



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

**AGENDA
CITY OF KEY WEST CIVIL SERVICE BOARD
AUGUST 15, 2012 – 5:30 P.M.
CITY HALL – LEGAL CONFERENCE ROOM
3128 FLAGLER AVENUE – HABANA PLAZA**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
JUNE 20, 2012 REGULAR MEETING
- V. NEW BUSINESS
 - A. WELCOME NEW BOARD MEMBER
 - B. REPORT ON FIRE PROMOTIONAL EXAMS – JULY 18, 2012
 - C. REPORT ON FIRE EXAM REVIEW
 - D. FIRE PROMOTIONAL EXAM CHALLENGES (if any)
 - E. RATIFY FIRE PROMOTIONAL EXAM SCORES
 - F. NEXT SCHEDULED CSB ACTIVITIES:
Regular Meeting – November 14, 2012
- VI. OTHER BUSINESS
- 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.***

Item IV.

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
JUNE 20, 2012
LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE

BOARD MEMBERS PRESENT:

Tim Atwell, Chairperson
Mark Albury
George Cabanas
Tommy Mack

STAFF PRESENT:

Claire Hurd, Clerk

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:35 p.m. by Vice-Chair Atwell, in light of the passing of former Chair Ray Limbert.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. All members of the Board were present. There was a quorum.

IV. APPROVE MINUTES

Mr. Cabanas moved to approve the minutes of February 29, 2011. Mr. Albury seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. ELECTION OF OFFICERS

Mr. Cabanas nominated Mr. Atwell to be Chair of the CSB, citing Mr. Atwell's length of service, and knowledge about the Board's responsibilities. Mr. Mack seconded the motion. Motion passed unanimously.

B. Report Police Exam - 5/16/2012

Mr. Atwell and Mr. Albury and the Clerk attended the exam. The Clerk reported that eleven officers and four sergeants sat for the exam.

C. Report on Exam Review Session – 6/13/2012

Six candidates requested to review their exams, and five candidates attended the review session. Mr. Cabanas served as Review Supervisor and Mr. Mack attended the review session, along with the Clerk. There was one challenge to the exam. The Clerk forwarded the challenge, along with supporting study material to the test preparer for a recommendation.

D. Police Promotional Exam Challenge

All Board members present were provided with a copy of the exam challenge and the test preparer's response/recommendation, and given adequate time to review the information.

Mr. Cabanas moved to accept the test preparer's response, (to not grant credit for the challenged question), and Mr. Mack seconded the motion. The motion passed unanimously.

[Clerk's Note: The test question and the preparer's response were distributed and collected at the meeting, and not included in the regular agenda package due to the confidential nature of test questions. The test preparer response concluded "S & A does not recommend granting credit for XXX since XXX is the only correct response alternative based on the source text."]

E. Ratify Police Promotional Exam Scores

Mr. Cabanas moved to ratify the police exam scores for the examinations administered on 5/16/12 – as reflected in the memo contained in the agenda package. Mr. Albury seconded the motion. Motion passed unanimously.

[Clerk's note: The scores reported are as follows: Lieutenant Exam: Sean Brandenburg - 86.00, Areaka Jewell - 85.00, Hollis Wood - 85.00, Jeffery Williamson - 85.00, Sergeant Exam: Eric Biskup - 96.00, Joseph Bradley Lariz - 89.00, Randall Smith - 84.50, Frank Betz - 82.50, Frank Duponty - 81.00, Matthew Haley - 80.75, Michael Chaustit - 76.00, Kuniko Keohane - 76.00, Richard Thomas - 75.75, Donald Barrios - 69, Fred Carter Sims – 69]

D. Next Scheduled Activities

Mr. Atwell and Mr. Albury volunteered to proctor the Fire Promotional Exams scheduled for July 18, 2012.

The next regular CSB meeting is scheduled for August 15, 2012. The Clerk advised that if there is a challenge to the Fire Exam, and a response from the test preparer is not available by the meeting date, she will advise the Board so that the meeting can be rescheduled if it would be practical.

VI. OTHER BUSINESS

Mr. Cabanas said that it is important that a new Board member is appointed. With only four members, there is a risk that there could be a split vote on future agenda items. The Clerk said she had received two phone calls inquiring about the position, and that she referred those callers to the Mayor's office. She said she would remind the Mayor that a new member is needed, especially because there is an even number of members in the event of a split vote on an agenda item.

VII. ADJOURNMENT

There being no further business, Mr. Albury moved to adjourn the meeting. Mr. Mack seconded the motion. Motion passed unanimously. Meeting adjourned at 5:48 pm

Claire Hurd, Clerk of the Board



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CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041
(305) 809-3770

MEMORANDUM

TO: Chief David Fraga
FROM: Claire Hurd, Civil Service Board Clerk
DATE: July 23, 2012
RE: Test Results for July 18, 2012 fire promotional exams

Listed below are the preliminary results for the July 18, 2012 fire promotional exams. The CSB rules specify that the passing score is 70 points. It is anticipated that the Civil Service Board will ratify the scores at their next meeting scheduled for August 15, 2012.

<u>CANDIDATE</u>	<u>TOTAL SCORE</u>
<i>Driver</i>	
Angelina Maltese	70
Manuel I. Pichardo	69
Thomas A. Bouchard Jr.	68
Brandon S. Kocis	65
Tim L. Anson	62
Brian M. Rose	61
<i>Captain</i>	
Jason H. Means	73
Robert Franco	64
Greg Gerez	50

If you have any questions concerning the exams or scores, please do not hesitate to contact me at (305) 809-3770.

cc: Division Chief Mike Davila, Civil Service Board File