

**MINUTES OF A REGULAR MEETING OF THE  
CITY OF BROOKLYN CIVIL SERVICE COMMISSION  
WEDNESDAY, JANUARY 19, 2011 5:00 PM**

Meeting called to order at 5:00 p.m.

**MEMBERS PRESENT:** Chairperson Dan Enovitch, Commissioner Deborah Gamble and Commissioner Sonia Brown.

**OTHERS PRESENT:** M. Melinda Holmes.

**MEMBERS ABSENT:** None.

Melinda Holmes was in attendance at meeting with results from the oral assessments conducted on January 10 and 11, 2011. Chairperson Enovitch asked Melinda how everything went and if there was any feedback from the examinees or the assessors. Ms. Holmes responded that she did receive some comments and recommendations from the assessors and would check with all of them and provide a report to the Commission. Ms. Holmes also noted that the assessors said there was good evidence of general fire training but that the department as whole could use additional training for officer advancement and incident command. The three assessors that conducted the oral assessment have 116 years of experience in the fire service industry.

The assessors were surprised at the lack of response to the question of, "What have you done to prepare yourself for this promotion?" The assessors felt that it was important for the candidates to have demonstrated personal development for advancement. They wanted to know if the candidates through their own initiative went beyond the basics.

The Commission instructed Acting Secretary Haig to call Paul Michalko from Personnel Selection Services tomorrow to request the written test results and to tabulate written and oral results as to the allocation schedule in the examination announcement. All those passing will appear on the eligible list. After the eligibility list is prepared, a letter certifying the top candidate to the hiring body will be drafted.

A tentative "executive session" meeting is scheduled for Tuesday, January 25, 2011 to go over computation of results, and signing of individual candidate letters.

There being no other business to come before the Commission, meeting adjourned at 6:00 p.m.