



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

**AGENDA
CITY OF KEY WEST CIVIL SERVICE BOARD
AUGUST 19, 2015 – 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 17, 2015 REGULAR MEETING
- V. NEW BUSINESS
 - A. REPORT ON 7/15/2015 FIRE PROMOTIONAL EXAMS
 - B. REPORT ON 8/10/2015 FIRE EXAM REVIEW
 - C. FIRE EXAM CHALLENGES
 - D. RATIFY 7/15/2015 FIRE PROMOTIONAL EXAM SCORES
 - E. APPROVE DATES OF UPCOMING MEETINGS/EXAMINATIONS
 - F. NEXT SCHEDULED CSB ACTIVITIES:
 - Regular Meeting – November 18, 2015
 - Fire Exam – January 13, 2016 (PROPOSED)
- 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)

****ADA ASSISTANCE: 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 800-955-8771 or 800-955-8770 (Voice) or the ADA Coordinator at 305-809-3731 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
JUNE 17, 2015
LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE

BOARD MEMBERS PRESENT:

Tim Atwell, Chairperson
George Cabanas
Mark Albury
Brian Dunlap (not present, advised Clerk in advance)

STAFF PRESENT:

Claire Hurd, Clerk

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:34 p.m. by Chairman Atwell

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. Mr. Dunlap was not present (Mr. Dunlap advised the Clerk in advance). There was a quorum.

IV. APPROVE MINUTES

Mr. Cabanas moved to approve the minutes of March 4, 2015. Mr. Albury seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. REPORT ON POLICE EXAM – 5/20/2015

The Clerk advised that three sergeants and thirteen officers took the police examination in the EOC. The exam proctors were Mr. Cabanas and Mr. Albury.

B. REPORT ON POLICE EXAM REVIEW – 6/15/2015

Mr. Atwell served as Review Supervisor at the review session on Monday, June 15, 2015. Three candidates requested to review their examinations. Sgt. Tripp submitted

challenges to six questions on the Sergeant exam. The Clerk forwarded the written challenges to the test preparer for a response and recommendation.

The test preparer returned a written response by email in the afternoon on Wednesday, June 17. The Clerk forwarded the test preparer's response to Board members, and provided photocopies of the response at the Board meeting. The Chairman asked whether the candidate was aware that the Board would consider the challenges at tonight's meeting. The Clerk advised that she had called, emailed, and then advised the candidate in person that the test preparer's response had been received and would probably be considered at the meeting.

C. POLICE EXAM CHALLENGES

The Board members affirmed that they had adequate time to review the test preparer's written response. Mr. Cabanas moved to deny the challenges. Mr. Albury seconded the motion. There were no amendments to the police scores.

D. RATIFY POLICE PROMOTIONAL EXAM SCORES – 5/20/2015

Mr. Cabanas moved to ratify the police examination scores for the ranks of Sergeant and Lieutenant. Mr. Albury seconded the motion. Motion passed unanimously.

[Clerk's note: The scores reported are as follows: **Lieutenant Exam:** Joseph Tripp 91.0; Hollis Wood 89.0; Jeffery Williamson 84.0; **Sergeant Exam:** Frank Duponty 95.0; Matthew Haley 94.5; Robert Currul 89.0; Kuniko Keohane 88.0; Jason Castillo 85.0; Mark Siracuse 85.0; Frank Betz 84.0; Richard Thomas 80.5; Anna Nelson 77.0; Dennis E. Ryan 63.0; Joseph A. Stockton 63.0; Billy Vazquez 59.0; Brian Leahy 54.0]

E. NEXT SCHEDULED ACTIVITIES

The Fire Exam is scheduled for July 15, 2015. The Clerk reported that three candidates have registered to date (the deadline to register is July 2). Mr. Cabanas said he may be able to proctor the Fire Promotional Exams. Mr. Albury said he would be out of town. The Clerk advised that the exams would be held at the EOC, and she would call Board members closer to the test date.

The next regular CSB meeting is scheduled for August 19, 2015.

VI. OTHER BUSINESS

The Clerk reported that she intended to solicit new price quotes for fire and police exam preparers. The last time quotes were sought it was for a total of three years (one year, plus an option for two renewals).

VII. ADJOURNMENT

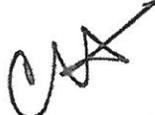
There being no further business, Mr. Cabanas moved to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 5:41 pm

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: July 21, 2015
RE: Test Results for July 15, 2015 fire promotional exams

Listed below are the preliminary results for the July 15, 2015 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 19, 2015.

<u>CANDIDATE</u>	<u>TOTAL SCORE</u>
<i>Driver</i>	
Dereck C Berger	87
Richard B. Gomez	68
Kyle G. Williams	64
<i>Captain</i>	
Greg Bringle	63
Benjamin E. Lowe	62

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

cc: Mike Davila, KWFD
Alan Averette, KWFD
Civil Service Board File



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

CIVIL SERVICE BOARD
2016 PROPOSED 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 17, 2016

Wednesday, June 15, 2016

Wednesday, August 17, 2016

Wednesday, November 16, 2016

PROMOTIONAL EXAMINATION DATES

Police Exam Date: May 18, 2016

Fire Exam Dates: January 20, 2016
July 20, 2016

Proposed as of August 10, 2015