



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

**AGENDA
CITY OF KEY WEST CIVIL SERVICE BOARD
FEBRUARY 20, 2019 – 5:30 P.M.
CITY HALL – FIRST FLOOR CONF. ROOM
1300 WHITE STREET, KEY WEST**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
NOVEMBER 14, 2018 REGULAR MEETING
- V. NEW BUSINESS
 - A. REPORT ON 1/16/2019 FIRE PROMOTIONAL EXAMS
 - B. REPORT ON 2/6/19 EXAM REVIEW SESSION (No Challenges)
 - C. RATIFY 1/16/2019 FIRE PROMOTIONAL EXAM SCORES
 - D. NEXT SCHEDULED CSB ACTIVITIES:
 - Police Promotional Exam – May 15, 2019
 - Regular Meeting – June 19, 2019
 - Fire Promotional Exam – July 17, 2019
- 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 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
NOVEMBER 14, 2018
COMMISSION CONFERENCE ROOM 1ST FLOOR – CITY HALL 1300 WHITE STREET

BOARD MEMBERS PRESENT:

Mark Albury, Chairman
Billy Davis
Bill Lilley
Fr. Arthur Dennison
Judy Lakin

STAFF PRESENT:

Claire Hurd, Clerk

Chief Michael Davila, KWFD
Div. Chief Kenneth Wardlow, KWFD

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:30 p.m. by Chairman Albury.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. A quorum was present.

IV. MINUTES

Ms. Lakin moved to approve the minutes of September 18, 2018. Mr. Davis seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. DISCUSSION – FIRE EXAM PROCESS

Chief Davila, and Division Chief Wardlow attended the meeting. Mr. Lilley said that the Board is concerned that exam questions are not always clear to the Board members, who are not firefighters. Father Dennison agreed, and said that during a recent exam review that the Board made some decisions based on what they know of local concerns, but with expert guidance the Board can make more effective decisions.

Chief Davila apologized that neither he, nor another division chief attended the exam review this time. There was some miscommunication, and he said that would not happen again. The Chief said that the exam questions are prepared by the test preparer and reviewed by himself or a division chief. The reviewer usually does throw out some questions in advance because they are not clear, or not applicable in Key West. Div. Chief Wardlow said that he did throw out

several questions that addressed concerns like train tracks and operating in freezing weather. Both chiefs agreed that candidates have a right to a proper test. Chief Davila said that the exam reviewer generally reads 200 questions (for two ranks) in one sitting. Mr. Davis commented that he thinks that if the Chief didn't throw a question out, it should be on the test. He repeated that it is important to have an expert present for the exam review.

Chief Davila said the test preparer, Fire Service Testing Company (FSTC), has been quite reliable. The Clerk commented that the current agreement was approved at the end of 2016, and allowed up to four one-year renewals, which means through 2020. She said that if the Department wants the Board to obtain new proposals, that is an option. Chiefs Davila and Wardlow said they do not think that is necessary at this time.

There was brief discussion about ways other departments approach the promotional process, such as fitness tests, or a promotion Board comprised of former Chiefs. The Chief said KWFD exams used to use 4 or 5 books, but there were issues when some study materials conflicted with others, so the current process which uses only one book works better. There have been minor issues with Google maps, because they do not always reflect actual conditions in Key West.

Chief Davila said that there are 92 personnel in the fire department – 89 of whom are certified firefighters, and nearly all are EMTs, and many are paramedics. The Department encourages candidates to keep building skills and certifications. The Chief said the Department tries to recruit local candidates. The Department works to sustain a Fire Academy at the High School – graduates have Firefighter 1 certification, and then go on to a fire college for Level 2. He said that there is a fire college in Monroe County, that provides training in the Grassy Key/Marathon area. In recent years the Department has hired 8 or 9 candidates that started at the high school, and three years ago, when the Department took over providing EMS services, about 20 people were hired, including several from the ambulance company the Fire Department replaced. The EMS physician, Dr. Guerdan works one-on-one with EMTs and Paramedics, building skills as opportunities arise. Father Dennison said that the EMS Division has an excellent reputation.

Ms. Lakin asked whether the department has many incidents requiring the use of Narcan. The Chief said the department recently received a Federal grant for Naloxone doses. He said the Department maps and reports when and where doses are administered.

The Chief commented that there are three EMS Lieutenant positions which are equivalent to the rank of Driver, and perhaps in the future, the Department will want a test specific to that skill set. At present, once a candidate has passed the Driver exam, they can be an acting Driver, or a Rescue Lieutenant.

Chief Davila commented that the Cow Key Channel Bridge project will probably start after he has retired, but he has been monitoring and providing input through the planning process.

Father Dennison commented that the CSB and the Fire Department are not adversaries, and the Board wants to work with the Department. He said to the Fire Chief "Tell us how to help." Chief Davila thanked the Board for the opportunity to talk and affirmed that a representative will attend future exam reviews.

B. APPROVE PROPOSED MEETING AND EXAM DATES 2019

The Clerk said that the schedule approved at the September CSB meeting turned out to have some conflicts. Accordingly, she presented a new schedule with dates amended for 2019.

Mr. Lilley moved to approve the proposed meeting and exam schedule for 2019. Ms. Lakin seconded the motion. Motion passed unanimously.

VI. OTHER BUSINESS.

Next Important Dates Fire Promotional Exam – January 16, 2019
 Regular Meeting – February 20, 2019

VII. ADJOURNMENT

There being no further business, Fr. Dennison moved to adjourn the meeting at 6:05 pm. Mr. Davis seconded the motion. Motion passed unanimously.

Claire Hurd, Clerk of the Board



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041
(305) 809-3773

MEMORANDUM

TO: Chief Michael Davila
FROM: Claire Hurd, Civil Service Board Clerk *CH*
DATE: January 22, 2019
RE: Test Results for January 16, 2019 Fire Promotional Exams

Listed below are the preliminary results for the January 16, 2019 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 20, 2019.

<u>CANDIDATE</u>	<u>TOTAL SCORE</u>
<i>Driver</i>	
Riely T. Barber	86
Korey A. Rodriguez	86
Shawn M. Cline	78
Michael V. Anderson	75
Daniel Morales	66
Carlos B. Barba	64
Todd R. Means	64
Jude M. Brogli	62
Todd W. Jones	56
Tom E. Bellingham	55
Frank A. Abreu	52
<i>Captain</i>	
Jason S. Klothakis	77

If you have any questions concerning the exams or scores, please do not hesitate to contact me at (305) 809-3773.

cc: Division Chief Kenny Wardlow, Civil Service Board File



**CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1401
KEY WEST, FL 33041
(305) 809-3773**

**CIVIL SERVICE BOARD
2019 MEETING DATES
AND EXAM DATES**

**ALL MEETINGS BEGIN AT 5:30 P.M.
AT CITY HALL -- 1300 WHITE STREET
(COMMISSION CONFERENCE ROOM – 1st FLOOR)**

Wednesday, February 20, 2019

Wednesday, June 19, 2019

Wednesday, September 18, 2019

Wednesday, November 20, 2019

PROMOTIONAL EXAMINATION DATES

Police Exam Date: May 15, 2019

Fire Exam Dates: January 16, 2019
July 17, 2019

- Approved at Regular Meeting November 14, 2018



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CITY OF KEY WEST
PO Box 1409
Key West, FL 33041
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MEETING NOTICE

THE CITY OF KEY WEST

CIVIL SERVICE BOARD

WILL HOLD A REGULAR MEETING ON

WEDNESDAY, FEBRUARY 20, 2019
at 5:30 p.m.

**CITY HALL-CITY COMMISSION CONFERENCE ROOM (1ST FLOOR)
1300 WHITE STREET, KEY WEST**

ANY QUESTIONS, PLEASE CONTACT CLAIRE HURD AT 305-809-3773. THANK YOU.

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cc: Board Members
Human Resources Dept.
City Clerk's Office
Chief Sean Brandenburg, Police Dept.
Chief Michael Davila, Fire Dept.
Posting on bulletin boards