



**CIVIL SERVICE COMMISSION MEETING  
CITY COUNCIL CHAMBERS  
JANUARY 13, 2015  
5:30 P.M.**

**MINUTES**

**CALL TO ORDER**

Chairman Archibeque called the Civil Service Commission Meeting to order.

**ROLL CALL**

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

**Administrative and Civil Service Staff Members Present:** Counsel for the Commission Robert Jagger, Assistant City Attorney Carla Sikes, Police Chief Luis Velez, Human Resources Director Marisa Pacheco, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Bella Trujillo, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

**Other Interested Parties:** Police Patrol Officer Jeff Capito and Attorney for Officer Capito Patrick Avalos.

**ELECTION OF OFFICERS**

Guy Kennedy moved and Sharon Bonner seconded the motion to elect Dan Archibeque as Chair.

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

Guy Kennedy moved and Dan Archibeque seconded the motion to elect Sharon Bonner as Vice Chair.

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

**AMENDMENTS TO AGENDA**

Mr. Archibeque 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, December 9, 2014 as distributed.

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

**CIVIL SERVICE COMMISSION MEETING  
JANUARY 13, 2015  
PAGE TWO**

**CONSENT AGENDA**

**STATUS REPORT OF CURRENT RECRUITMENTS**

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

- a. Emergency Medical Officer – (Recruitment required every year per Civil Service Rule 29) – The internal recruitment began on December 14, 2014 and ended on January 4, 2015. We received three applications and all were qualified. The written exam is scheduled for February 11, 2015.
- b. Emergency Services Dispatch Supervisor – (Recruitment due to employee voluntary demotion) – The internal recruitment began on January 7, 2015 and ends on January 21, 2015. At the time of this agenda, we had received two applications. The written exam is scheduled for February 10, 2015.

**COMMUNICATIONS**

1. Ratify the Commission's letter to Randolph Drautz regarding the removal of his name from the Emergency Services Dispatcher eligibility list.
2. Ratify the Commission's letter to Jose Alanis regarding the removal of his name from the Police Patrol Officer eligibility list.
3. Ratify the Commission's letter to Angelo Alires regarding the removal of his name from the Police Patrol Officer eligibility list.
4. Ratify the Commission's letter to Lawrence Esquibel regarding the removal of his name from the Police Patrol Officer eligibility list.
5. Ratify the Commission's letter to Leonard Flores regarding the removal of his name from the Police Patrol Officer eligibility list.
6. Ratify the Commission's letter Jennifer Hucalo regarding the removal of her name from the Police Patrol Officer eligibility list.
7. Ratify the Commission's letter to Jeffery Kirk regarding the removal of his name from the Police Patrol Officer eligibility list.
8. Ratify the Commission's letter to Laura Lisonbee regarding the removal of her name from the Police Patrol officer eligibility list.
9. Ratify the Commission's letter to Jamie Miller regarding the removal of her name from the Police Patrol Officer eligibility list.
10. Ratify the Commission's letter to Christopher Prado regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Matthew Prater regarding the removal of his name from the Emergency Services Dispatcher eligibility list.

**CIVIL SERVICE COMMISSION MEETING  
JANUARY 13, 2015  
PAGE THREE**

**CONSENT AGENDA**

**COMMUNICATIONS**

12. Ratify the Commission's letter to Melissa Rickwalt regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
13. Ratify the Commission's letter to Alvin Sais regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Amanda Taylor regarding the removal of her name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Cecilia Trujillo regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
16. Ratify the Commission's letter to James Vincent regarding the removal of his name from the Police Patrol Officer eligibility list.

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

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

**REGULAR AGENDA**

There were no Regular Agenda Items

**ADMINISTRATIVE ITEMS**

1. The next regular meeting of the Civil Service Commission was scheduled for February 10, 2015, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

**INFORMATIONAL ITEMS**

1. The Commission received the Employee Status Reports for September and October 2014.
2. The Commission received their handouts.

**ADJOURN – 5:33 p.m.**

  
\_\_\_\_\_  
Chairman