



Civil Service Commission
Police and Fire Classified Service

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MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
May 18, 2016
Civil Service Commission
9:30 a.m.

ATTENDEES

Neal Berlin, Commission President	Susan Billotte, CSC Staff HR Professional
Anna Flores, Commissioner	Wendi Smith, Engineer DFD, Local 858
Larry D. Trujillo, Commissioner	Greg Pixley, Captain DFD
Earl Peterson, CSC Executive Director	Desmond Fulton, Division Chief DFD
Antoinette Torres-Janke, CSC H.R. Supervisor	Derrick Delgado, Lieutenant, F.I.R.E. DFD
Jeff Wilson, CSC Sr. H.R. Professional	

ISSUE #1: APPROVAL OF MINUTES

Earl Peterson called the meeting to order at 9:30 a.m. A motion to approve the minutes of February 12, 2016 was made by Commissioner Berlin; seconded by Commissioner Trujillo. The motion carried.

ISSUE #2: Entry Level & Promotional

Entry Level

Jeff Wilson updated everyone on the current status of Entry Level firefighters. There will be a September 2016 Fire Academy, for which CSC is currently processing (approx.) 115 applicants. He reported that (57) applicants have taken the CPAT Practice; (51) passed/ (6) failed. He added that the CPAT Practice will be administered again on June 4, 2016; a final test will be administered on June 11, 2016. Jeff noted that some applicants have current CPAT certificates or valid CPAT certificates from other jurisdictions.

Promotional

Jeff Wilson updated everyone on the status of upcoming Promotional and FSTS Testing.

Fire Engineer

- (42) candidates passed the written test and will be going on to the practical exams

Division Chief Fulton added that at least (10) promotions were expected immediately upon candidates passing practical exams.

Fire Captain

- (53) candidates registered
- (19) no shows
- (26) tested
- (8) withdrew

Captain Pixley suggested that CSC follow up with the "no-shows," to find out why they didn't attend the test, after they had registered for it. From a customer service perspective, he would like to know if there was anything DFD could have done better to increase turnout. Earl suggested CSC send an email questionnaire through iCIMS.



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Commissioners
Federico C. Alvarez – Neal G. Berlin – Anna Flores – Joseph G. Sandoval – Larry D. Trujillo
Executive Director
Earl E. Peterson

Assistant Fire Chief

- Testing will take place June/July
- Assessment centers will take place in October 2016

Fire Systems Technical Specialist (Electrician)

- (7) Qualified applicants registered
- (6) Applicants tested

Jeff mentioned that FSTS (Electrician) is a difficult position to fill, as applicants are required to have a very specialized skillset. After processing is completed, DFD hopes to have (2) applicants to fill this position.

Lieutenant Delgado suggested prep "classes" for assessment centers and oral boards, and entry-level tutoring for the interview process. DFD is working on getting the employee groups to sign-off on a letter reaching out to applicants/candidates for tutoring.

ISSUES #3: Applicant Selection & Non-Selection

Earl updated everyone on some of the characteristics and behaviors of applicants that the Commissioners consider during their deliberative review of files:

- Not paying taxes
- Not paying/late payments of child support
- Spotty employment history
- Drug use

Earl noted that the ultimate goal is to get fewer quantity/better quality applicant files for Commissioners to review.

ISSUE #4: Diversity & Recruitment

Division Chief Fulton noted that DFD needed to remain fluid and pro-active in their recruitment efforts. He acknowledged that it may take years to get the desired diversity at the command staff level.

Capt. Pixley reported on DFD summer camps for 6-8th grade students

- Campers will spend (3) 4-5-hour days learning about/experiencing the DFD with the hope that some will consider firefighting as a future career.
- One camp will be all girls
- One camp will be combined boys/girls
- A parent orientation is planned, as well

Captain Pixley thanked F.I.R.E., Division Fulton, CSC Commissioners and staff for their help over the past two years. He noted that without their help, the recruiting and mentoring/orientation programs would not have been as successful. He added that the DFD Lateral program was currently on hold.

Earl mentioned that candidates with line of duty injuries would receive accommodations during promotional testing.

ISSUE #5: Set Next Meeting Date

The next meeting will be October 12, 2016 at 9:30 AM; location TBD as CSC is moving in August 2016 to the Denver Post Building.

The meeting was adjourned at 10:25AM.

If there are questions regarding issues discussed in this FEDRC meeting or in any other FEDRC meeting, please feel free to contact CSC Executive Director Earl Peterson or any of the HR Professionals at (720) 913-3371.

*FEDRC provides an open forum for discussion that addresses diversity, recruitment, entry level and promotional exams for the Denver Fire Department. Interested parties are encouraged to attend and provide constructive feedback to the Civil Service Commission who facilitates these discussions.