter eligibility list.
18. Ratify the Commission's letter to Clinton Potter regarding the removal of his name from the Firefighter eligibility list.
19. Ratify the Commission's letter to Arturo Rodriguez regarding the placement of his name on the reemployment lists for Firefighter and Fire Engineer.
20. Ratify the Commission's letter to Alexander Tsitsilianos regarding the removal of his name from the Firefighter eligibility list.
21. Ratify the Commission's letter to Sean Wilson regarding the removal of his name from the Firefighter eligibility list.
22. Ratify the Commission's letter to Mathew Bradford regarding the removal of his name from the Firefighter eligibility list.
23. Ratify the Commission's letter to Aiyana Chicon regarding the removal of her name from the Firefighter eligibility list.
24. Ratify the Commission's letter to Greg Frakes regarding the removal of his name from the Firefighter eligibility list.
25. Ratify the Commission's letter to Michael Furney regarding the removal of his name from the Firefighter eligibility list.
26. Ratify the Commission's letter to Timothy Henry regarding the removal of his name from the Firefighter eligibility list.
27. Ratify the Commission's letter to John Hussey regarding the removal of his name from the Firefighter eligibility list.
28. Ratify the Commission's letter to Matthew Johnson regarding the removal of his name from the Firefighter eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

29. Ratify the Commission's letter to Jordan LaMasney regarding the removal of his name from the Firefighter eligibility list.
30. Ratify the Commission's letter to Roger Moore regarding the removal of his name from the Firefighter eligibility list.
31. Ratify the Commission's letter to Kurt Smith regarding the removal of his name from the Firefighter eligibility list.
32. Ratify the Commission's letter to Blake Weishel regarding the removal of his name from the Firefighter eligibility list.
33. Ratify the Commission's letter to Caleb Wilson regarding the removal of his name from the Firefighter eligibility list.
34. Ratify the Commission's letter to Roberto Bercerril regarding the removal of his name from the Planner eligibility list.
35. Ratify the Commission's letter to Aaron Caricato regarding the removal of his name from the Firefighter eligibility list.
36. Ratify the Commission's letter to Matthew Comden regarding the removal of his name from the Firefighter eligibility list.
37. Ratify the Commission's letter to Matthew Hendrick regarding the removal of his name from the Firefighter eligibility list.
38. Ratify the Commission's letter to Justin McKinney regarding the removal of his name from the Firefighter eligibility list.
39. Ratify the Commission's letter to Jason Puckett regarding the removal of his name from the Firefighter eligibility list.
40. Ratify the Commission's letter to Johnathan Robak regarding the removal of his name from the Firefighter eligibility list.
41. Ratify the Commission's letter to Dathan Treat regarding the removal of his name from the Firefighter eligibility list.
42. Ratify the Commission's letter to Gregory Waldeim regarding the removal of his name from the Firefighter eligibility list.
43. Ratify the Commission's letter to John Weston regarding the removal of his name from the Firefighter eligibility list.
44. Ratify the Commission's letter to Alexander Williams regarding the removal of his name from the Firefighter eligibility list.

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**CONSENT AGENDA**

**COMMUNICATIONS**

45. Ratify the Commission's letter to Talon Edwards regarding the removal of his name from the Firefighter eligibility list.
46. Ratify the Commission's letter to Holly Irvine regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
47. Ratify the Commission's letter to Eugene Newbury regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
48. Ratify the Commission's letter to Tim Vigil regarding the removal of his name from the Emergency Services Dispatcher eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

**REGULAR AGENDA**

1. The Interim Civil Service Administrator submitted the eligible list for Probation Case Manager.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Probation Case Manager.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

2. The Interim Civil Service Administrator submitted the eligible list for Sr. Clerk Typist.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Sr. Clerk Typist.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

3. The Interim Civil Service Administrator submitted the eligible list for Emergency Services Dispatcher.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Emergency Services Dispatcher.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

**ADMINISTRATIVE ITEMS**

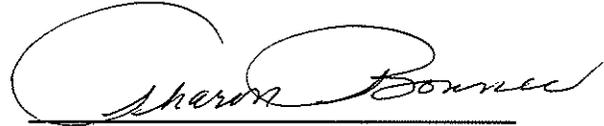
1. The next regular meeting of the Civil Service Commission was scheduled for November 11, 2014, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

1. The Commission received their handouts.

ADJOURN – 5:34 p.m.

A handwritten signature in cursive script, reading "Sheron Bonner". The signature is written in black ink and is positioned above a horizontal line.

Chairman