



**DENVER**  
THE MILE HIGH CITY

## Civil Service Commission

Police and Fire Classified Service

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MINUTES  
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE (FEDRC)\*  
August 3, 2017  
Civil Service Commission  
9:30am

### ATTENDEES

Neal Berlin, Commissioner  
Anna Flores, Commissioner  
Larry D. Trujillo, Commissioner  
Joseph G. Sandoval, Commissioner  
Earl Peterson, CSC Executive Director (late)  
Antoinette Torres-Janke, CSC HR Manager  
Jeff Wilson, CSC Sr. HR Professional

Susan Billotte, CSC HR Technician II  
Wendi Smith, Engineer DFD, Local 858  
Greg Pixley, Captain DFD, Recruiting  
Kelly Fournier, Lieutenant DFD, Recruiting  
Juan Vigil, Lieutenant DFD, F.I.R.E.  
Rodney Sherrod, Lt. DFD, CO Black Prof. Firefighters

### ISSUE #1: APPROVAL OF MINUTES

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

A motion to approve the minutes of April 20, 2017, was made by Commissioner Trujillo; seconded by Commissioner Flores. The motion carried.

### ISSUE #2: Entry Level & Promotional

#### Promotional

Jeff Wilson updated everyone on the status of upcoming Promotional Testing. He distributed tentative schedules for 2018:

- Fire Captain
- Fire Engineer
- Assistant Fire Chief

He added that the 2017 Fire Lieutenant Assessment Center, conducted July 17-21, went well.

#### Entry-Level Firefighters

Jeff Wilson updated everyone on the status of Entry-Level processing.

#### **Fall Academy (August 21, 2017)**

- (24) individuals have accepted Conditional Offers of Employment.
- Demographic composition of the class was distributed:
  - (18) White Males
  - (2) Hispanic Males
  - (3) Native American Males
  - (1) African-American Female

#### **Mechanic**

- (7) individuals were Certified to the EDOS to fill (1) position for October 2, 2017



**An Equal Opportunity Employer**  
**Commissioners**

Federico C. Alvarez – Neal G. Berlin – Anna Flores – Joseph G. Sandoval – Larry D. Trujillo

**Executive Director**  
Earl E. Peterson

**Next Entry-Level Testing Cycle**

- 2016 Examination List expires July 2018
- CAP & Orientation/Mentoring Program participants will test November/December 2017
- Open Application anticipated for January/February 2018
- New test will be developed for 2020

**ISSUE #3: Applicant Selection & Non-Selection**

**ISSUE #4: Diversity & Recruitment**

**ISSUE #5: Open Discussion**

Capt. Pixley reported that the CAP program is going well, as is the Orientation/Mentoring program. He noted that recruiting efforts have increased with the addition of Lt. Fournier to the team.

He distributed demographics on Orientation/Mentoring Sessions for January 21-July 15, 2017. He noted the diversity in participants, especially African Americans (92), and females (114). He expressed concern that Recruiting's successful efforts to attract diverse applicants is not reflected in the composition of the upcoming academy (for example).

Commissioner Trujillo echoed Capt. Pixley's concerns. Earl noted the attrition rate of those being called on, and the economy's impact of career paths.

CSC will gather data & statistics on where in the process we lose applicants and/or they drop out.

Everyone agreed that the CAP & Cadet programs were great opportunities to increase diversity in the Denver Fire Department. However, the new requirement for the Cadet Program—enrollment in a Bachelor's program—raised adverse impact concerns with Lt. Sherrod and Commissioner Trujillo.

Susan mentioned that (61) individuals were interviewed for the (24) spots in the August 21 academy. Some of those not selected by the panel for August, or Passed Over Once by the EDOS, may be considered for the February 2018 academy. In accordance with the Rules, individuals Passed Over Twice, will be removed from the Eligible Register.

A discussion ensued about applicants interviewing poorly. Lt. Vigil noted that F.I.R.E. conducts workshops on interview preparation; unfortunately, not enough individuals take advantage of this opportunity.

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

Earl suggested that the next meeting be sooner than the four months; therefore, the next meeting will be October 5, 2017 at 9:30 AM in Conference Room 761, on the 7<sup>th</sup> floor of the Denver Post Building.

The meeting was adjourned at 10:30am, on the motion of Commissioner Flores; seconded by Commissioner Trujillo.

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.

