



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

**AGENDA  
CITY OF KEY WEST CIVIL SERVICE BOARD  
FEBRUARY 19, 2014 – 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  
AUGUST 21, 2013 REGULAR MEETING  
(NOVEMBER 20, 2013 WAS CANCELLED)
- V. NEW BUSINESS
  - A. REPORT ON 1/15/2014 FIRE PROMOTIONAL EXAMS
  - B. RATIFY 1/15/2014 FIRE PROMOTIONAL EXAM SCORES
  - C. APPROVE ANNUAL SCHEDULE FOR MEETINGS AND EXAMS
  - D. NEXT SCHEDULED CSB ACTIVITIES:
    - Police Promotional Exam – May 21, 2014
    - Regular Meeting – June 18, 2014
    - Fire Promotional Exam – July 16, 2014
- 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.**

**CITY OF KEY WEST**  
**CIVIL SERVICE BOARD**  
**REGULAR MEETING MINUTES OF**  
**AUGUST 21, 2013 – 5:30 PM**  
**LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE**

***BOARD MEMBERS PRESENT:***

George Cabanas, Chairperson Pro Tem  
Mark Albury  
Brian Dunlap  
Michael Brockner

***STAFF PRESENT:***

Claire Hurd, Clerk  
  
Wayne Owen, IAFF Representative  
Daniel Galvan, KWFD Candidate

**I. MEETING CALLED TO ORDER**

The meeting was called to order at 5:30 p.m. by Chairman Pro-Tem Cabanas.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

The Clerk called the roll. Members of the Board were present, except Chairperson Atwell, who advised the Clerk in advance. There was a quorum.

**IV. APPROVE MINUTES**

Mr. Albury moved to approve the minutes of the June 19, 2013 meeting. Mr. Dunlap seconded the motion. Passed unanimously.

**V. NEW BUSINESS**

**A. REPORT ON FIRE PROMOTIONAL EXAMS – JULY 17, 2013**

Mr. Albury and Mr. Brockner proctored the exam, with the Clerk as the Test Control Officer. The Clerk reported that four driver exams and three captain exams were administered.

**B. REPORT ON FIRE EXAM REVIEW - AUGUST 6, 2013**

The Clerk reported that one candidate requested to review his exam. The review session was scheduled and took place on August 6, 2013. Mr. Dunlap and Mr. Brockner attended the review session. There were no challenges to exam questions.

Wayne Owen, representing the IAFF expressed concern about the reporting of accurate fire scores. He said that there should be a procedure to ensure that the scores are reported correctly. The Clerk explained that candidates are notified of their scores by individual memos, and that a second memo, listing the preliminary scores in grade order, is prepared and sent to the fire chief. While reporting preliminary scores for this exam, the individual notices were correct, however the Clerk made a typographical error in the memo to the fire chief, interposing the scores of Mr. Gerez and Mr. Galvan. Over the phone with Mr. Galvan, the Clerk read a score from her own incorrect memo, repeating the mistake. This resulted in a misunderstanding that Mr. Galvan obtained a passing score, when he actually did not. When she realized her error, the Clerk issued a corrected memorandum and informed the affected parties. Mr. Galvan was informed, and in a timely manner, he requested to review his examination.

The Clerk apologized for her error.

#### C. RATIFY FIRE PROMOTIONAL EXAM SCORES

Mr. Dunlap moved to ratify the fire promotional exam scores. Mr. Albury seconded the motion. The motion passed unanimously. One driver and two captains obtained passing scores,

*[Clerk's note: The scores, as ratified are: Driver: Brandon S. Kocis 76, Tim L. Anson 59, Sheldon Goodman 53, Kyle Williams 45; Captain: David Zarate 75, Greg Gerez 72, Daniel Galvan 67]*

#### D. SCHEDULE JANUARY 2014 FIRE EXAM – WEDS. JAN. 15, 2014

The Clerk advised that the Division Fire Chief had confirmed that there was no conflict if the next fire examination is scheduled for Wednesday, January 15, 2014.

Mr. Albury moved to approve January 15, 2014 as the date for the next fire promotional examination. Mr. Dunlap seconded the motion. Motion passed unanimously.

#### E. NEXT SCHEDULED CSB ACTIVITIES

The Clerk advised that it was likely that there would be no new business to discuss at the regular meeting scheduled for November 20, 2013.

In the event that no new business arose prior to the November meeting date, Mr. Dunlap moved to cancel the November meeting date. Mr. Albury seconded the motion. Motion passed unanimously.

So that fire scores from the January examination can be ratified at a regular meeting, the Clerk recommended scheduling the next regular meeting on February 19, 2014. Mr. Albury so moved. Mr. Dunlap seconded the motion. Motion passed unanimously.

**VI. OTHER BUSINESS**

The Clerk advised that the Board should set the 2014 meeting and examination schedule at the February 19 meeting.

**VII. ADJOURNMENT**

There being no further business, Mr. Albury moved to adjourn the meeting. Mr. Dunlap seconded the motion. Motion passed unanimously. Meeting adjourned at 5:40 pm

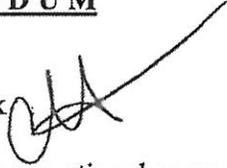
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Claire Hurd, Clerk of the Board



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: January 24, 2014  
RE: Test Results for January 15, 2014 fire promotional exams

Listed below are the preliminary results for the January 15, 2014 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 February 19, 2014.

<b><u>CANDIDATE</u></b>	<b><u>TOTAL SCORE</u></b>
<b><i>Driver</i></b>	
Brian M. Rose	71
Kyle Williams	65
Tim L. Anson	64
Sheldon Goodman	63
<b><i>Captain</i></b>	
Daniel Galvan	78
Tyrone A. Cervantes	74

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

Scores [Group]

School/Class: FL Keywest FD Test: 20140115.TST Items: 100 Students: 4  
Instructor: Driver Engineer Date: 12/03/2013 Points: 100

ID	Student Name	C1	C2	C3	C4	Version	Raw Score	Percent Score
594303545	ROSE BRIAN M					0	71	71.0
594945426	WILLIAMS KYLE G					0	65	65.0
592242578	TIM LANSON					0	64	64.0
048462979	GOODMAN SHELDON L					0	63	63.0

Scores [Group]

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School/Class: FL Keywest FD      Test: 20140115.TST    Items: 100    Students: 2  
Instructor: Captain              Date: 12/03/2013    Points: 100

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ID	Student Name	C1	C2	C3	C4	Version	Raw Score	Percent Score
591076743	GALVAN DANIEL					0	78	78.0
589400319	CERVANTES TYRONE A					0	74	74.0



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

**CIVIL SERVICE BOARD**  
**2014 MEETING DATES**  
**AND EXAM DATES**

ALL MEETINGS BEGIN AT 5:30 P.M.  
AT LEGAL CONFERENCE ROOM – CITY HALL  
3128 FLAGLER AVENUE (HABANA PLAZA)

Wednesday, February 19, 2014

Wednesday, June 18, 2014

Wednesday, August 20, 2014

Wednesday, November 19, 2014

**PROMOTIONAL EXAMINATION DATES**

Police Exam Date: May 21, 2014

Fire Exam Dates: January 15, 2014  
July 16, 2014

(next exam date – tentative – January 14, 2015)



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CITY OF KEY WEST  
PO Box 1409  
Key West, FL 33041  
(305) 809-3770

## MEETING NOTICE

THE CITY OF KEY WEST

CIVIL SERVICE BOARD

WILL HOLD A REGULAR MEETING ON

WEDNESDAY, FEBRUARY 19, 2014

at 5:30 p.m.

CITY HALL-LEGAL DEPT. CONFERENCE ROOM  
3128 FLAGLER AVE, HABANA PLAZA, KEY WEST

ANY QUESTIONS, PLEASE CONTACT CLAIRE HURD AT 809-3770. THANK YOU.

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cc: Board Members  
Samantha Farist, Human Resources  
City Clerk's Office  
Chief Donnie Lee, Police Dept.  
Chief David Fraga, Fire Dept.  
Posting on bulletin boards