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

ATTENDEES
Joseph G. Sandoval, Commissioner
Larry D. Trujillo, Commissioner
Earl Peterson, CSC Executive Director
Antoinette Torres-Janke, HR Manager
Abby Rainer, Senior HR Data Analyst
Jeannette Giron, HR Data Analyst
Susan Billotte, HR Technician II
Chris Marez, HR Technician II
Wendi Smith, Engineer DFD, Local 858
Arthur Johansen, Engineer DFD
Greg Pixley, Captain DFD, Recruiting
Robbie Turner, Lieutenant DFD, Recruiting
Derek Delgado, Lieutenant DFD
Russell Davis, Firefighter 1, 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 May 1, 2018, was made by Greg Pixley; 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 the Fall 2018 academy, which started July 23, 2018.

- (30) individuals hired (6 cadets/24 civilians)
  - Most diverse academy in last (30) years, in terms of gender and ethnicity
  - Most females in DFD history
  - Susan will provide demographic breakdown at next meeting
- (1) alternate hired
- (1) individual deferred to the next academy (January 2019)

In addition to the (70) individuals remaining on the 2018 DFD Entry-Level Eligible Register, (40) individuals have been invited for further processing for January 2019 (at a score of 94.0308).

Both Earl and Commissioner Trujillo recommended extending conditional job offers to individuals on the Eligible Register as soon as possible.

Susan noted that the next DFD Entry-Level application/testing cycle would be December 2018/January 2019 for Fall 2019 and Spring 2020.
Promotional Exams—Update
Abby Rainer updated everyone on the status and schedule of upcoming promotional exams:

- **Engineer**
  - (22) on Eligible Register (effective 6.4.18)

- **Captain**
  - (20) on Eligible Register (effective 7.9.18)

- **Assistant Fire Chief**
  - (22) registered
    - (1) was promoted off current Eligible Register
    - (21) will test
  - Assessment Center October 22-25, 2018

- **Fire Lieutenant 2019**
  - RFP sent to (6) consultants
    - Bids due August 10, 2018
  - (3) bids returned to date

Engineer, Arthur Johansen opened discussion on possible changes for the 2020 Engineer exam, including:

- Additional driving certification and future preparations classes

Further discussion about the Engineer test will be held with CSC staff and Fire Engineer SMEs.

Engineer Johansen, noted that the Colorado Metropolitan Certification Board (CMCB) is accredited by ProBoard for Fire Service Training. They offer 40 hours of driving curriculum/classroom time, that potentially could be offered by DFD in-house.

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

Arthur Johansen reported on issues in the academy regarding recruits being not physically prepared for the job. An open discussion ensued, which included suggestions of additional physical fitness pre-screening of applicants. Captain Pixley added that physical fitness could be stressed earlier in the recruiting process.

**ISSUE #4: Diversity & Recruitment**

Academy diversity was covered in Susan’s report on the July academy.

Captain Pixley introduced newest member of DFD recruiting team: Robbie Turner; he replaces Ahmid Nunn who returned to a firehouse.

2nd group of CAP members for consideration for 2019+ academies:

- (68) individuals were interviewed by DFD
- (54) were selected by DFD & reviewed by CSC for eligibility (previously tested, below the cutoff score for July 2018 & January 2019)
- (43) met the initial criteria and have been invited for further processing by CSC staff (background history iFORMS, polygraph exams and suitability interviews)
- When CAP members reach 170 of their required 240 apprentice hours, they will be moved forward to background investigation

**ISSUE #5: Open Discussion**
Earl announced that Chris Marez had tendered his resignation; he will be working at the Colorado School of Mines, in an onboarding position. Earl added that this was a wonderful opportunity for Chris, as he would also be furthering his education.

**ISSUE #6: Set Next Meeting Date**
The next meeting will be held on Tuesday, October 4, 2018 at 9:30 AM.

The meeting was adjourned at 10:15am, on the motion of Susan Billotte; seconded by Antoinette Torres-Janke.

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.*