



**DENVER**  
THE MILE HIGH CITY

**Civil Service Commission**  
Police and Fire Classified Service

Webb Municipal Building, 2nd Floor  
201 W. Colfax Ave, Dept 1208  
Denver, CO 80202-5332  
P: 720-913-3370  
F: 720-913-3373  
[www.denvergov.org/civilservice](http://www.denvergov.org/civilservice)

MINUTES  
**FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE**  
August 19, 2015  
Civil Service Commission  
9:30 a.m.

**Attendance**

Neal Berlin, Commissioner, President  
Anna Flores, Commissioner  
Joseph Sandoval, Commissioner  
Earl Peterson, CSC Executive Director  
Antoinette Torres-Janke, H.R. Supervisor  
Jeff Wilson, CSC Sr. H.R. Professional

Susan Billotte, CSC Administrative Support  
Captain Chad Burdorf, DFD F.I.R.E.  
Wendi Smith, Local 858  
Rand Keller, DFD Admin.  
Captain Greg Pixley

**Issue #1: Approval of Minutes**

Earl Peterson called the meeting to order at 9:30 a.m. A motion to approve the minutes of May 19, 2015 was made by Anna Flores; seconded by Neal Berlin. The motion carried.

NOTE: the "Next Meeting" was originally scheduled for August 18, 2015, and was rescheduled to August 19, 2015 to accommodate attendees' schedules.

**Issue #2: Entry Level/Promotional—Updates**

**Entry Level**

Jeff Wilson updated everyone on the current status of Entry Level firefighters. There will be a 9/21/15 Fire Academy of (20) candidates (max), selected from:

- Unknown number of Entry Level Firefighters from (44) that have been certified to/pending Exec. Director O'Malley (from the current Eligible Register—effective through July 2016)\*
- (8) additional Entry Level Firefighters\*
- (8) Lateral Firefighters (being processed as Entry-Level)\*
- (5) Cadets\*

\*Provided they pass CPAT; recertify those that expired June 2015. *See demographic breakdown attached.*

Jeff further stated that there will be (2) Academies in 2016, of approximately (20) candidates each.

**Promotional**

Jeff Wilson updated everyone on Fire Lt. promotional testing. The Assessments have been rescheduled from the original August dates to October 27-30, 2015. (47) Candidates out of (50) will participate in the Assessment Centers at (12) per day for (3) days and (11) on the 4<sup>th</sup> day. Candidates are in same order as the original draw. This list will expire August 2017.



**An Equal Opportunity Employer**  
**Commissioners**

Federico C. Alvarez – Neal G. Berlin – Anna Flores – Joseph G. Sandoval – Larry Trujillo

**Executive Director**  
Earl E. Peterson

Jeff distributed Engineer/Captain/Assistant Chief testing schedules for 2016. *See schedules attached.*

### **Fire Systems Technical Specialist**

Jeff Wilson reported on the current status and difficulty of filling this highly specialized position. Executive Director O'Malley has rejected last two (2) applicants submitted, and CSC has run out of names on the Eligible Register. Jeff requested help from DFD, including ideas for advertising and recruiting for the position. CSC needs to develop a more comprehensive job description for posting. Executive Director O'Malley created a special recruiting position to address some of these issues, and hired Liz Lightfoot to fill that position.

### **Engineer**

- No "Rodeo" as a component of the next practical examination. DFD will provide for driver's certification as a pre-requisite to taking the Engineer's test.
- Current Eligible Register has expired
- Commission to do RFP in August 2015.
- Next Engineer written test April 5, 2016; practical exam May 24-27, 2016

Wendy Smith raised some concerns regarding the minimum competency score being set too high. Chad Burdoff stated that the definitions regarding critical fails vs. other point reducers need clarification. Wendy mentioned that DFD has taken away some of the perks, and dynamics have changed; there is not as much interest in the position of Engineer. Earl suggested that Wendy and Chad meet with the consultant to share their perspectives.

### **Issue #3 and #4: Diversity and Recruitment**

Greg Pixley reported on the Mentoring Program. To-date, it has been successful in increasing diversity of applicants. The goal is an applicant pool of 800, with guaranteed testing slots; as a result, CSC will delay open testing. Wendy noted: "We need to get the word out" about the availability of these mentoring sessions. Greg plans to meet with Liz Lightfoot on September 1 or 2 to discuss promoting the Mentoring Program, via a variety of communication channels including Facebook and Twitter. Earl Peterson suggested prescreening applicants beyond minimum qualifications.

Future dates for individuals who complete the Mentoring Program:

- Applications—November 16-23, 2015
- Testing—December 1-18, 2015

### **Issue #5: Set Next Meeting Date**

The next meeting will be December 8, 2015 at 9:30 AM in Conference room 2.I.1.

Fire Promotional Ceremony is scheduled for 8/20/15 at 10:00am. Earl, Antoinette and Jeff will attend from CSC.