MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
MAY 7, 2019
Civil Service Commission
9:30am

ATTENDEES
Sylvia Murray, Commissioner (via phone)  Desmond Fulton, DFD, Division Chief
Kelsey Green, Commissioner  Greg Pixley, Captain DFD, Recruiting
Joseph G. Sandoval, Commissioner  Wendi Smith, Engineer
Earl Peterson, CSC Executive Director  Robbie Turner, Lieutenant DFD, Recruiting
Antoinette Torres-Janke, HR Manager  Tonya Kesterson, Lieutenant DFD
Abby Rainer, Senior HR Data Analyst  Jamal Jackson, Lieutenant DFD
Jeannette Giron, HR Data Analyst  David Hageman, Captain DFD
Jose Miguel Jara-Garcia, HR Technician

CALL TO ORDER
Earl Peterson called the meeting to order at 9:30am.

ISSUE #1: APPROVAL OF MINUTES
A motion to approve the minutes of February 19, 2019, was made by Jeannette Giron; seconded by Commissioner Sandoval. The motion carried.

ISSUE #2: ENTRY-LEVEL & PROMOTIONAL

Entry-Level & Lateral Testing—Update
In Susan Billotte’s absence, Jeannette Giron updated everyone on the status of (2) upcoming academies:

1. Lateral Academy, June 24, 2019
32 processed for academy: 21 conditional offers were made, 11 alternates
Demographic information:
3 Female
8 Hispanic/Latino
1 African American
3 Native American/Pacific Islanders

2. Entry-Level Academy, September 16, 2019:
   o CPAT and Demographic information will be provided at next FEDRC meeting.

3. National Testing Network Update [900 anticipated spots for the Fire Mentoring Group]
CSC has been working with NTN to prepare for the rollout of the new FireTEAM testing later this month. Beginning May 13, the application for the Fire Mentoring Group will be available for people to apply. The application will close on May 15.
May 16-23, applicants from the Fire Mentoring Group will be allowed to schedule their testing through NTN.
The following dates: May 28-31, June 1, June 3-5, June 7, June 8 will be for the Fire Mentoring Group testing.

Beginning May 22 at 9am, the application for the public will be open. [400 of anticipated spots for public]

Commissioner Green asked the group if the Commission is doing any diversity preparation for the testing. Earl answered by saying there are online study materials that a candidate can purchase to prepare for the test.

Commissioner Green requested a more detailed report for future demographic information e.g., if a female identifies as Hispanic/Latino as well.

**Promotional Exams—Update & Seniority Points**

**Update**

Abby Rainer updated everyone on the status and schedule of upcoming promotional exams:

- Fire Engineer 2020
  - Schedule is being developed

- Fire Lieutenant 2019
  - SME meeting is scheduled for May 13, 2019 to discuss test materials.

**Seniority Points**

Per Earl, discussion is tabled for a future FEDRC meeting.

**ISSUE #3: Applicant Selection & Non-Selection/Academy & FTO Issues**

There were not any application selection/non-selection updates. No academy issues were noted.

**ISSUE #4: Diversity & Recruitment**

800 people have gone through the orientation process and they are expected to apply for the Fire application when it opens.

Demographics of the potential Fire applicants:

- 131 females: 96 White, 8 African American, 1 Asian, 21 Hispanic, 5 other.
- 647 males: 91 African American, 338 White, 18 Asian, 171 Hispanic, 14 Native American, 15 other.

Captain Pixley commended Lieutenant Turner for his recruiting efforts.

Candidate Apprentice Program (CAP) Manual Proposed Updates:

- Change CPAT to first step from last step in the process.
- Once a candidate fulfills the 30 hours, candidate can take CPAT.
- Once a candidate fulfills 100 hours are completed, and passes the CPAT, they are eligible for future vetting.

**ISSUE #5: Open Discussion**

Lt. Turner made a comment that the Ergometrics study guide was the most useful and least costly.

Engineer Smith made a comment about Fire CAP members needing additional interview coaching.

Lt. Kesterson voiced her concerns regarding recruitment budget and constraints.

Abby provided suggestions and resources for recruiting efforts such as meet-up groups and Handshake which are free platforms.
ISSUE #6: Set Next Meeting Date
The next meeting will be held on Tuesday, August 13, 2019 at 9:30 AM.
The meeting was adjourned at 10:50am.

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.