MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)*
May 1, 2018
Civil Service Commission
9:30am

ATTENDEES
Neal Berlin, Commissioner
Earl Peterson, CSC Executive Director
Antoinette Torres-Janke, HR Manager
Jeannette Giron, HR Data Analyst
Susan Billotte, HR Technician II
Chad Burdorf, Assistant Chief DFD
Desmond Fulton, Division Chief DFD
Wendi Smith, Engineer DFD, Local 858
Greg Pixley, Captain DFD, Recruiting
Joshua Odendahl, Lieutenant DFD

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 March 13, 2018, was made by Antoinette Torres-Janke; seconded by Wendi Smith. The motion carried.

ISSUE #2: ENTRY-LEVEL & PROMOTIONAL

Entry-Level Testing—Update
Susan Billotte updated everyone on the status of Entry-Level processing and upcoming CPAT orientation and testing for the Fall 2018 academy, scheduled for July 23, 2018.

- (3) groups are being processed: (2) from recruiting’s orientation sessions; (1) open-application
- (3) groups are at different phases in the process: polygraph exams, suitability interviews, background investigations
- All individuals will be invited to CPAT orientation and testing

Promotional Exams—Update
Antoinette updated everyone on the status and schedule of upcoming promotional exams:

- Engineer
  - 57 registered
  - 28 passed written
  - 16 failed written
  - 13 “no shows”
  - Practical exam is scheduled for May 21 (training), May 22-24 (exam administration)

- Captain
  - 63 registered
  - 31 took exam
  - 32 “no shows”
  - Cutoff to be set May 10
• Assistant Chief
  o RFP sent to (5) vendors
  o Proposals due May 10, 2018

**Seniority Points**
Earl opened the discussion about Seniority Points, that had been tabled from the last FEDRC meeting.
Chief Fulton stated that there had not been much movement since the last conversation. He added that the department needed more input from the unions; there were many questions that needed to be answered:
• When should seniority points start being calculated? Earlier than currently? Later than currently?

Chief Fulton added that time in-grade may need to be longer, prior to promoting. He added that a committee would be established to discuss this matter further and make recommendations.

**ISSUE #3: Applicant Selection & Non-Selection/Academy & FTO Issues**
Susan reported that the Commissioners are starting to review applicant files, for voting at future Commission Meetings. Chief Fulton asked to review files, as well.

**ISSUE #4: Diversity & Recruitment**
Captain Pixley updated everyone on recruiting’s orientation/mentoring program. He noted that the 2nd phase of the orientation program (Orientation 2.0) targets applicants who have completed previous orientation sessions (Orientation 1.0). Orientation 2.0 expands their knowledge base, including the physical demands on firefighters, and interview skills. He added that first session was held on April 28, 2018, and (85) individuals attended.

Captain Pixley reported on the 2nd group of CAP members. Sixty-eight individuals were interviewed; (54) have been invited to the initial phase. CAP members will be required to complete background history iFOrMS, polygraph exams and suitability interviews. Civil Service staff will process them.

**ISSUE #5: Open Discussion**
Antoinette announced that a new Senior HR Data Analyst would be starting on May 7, 2018: Kathryn Abigail Rainer (Abby).

Chad Burdorf introduced Joshua Odendahl as his replacement, as F.I.R.E. representative to FEDRC meetings, effective January 2018.

**ISSUE #6: Set Next Meeting Date**
The next meeting will be held on Wednesday, August 1, 2018 at 9:30 AM.

The meeting was adjourned at 10:15am, on the motion of Earl Peterson; seconded by Commissioner Berlin.

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.*