MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
October 4, 2018
Civil Service Commission
9:30am

ATTENDEES
Neal Berlin, Commissioner (via phone)  Wendi Smith, Engineer DFD, Local 858
Joseph G. Sandoval, Commissioner  Arthur Johansen, Engineer DFD
Larry D. Trujillo, Commissioner (via phone)  Greg Pixley, Captain DFD, Recruiting
Earl Peterson, CSC Executive Director  Tonya Kesterson, Lieutenant DFD, Recruiting
Antoinette Torres-Janke, HR Manager  Robbie Turner, Lieutenant DFD, Recruiting
Abby Rainer, Senior HR Data Analyst  Chad Burdorf, F.I.R.E.
Jeannette Giron, HR Data Analyst  Joshua Odendahl, Lieutenant
Susan Billotte, HR Technician II

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 August 1, 2018, was made by Jeannette Giron; seconded by Abby Rainer. The motion carried.

ISSUE #2: ENTRY-LEVEL & PROMOTIONAL

Entry-Level Testing—Update
Susan Billotte updated everyone on the status of Entry-Level processing for the January 2019 academy:
- (30) individuals + as many alternates as necessary (TBD)
  - (28) Civilians
  - (2) Cadets
- (11) Conditional Offers will be sent to individuals interviewed and passed over once by the EDOS
- (3) alternates from July academy will update their drug screens & receive Final Offers
- Department panel interviews were held 10/1-10/3
- Additional department panel interviews will be held in November

She also updated everyone on the status of Entry-Level processing for the September 2019 academy:
- (30) individuals + as many alternates as necessary (TBD)
  - (29) Civilians
  - (1) Cadet

She noted that the September 2019 academy will be processed off the current 2018 examination list.
In addition, Susan reported that an application for lateral firefighters will open in mid-November, with written testing after Thanksgiving. The DFD Lateral academy is scheduled for June 2019.

Abby mentioned that the new Entry-Level exam may be implemented as soon as April/May 2019 for DFD academies in 2020; earlier than originally anticipated. She noted that through the National Testing Network (NTN), Civil Service would be able to offer remote testing to out-of-state and out-of-area applicants. Earl added that remote testing is in early discussion stages and would not be implemented for at least a year.

Abby updated everyone on the 2018 FSTS process. She reported that one (1) finalist was in the polygraph & suitability phases. Update to Minutes: the finalist withdrew subsequent to the FEDRC meeting.

**Promotional Exams—Update & Seniority Points**

**Update**
Abby Rainer updated everyone on the status and schedule of upcoming promotional exams:
- **Captain**
  - (20) on Eligible Register (effective 7.9.18)
- **Assistant Fire Chief**
  - (19) Scheduled to test
  - Tablet Command Training 10/2-10/3 for tactical exercise
  - Assessment Center October 22-25, 2018
- **Fire Lieutenant 2019**
  - Kickoff scheduled for November 6, 2018, with Fire Chief and other individuals from the DFD selected by the Chief
- **Engineer**
  - Move up next exam to October 2019
  - Solidify schedule ASAP
  - Colorado Metropolitan Certification Board (CMCB) driving curriculum/classroom component will be required
    - Engineer, Arthur Johansen requested/recommended that an announcement/information be disseminated ASAP, to allow prospective candidates sufficient time to complete the lengthy (40+ hours) certification process
    - Earl suggested that May 2020 might be more reasonable timeframe

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

**ISSUE #3: Applicant Selection & Non-Selection/Academy & FTO Issues**
Arthur Johansen reported that the FF1 testing was administered to the current recruit class, and everyone passed. Captain Pixley added that physical fitness could be stressed earlier in the recruiting process.

**ISSUE #4: Diversity & Recruitment**
Captain Pixley introduced newest member of DFD recruiting team: Tonya Kesterson; she replaces Kelly Fournier, who returned to a firehouse. He noted that a new civilian position has also been added to the recruiting team.
Captain Pixley reported on recent orientation/mentoring session:

- 9/29/18 Orientation 1.0—attracted a large diverse group
  - With unemployment at only 2%, recruiters are not seeing as many attendees
    - Hopefully a Lateral Firefighter application/testing/academy cycle will increase the pool
- 10/27/18 Orientation 2.0—to expand applicants' knowledge of DFD and the interview process

**ISSUE #5: Open Discussion**

Captain Pixley thanked the Commissioners, CSC staff, F.I.R.E., and union local, for their collaborative efforts.

Antoinette mentioned that the DFD has requested (1) more Mechanic from the current Eligible Register. She added that Jeannette Giron will handle that project.

Commissioner Sandoval asked when the Commissioners would be trained on the new Workday applicant tracking system. Earl noted that Workday training would be scheduled for both Commissioners and Background Investigators in the next few weeks.

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

The next meeting will be held on Thursday, December 6, 2018 at 9:30 AM.

The meeting was adjourned at 10:20 am, on the motion of Abby Rainer; seconded by Earl Peterson.

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.*