

May 5, 2009

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:35 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Ernesto A. Baca, Chair
Paoli X. Lor

ALSO PRESENT: Michael G. Tobin, Director, Fire and Police Commission (FPC)
David Heard, Community Relations Manager (FPC)
Kristen Kappelman, Research Analyst (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sally McAttee, Human Resources Manager (DER)
Marti Cargile, Human Resources Representative (DER)
Richard Kelly, Sergeant, Milwaukee Police Department (MPD)
Pamela Roberts, Personnel Officer (MPD)
Debra Weber, Battalion Chief, Milwaukee Fire Department (MFD)
Dan Holton, Battalion Chief, (MFD)
Dewayne Smoots, Captain, (MFD)

The Committee approved the minutes from the March 17, 2009 meeting.

The Committee received an update from the Milwaukee Police Department (MPD) sub-committees. Pamela Roberts stated that none of the MPD sub-committees met since the last meeting. She also informed the Committee that the hiring process sub-committee has been disbanded per request of Valarie Williams, who feels the issues addressed by the hiring sub-committee can be addressed by quarterly meetings with representatives from the Department of Employee Relations (DER), Fire and Police Commission (FPC), and MPD. Ms. Roberts also notified the Committee that the recruiters have been very busy and Sergeant Richard Kelly will be transferring to a different department and he will be replaced by a Police Officer. Commissioner Lor asked when Sgt. Kelly will transfer and Ms. Roberts stated that it will likely be the end of this month. Commissioner Baca asked if Sgt. Kelly will remain on the Committee until a replacement is found, and asked that Chief Edward Flynn know that it is the wish of the Committee that Sgt. Kelly remain on the Committee until a suitable replacement is found. Maria Monteagudo, David Heard, and Ms. Roberts commended Sgt. Kelly on his energy and passion that he has brought to the Committee.

Regarding the branding sub-committee, Mr. Heard mentioned Anne Schwartz and Chief Flynn met with Kramer-Crassel on Friday May 1st. Ms. Roberts stated that they are aggressively putting together a plan. Commissioner Baca asked when the Public Service Announcements would air. Ms. Roberts was unsure and Mr. Heard stated he would be meeting with Anne Schwartz to discuss it. Ms. Monteagudo mentioned that there was the possibility of a police officer written test in June and that it has been postponed due to the branding campaign, and the assumption that the testing pool will be larger than usual. She expressed that it takes time to schedule a test and that she has concerns that Chief Flynn thinks that it is easy to quickly organize a test, and it is not. She stated she would like a timeline in order to schedule the test. Commissioner Baca asked Ms. Roberts to let Chief Flynn know that DER will hold the written police officer test until there is more information and a timeline.

Sally McAttee presented a report commonly referred to as the applicant flow. The report tracks applicants through each component of the selection process beginning with the number of applicants who applied and the number lost in each stage of the process. The report contained applicant flow for the positions of Police Aide and Firefighter. The report is incomplete because the testing process is still in progress. For Police Aide 418 people applied, 328 were invited to take the written test. 188 applicants took the written test, 125 passed. The adverse impact was against African Americans and American

Indians, (but only 1 American Indian took the test). 79 of the applicants who passed the test have been scheduled for the Physical Ability Test, (PAT) on May 6; the remaining applicants did not turn in their Personal History Questionnaires, (PHQ). Mr. Heard mentioned some reasons for people not turning in their PHQ, such as the form stating "you may be disqualified," not "you will be disqualified", the length of the document, the background section, and people waiting to see if they passed the written test first.

Mr. Heard described a pilot program in which the applicants complete every portion of the examination. Then the eligible list is given to the background investigators for them to do the background investigations on the applicants on the eligible list. Instead of doing pieces of the process, which is the way it is currently done. Police Aide classes start in August of every year, and using a timeline it was discovered that the exam would have to be given in November or December. Ms. McAttee stated that the pilot described is very organized and the process now creates an eligible list before many components have been given, so the list is constantly updated. She also said a problem is the length of time it takes to complete the background investigation, and in order for the investigators to get done in a timely fashion they need a list as soon as possible, usually before all the components of the exam are complete. Commissioner Lor asked how long it took to complete a background investigation and was answered that it takes 2 to 3 months to complete all the background investigations. Ms. Monteagudo stated that it may be easier if the investigations were sent back to the DER after each one was complete, not after all were complete. She also stated that on the surface an applicant may look good, but as you dig deeper, flags may go up. So a good candidate may take a few hours, whereas a not so good candidate, where more interviews need to take place, could take a few weeks. Commissioner Baca stated that the background investigation is the most complicated and critical part of the process, and that the approval of the eligible list does not effect the process. He suggested that letting applicants know that completing the PHQ is extremely important once they are on the list, and if they do not complete it, they will be disqualified. Ms. McAttee stressed the importance of honesty on a PHQ, and untruthfulness can disqualify a candidate. Mr. Heard suggested starting the pilot program with the next recruit class.

Ms. McAttee also presented on the firefighter applicant flow. For Firefighter there were 5611 applicants. 3811 were invited to take the written test, 3398 passed the test. There was virtually, no adverse impact, with a slight amount against Asians. Then a score was set at approximately the middle and candidates were ranked in order based on score. 1694 were invited to take the oral exam based on their ranking on the list. There was some adverse impact for African Americans. 1124 passed the oral exam, with no adverse impact. The call-score for the Candidate Physical Ability Test (CPAT) was based on the final test score, which included the written test at a weight of 35% and the oral test at a weight of 65%, and preference points. Then they were ranked in order on the eligible list, and that was the basis for how they were invited to the CPAT. 325 candidates were invited to take the CPAT. There was some adverse impact on African Americans and American Indians. It is recommended that the applicants participate in the 2 month CPAT orientation at Waukesha County Technical College. It readies the applicants for the CPAT on June 29th and 30th. They are shown the course and they practice taking it. It is not required to go to the orientation, but it is recommended.

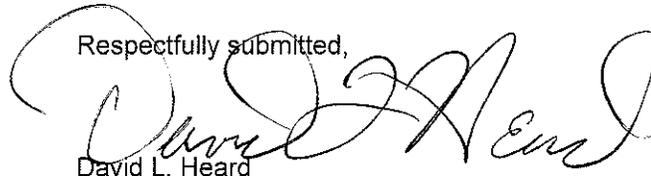
Ms. Monteagudo presented on the new background standards for firefighter. The biggest change is the structure of the background investigation and interviews with the candidate for multiple independent assessments of the candidates' behaviors. There is also a revised, more in-depth PHQ. This new process is tailored to the MFD and will consist of an investigation, the application of background standards, a background rating process, and the appeals process. The background investigation completed by the MPD will be given to a panel consisting of a member from DER, a member from MFD, and a member from the FPC who will determine whether to accept or reject a candidate. There will be specific factors that the panel will be looking at as well as the FPC rules for firefighter standards. The process is very thorough and structured, but also allows for flexibility. The plan is to finalize the PHQ and send it out this month. Commissioner Baca asked about the scale used and how issues/behaviors will be addressed. Ms. Monteagudo stated that a numerical scale is still being developed, but the panel will be making the final decision about candidates using the specific factors. She also mentioned that it is different from the police officer background process. Ms. McAttee mentioned that all firefighters are required to be certified Emergency Medical Technicians (EMT) which have their own set of legal standards set by the state,

that helps with creating the background standards. The Director thanked DER for all their hard work and stated that he will be meeting with Ms. Monteagudo regarding the draft. Commissioner Baca asked about when a candidate will be disqualified for untruthfulness. Ms. Monteagudo stated that during the MPD background investigation if untruthfulness is revealed, the candidate will be disqualified, but that the standards are different for police officer and firefighter. Commissioner Baca asked about the job related conviction record. Ms. Monteagudo explained that it is a conviction related to the work the candidate would be doing as a firefighter. Debra Weber also explained that as a firefighter you have to be on the National Registry of EMTs and meet those requirements. If you do not meet the requirements on a biyearly basis, you cannot be a firefighter.

Commissioner Lor commended DER on all their hard work on the firefighter background document.

The meeting concluded at 4:39 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David L. Heard". The signature is written in a cursive, flowing style with large loops and is positioned above the printed name.

David L. Heard
Community Relations Manager

DLH:mk