



**CITY OF KEY WEST
CIVIL SERVICE BOARD
(305) 809-3770**

**AGENDA
CITY OF KEY WEST CIVIL SERVICE BOARD
NOVEMBER 16, 2011
CITY HALL - LEGAL CONFERENCE ROOM
3128 FLAGLER AVENUE (HABANA PLAZA), KEY WEST**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
AUGUST 17, 2011 REGULAR MEETING
- V. NEW BUSINESS
 - A. SCHEDULE 2012 MEETINGS
 - B. SCHEDULE 2012 POLICE AND FIRE EXAMS
 - C. NEXT SCHEDULED CSB ACTIVITIES:
 - Fire Exam – January 18, 2012 (already scheduled)
 - Regular Meeting – February 15, 2012 (proposed)
- VI. OTHER BUSINESS
 - Public Comments
 - Board Member comments
- VII. ADJOURN

IF ANYONE DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS TIME OR HEARING, HE/SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE SECTION 286.0105)

It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
AUGUST 17, 2011
ADA CONFERENCE ROOM – CITY HALL 525 ANGELA STREET

BOARD MEMBERS PRESENT:

Ray Limbert, Chairperson
George Cabanas
Thomas D. Mack
Tim Atwell (not present – excused)
Mark Albury (not present)

STAFF PRESENT:

Claire Hurd, Clerk

Michael Davila, KWFD
Edward Sanchez, KWFD
Wayne Owen, KWFD

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:35 p.m. by Chairman Limbert.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. Chairman Limbert, Board Members Cabanas and Mack were present. There was a quorum.

IV. APPROVE MINUTES

Mr. Cabanas moved to approve the minutes of the June 15, 2011 meeting. Mr. Mack seconded the motion. Passed unanimously.

V. NEW BUSINESS

A. Report on 7/20/2011 Fire Exam

Chairman Limbert reported that the fire exam was proctored by Mr. Cabanas and himself. The Clerk served as Test Control Officer.

B. Report on Fire Exam Review Session

Mr. Cabanas and Chairman Limbert attended the review session. There were no challenges.

Chairman Limbert commented that only one candidate has passed an exam during the last three administrations. He asked the members of the Board and members of the Fire Department how to resolve this concern. Discussion followed about the current examination process.

Chairman Limbert said that some members of the Fire Department expressed concern that questions may not pertain directly to firefighting in Key West. Div. Chief Davila said that, with the Clerk present, he reviewed the test questions prior to the exam. The Clerk said that Chief Davila requested that several questions be replaced. The questions were replaced, and the replacement questions were approved by Chief Davila as well.

Mr. Owen said that there was a question that referred to an IOWA formula, and that candidates said they did not know what that is. He said the questions were very technical and that they may or may not pertain to Key West firefighting. Mr. Owen said that the only one 'winning' is the test giver when no one passes, and that the only candidate who passed has 20 years of experience in another state. Mr. Owen said that the number of books that are used for the examination has been reduced.

Division Chief Davila confirmed that each test is based on two text books, and that ten questions were drawn from a map of Key West for the driver exam, and ten questions on the captain test were drawn from Key West Policies and Procedures. Chief Davila mentioned that most of the candidates who took the test are not yet eligible for promotion; however, the union contract approved last year allows firefighters to take the exam after one year of employment – after completing the probation period. He said that three years of experience is required before a candidate is considered eligible for promotion. Chief Davila mentioned that he had spoken with Henry Morse at FSTC, the test preparer, and Mr. Morse said that his company gives close to 3,000 exams per year, and generally, the examinations have about a 50% passing rate. Chief Davila further reported that Mr. Morse concurred that the study materials were adequate, and that he has regularly used questions based on those books. He said Mr. Morse seemed to believe the candidates needed to study harder.

Chairman Limbert asked whether there was a difference in present testing methods compared to five years ago. He said that during the exam, and at the review session, candidates gave no feedback to suggest that the questions were not appropriate. Mr. Owen said that the candidates were too flustered or disgusted to challenge the exam. Division Chief Davila said that the prior test preparer often required changes to the study materials, and that could get expensive for the Department.

Chairman Limbert said that the Board is here to work for the candidates.

Mr. Edward Sanchez commented that it is hard to remember questions to comment on now, because candidates were not allowed to write them down. The Clerk mentioned that for an additional \$175, the test preparer could provide exact citations of the book and page where questions were drawn from, but these would not be generally available for candidates to review. Mr. Mack said that usually questions are taken word for word from the book, and he suggested that the report should be obtained for future examinations.

Division Chief Davila commented that perhaps only four out of the eleven candidates who sat for the driver/engineer exam had taken the pump operator class. Mr. Owen said that there were some candidates with fifteen years of experience who did not pass the exam. He said some candidates studied the wrong books as well. Chief Davila said he would try to better communicate the study list to the candidates the next time. Chief Davila also said that the Fire Department Standard Operating Procedures/Guidelines were being printed, and that he would work with the Clerk and the test preparer to make sure local questions were based on the Department's SOG, instead of the City's Policies and Procedures for the next Captain's examination.

Mr. Cabanas asked how many candidates would have been eligible for the examination if the union rule had not changed? Chief Davila said that it was probably two out of the eleven driver/engineer candidates who sat for the examination.

Division Chief Davila said that when a candidate passes the examination, they are placed on the promotion roster, but three years of seniority is also required for promotion eligibility. Mr. Sanchez added that once a candidate is on the roster for promotion, they can act "in the capacity of" the higher rank, which means earning extra money on shifts when they are assigned to act in that rank.

Mr. Sanchez commented that 'someone' should confirm that the questions are indeed drawn from the study materials before the examination is administered. He added that the union rule may be amended again during the next negotiations.

Mr. Mack said that seniority is important in the promotional process. He added that because of the three-year seniority requirement to be eligible for promotion, there is not an incentive for candidates lacking seniority to study for an examination.

The Clerk commented that the police exam process is different from fire, due to PBA contract requirements. Eligibility expires after one year, and police officers are required to provide their own study materials. Once a fire candidate passes a promotional exam, they are permanently placed on the eligibility list. The Fire Department list currently includes 16 firefighters eligible for promotion to driver/engineer, and 6 candidates eligible for captain.

C. Ratify 5/18/2011 Fire Exam Scores

Mr. Cabanas moved to ratify the scores for the fire examinations administered on 7/20/11 – as reflected in the memo contained in the agenda package. Mr. Mack seconded the motion. Motion passed unanimously.

[Clerk's note: The final scores reported are as follows: Driver Michael W. Kielman – 78; Jason S. Klothakis – 68; Keith W. Hernandez – 61; Thomas A. Bouchard – 59; Brian M. Rose – 57; Manny I. Pichardo – 54; Sheldon Goodman – 53; Brandon S. Kocis – 52; John M. Torres – 49; Kyle G. Williams – 47; Andrew Perez – 43. Captain: Chris J. Saunders – 60; Gregory Barroso – 58; Jacob Perry – 53; Alan R. Averette – 53; Keith Sellers – 50; Jason Means – 48]

D. Schedule Next Fire Promotional Exams

Mr. Cabanas moved to schedule the next fire promotional exams on January 18, 2012. Mr. Mack seconded the motion. Motion passed unanimously.

E. Next Scheduled Meeting

The next regular CSB meeting is scheduled for November 16, 2011. The schedule for 2012 will be included on that agenda.

VI. OTHER BUSINESS

Mr. Thomas Mack was welcomed to the Board by Chairman Limbert

VII. ADJOURNMENT

There being no further business, Mr. Cabanas moved to adjourn the meeting. Mr. Mack seconded the motion. Motion passed unanimously. Meeting adjourned at 6:32 pm

Claire Hurd, Clerk of the Board



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1401
KEY WEST, FL 33041
(305) 809-3772

CIVIL SERVICE BOARD
2012 [PROPOSED] MEETING DATES
AND EXAM DATES

ALL MEETINGS BEGIN AT 5:30 P.M.
LOCATION TO BE DETERMINED

Wednesday, February 15, 2012

Wednesday, June 20, 2012

Wednesday, August 15, 2012

Wednesday, November 14, 2012

PROMOTIONAL EXAMINATION DATES

Police Exam Date: May 14, 2012

Fire Exam Dates: January 18, 2012 (already scheduled)
July 18, 2012



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CITY OF KEY WEST
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KEY WEST, FL 33041
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IMPORTANT NOTICE - PLEASE POST

TO: Key West Fire Department
(All potentially eligible candidates for promotional examinations)

FROM: Claire Hurd
Civil Service Board Clerk

DATE: September 26, 2011

RE: **FIRE PROMOTIONAL EXAM – JANUARY 18, 2011**

**FIRE PROMOTIONAL EXAMS FOR THE RANK OF DRIVER AND
CAPTAIN WILL BE ADMINISTERED ON
WEDNESDAY, JANUARY 18, 2012.**

Approximately six weeks in advance of the testing date, I will request from the Fire Chief a list of all candidates eligible for the Driver and Captain promotional exams. The Civil Service Board will give each eligible candidate four weeks written notice of the upcoming exam. Each interested candidate will be required to register to take the exam at least eight (8) business days before the actual exam date.

The study materials for the examinations are as follows:

FIRE CAPTAIN EXAM STUDY MATERIALS

Jones and Bartlett, Fire Officer, Principles and Practices, 1st Edition
Delmar, Company Officer, 2nd Edition
Key West Fire Dept Standard Operating Guidelines September 2011

DRIVER/ENGINEER STUDY MATERIALS

IFSTA Pumping Apparatus Driver/Operator Handbook, 2nd Edition, 1st Printing
Delmar, Introduction to Fire Pump Operations, 2nd Edition
Map of Key West

Division Chief Davila has study materials available upon request. If you have questions about the registration process for the promotional exam, contact me at 809-3770 or churd@keywestcity.com. Thank you!