



**DENVER**  
THE MILE HIGH CITY

## Civil Service Commission

Police and Fire Classified Service

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### MINUTES FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)\*

April 20, 2017  
Civil Service Commission  
9:30am

#### ATTENDEES

Neal Berlin, Commissioner  
Anna Flores, Commissioner  
Larry D. Trujillo, Commissioner (via phone)  
Earl Peterson, CSC Executive Director (late)  
Antoinette Torres-Janke, CSC HR Manager  
Jeff Wilson, CSC Sr. HR Professional  
Susan Billotte, CSC HR Technician II

Desmond Fulton, Division Chief DFD  
Wendi Smith, Engineer DFD, Local 858  
Greg Pixley, Captain DFD  
Ahmid Nunn, Lieutenant DFD Admin.  
Derrick Delgado, Lieutenant DFD  
Kurt Buhler, Lieutenant DFD Admin.

#### ISSUE #1: APPROVAL OF MINUTES

Earl Peterson called the meeting to order at 9:30am. Commissioner Trujillo joined the meeting via conference call.

A motion to approve the minutes of January 19, 2017, was made by Commissioner Flores; seconded by Commissioner Berlin. The motion carried.

#### ISSUE #2: Entry Level & Promotional

##### Promotional

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

##### 2017 Fire Lieutenant

- (109) individuals registered for the exam, which will be administered June 5 on the 4<sup>th</sup> floor of the Wellington Webb building; there will be only (1) session due to the small number
- Assessment Center will be conducted July 17-21 at the Civil Service Commission/Denver Post Building

##### Mechanic

- (33) individuals applied for the Written Test; (32) tested: (17) passed, and moving forward to practical exam
- Practical Exam will be conducted May 6-7 at the DFD Mechanic shop

##### Entry-Level Firefighters

Jeff Wilson updated everyone on the status of Entry-Level processing.

##### Fall Academy (Tentatively scheduled for mid-August/September)

- Currently (110) individuals (approx.) are being processed for an Academy of 28-30; includes (14) already on the Eligible Register
- CPAT 2<sup>nd</sup> Mentoring Session scheduled for Tuesday, April 25; Practice May 13, 20; Final June 3.



An Equal Opportunity Employer  
**Commissioners**

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

**Executive Director**  
Earl E. Peterson

### **ISSUES #3: Applicant Selection & Non-Selection**

Chief Fulton noted, that based on retirement numbers, the August Academy may be scaled down to (24), from the original (28-30).

Antoinette reported that Fire Department interviews will be held the week of July 5-7, with an Academy start date of mid-late August.

### **ISSUE #4: Diversity & Recruitment**

Capt. Pixley reported that recruitment efforts have increased due to the addition of Lt. Nunn. He cited a number of recruitment opportunities, including job fairs, appearances at colleges & universities, and ads in a variety of publications. Antoinette suggested that La Voz be added to the list of publications. Commissioner Trujillo added that DPD advertises in La Voz. Capt. Pixley noted that the Orientation program was going well, and sessions were well-attended. He added that he & Lt. Nunn are working with Women of Denver Fire to increase female representation in the department. Chief Fulton noted that female firefighters have been participating in recruitment efforts and orientation sessions.

Lt. Nunn mentioned recruiting efforts targeting student athletes, and college students at CSU and Wyoming. He noted that Fire Service is not typically on students' "radar" as a career choice' he plans to educate and encourage them to consider Fire Service. To date, he has received positive feedback from students.

Capt. Pixley mentioned that the \$20,000 1-year grant from the City & County of Denver Dept. of Children's Affairs, enables expansion of the DFD Career Exploration (Summer) Camp.

Chief Fulton commended Capt. Pixley and Lt. Nunn for their great recruitment efforts.

Lt. Delgado thanked the recruiters for including him in Orientation sessions. He updated everyone on the tutoring program: it is conducted at Metro, and limited to (100) students per class;; Juan Vigil is the lead for entry-level tutoring; the current test is 10 years old and being updated; (5) individuals who participated in the tutoring program were hired. He added that he may use some CAP participants as volunteers during tutoring sessions.

### **ISSUE #5: Open Discussion**

Earl suggested that an "Open Discussion" item be added to future FEDRC Agendas, before "Set New Meeting Date."

Wendi Smith asked when the CAP will "be up and running." Chief Fulton and Captain Pixley responded that they anticipate the program to be starting in approximately one month's time.

Captain Pixley thanked DFD, CSC Commissioners and staff for all their help and support with the launch of CAP.

### **ISSUE #6: Set Next Meeting Date**

The next meeting will be August 3, 2017 at 9:30 AM in Conference Room 761, on the 7<sup>th</sup> floor of the Denver Post Building.

The meeting was adjourned at 10:45am.

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.