



DENVER
THE MILE HIGH CITY

Civil Service Commission

Police and Fire Classified Service

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MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
February 12, 2016
Civil Service Commission
9:30 a.m.

ATTENDEES

Anna Flores, Commissioner
Joseph Sandoval, Commissioner
Larry D. Trujillo, Commissioner
Earl Peterson, CSC Executive Director
Antoinette Torres-Janke, CSC H.R. Supervisor

Jeff Wilson, CSC Sr. H.R. Professional
Susan Billotte, CSC Staff HR Professional
Wendi Smith, Engineer DFD, Local 858
Greg Pixley, Captain DFD
Desmond Fulton, Division Chief DFD

ISSUE #1: APPROVAL OF MINUTES

Earl Peterson called the meeting to order at 9:30 a.m. A motion to approve the minutes of December 8, 2015 was made by Commissioner Flores; seconded by Commissioner Sandoval. 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 an April 4, 2016 Fire Academy of (20) firefighters, selected from (45) candidates certified to the Executive Director of Safety:

- Thirty (39) Entry Level Firefighters (2014 Eligible Register—expires July 2016)
- Six (6) Cadets

Jeff noted that all candidates successfully passed CPAT at their first practice session. He added, that the new indoor facility can be utilized year round.

Promotional

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

Fire Engineer

- To date ninety-two (92) have applied.
- Candidates will need truck/engineer driver's certification (as a pre-requisite) by March 31, 2016.
- Currently seventy-eight (78) candidates have their truck/engineer driver's certification.
- Orientation is scheduled February 18-19, 2016.
- Written test—April 7, 2016.
- Practical exam—May 24-2, 2016.

Division Chief Fulton added, that ten (10) candidates will be immediately promoted upon certification.



An Equal Opportunity Employer
Commissioners

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

Executive Director
Earl E. Peterson

Fire Captain

- To-date fifty-three (53) candidates have registered and are eligible.
- Orientation is scheduled for February 16-17, 2016.

ISSUES #3 & #4: Diversity & Recruitment

Earl updated everyone on recent open enrollment/orientation/testing for entry-level civilian firefighters:

- Online open enrollment profile/application 2/1/16
- (870) applied
- (668) attended mandatory Orientation (approx. 200 no-shows)
- Attendees were required to complete form at end of Orientation session—proof of attendance
- (2) attendees did not complete attendance form/left early/withdrew from process
- (666) applicants were sent link to self-schedule testing for March 1-22, 2016
- 20-30% of applicants already had CPAT certification

Note: Demographic breakdown of applicant pool is attached.

Earl reiterated that CSC will no longer accept walk-ins for testing for either DFD or DPD.

Earl suggested that DFD could conduct another Orientation session later in the summer for Military personnel, applicants recruited by employee groups, and out-of-state applicants.

Capt. Pixley mentioned that he was able to get funds for advertising in (6) ethnic/diversity publications.

Earl reported that the candidate selection/non-selection process will be reviewed and discussed in Executive Session at the next Commission Meeting 2/19/16. Division Chief Fulton asked the Commissioners how they review backgrounds of candidates. Commissioner Berlin stated he relies heavily on Background Investigators' reports; Commissioners Sandoval and Flores stated they review all documents/forms in applicants' files.

Earl asked DFD to report back on Academy successes and failures, and field training to assess what areas CSC misses in reviewing applicants' files. Most glaring discrepancy appears to be between candidates' physical preparation vs. academic preparation. Div. Chief Fulton added that that level of fitness is very high. Earl mentioned that CSC is looking at changes for DPD physical ability test.

Earl stated that the Spring Fire Academy of (20) individuals will include (6) Cadets, (13) Civilians + (1) DFD re-employment. DFD Department interviews will be conducted in early March. The interview panel will be diverse and include (1) lead instructor, another Academy instructor, and a representative from the Executive Director of Safety's office.

ISSUE #5: Set Next Meeting Date

The next meeting will be May 9, 2016 at 9:30 AM in Conference room 2.I.1. The monthly CSC Staff Meeting will be moved from May 9 to May 10, 2016 at 9:30.

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.

