MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
December 6, 2018
Civil Service Commission
9:30am

ATTENDEES
Neal Berlin, Commissioner
Sylvia Murray, Commissioner
Joseph G. Sandoval, Commissioner
Larry D. Trujillo, Commissioner (via phone)
Earl Peterson, CSC Executive Director
Abby Rainer, Senior HR Data Analyst
Jeannette Giron, HR Data Analyst
Susan Billotte, HR Technician II
Desmond Fulton, DFD, Division Chief
Greg Pixley, Captain DFD, Recruiting
Tonya Kesterson, Lieutenant DFD, Recruiting
Derek Delgado, DFD Lieutenant
Joshua Odendahl, DFD Lieutenant

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 October 4, 2018, was made by Jeannette Giron; seconded by Commissioner Sandoval. The motion carried.

ISSUE #2: ENTRY-LEVEL & PROMOTIONAL
Entry-Level & Lateral Testing—Update
Susan Billotte updated everyone on the status of (3) upcoming academies:

1. Entry-Level Academy January 22, 2019:
   (28) civilians/(2) cadets = (30) + (9) alternates as necessary
2. Lateral Academy, June 24, 2019
   (21) individuals + as many alternates as necessary (TBD)
   - (206) applied
   - (44) no call/no show to test/didn’t schedule test date
   - (32) withdrew/disqualified
   - (130) invited to complete Background History Forms
3. Entry-Level Academy, September 16, 2019:
   (29) civilians/(1) cadet = (30) + as many alternates as necessary (TBD)
   - (130) individuals will be moved from iCIMS into Workday for processing

Commissioner Trujillo expressed concern about straining relationships with local departments by recruiting good lateral candidates. Chief Fulton noted that other area departments are aware of DFD’s plans. He added that DFD would carefully review files to eliminate any individuals who have had problems in their current/previous departments and are motivated by the desire for a “new start.”
Captain Pixley inquired as to the phases during which we lose applicants in the process. Susan and Earl responded that integrity and work history were significant areas. Susan noted that drugs and CPAT were additional phases. Susan added that CSC keeps a matrix of areas that individuals fail background by the Commissioners.

Captain Pixley requested a demographic break down of the 2018 application/processing period, indicating areas where we lose individuals. Susan said she would provide a spread sheet at the next FEDRC meeting, if all statistics are available. Otherwise, CSC will provide the spreadsheet after the September academy is further along in the process; those individuals are also from the 2018 examination list.

**Promotional Exams—Update & Seniority Points**

**Update**

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

- **Assistant Fire Chief**
  - (14) individuals on Eligible Register (effective 11/9/18)
  - Article in final state. Abby will send Tablet Command and FirstIdea for review and feedback. Abby will also send the article to DFD and the Commissioners, per their requests.

- **Fire Lieutenant 2019**
  - Registration/Application opened today (December 6, 2018)

- **Fire Instructor 1**
  - Chief Fulton noted that only classes through CMCB are acceptable
  - ODP is phasing out eligibility-wise

Abby noted that only (2) females tested for Assistant Chief; she hopes to see more diversity in the applicant pool for future promotional exams.

**Seniority Points**

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

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

Application selection/non-selection was already covered. No academy issues were noted.

**ISSUE #4: Diversity & Recruitment**

Earl reported that the July 2018 academy that just graduated November 30, was the most diverse academy in DFD history, with the largest number of females (5 out of 26).

**ISSUE #5: Open Discussion**

There were no additional comments from meeting attendees.

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

The next meeting will be held on Tuesday, February 19, 2018 at 9:30 AM.

The meeting was adjourned at 9:50am, on the motion of Commissioner Sandoval; seconded by Commissioner Murray.

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.*