

## MINUTES

### FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE

January 9, 2013  
Civil Service Commission  
9:30 a.m.

#### ATTENDANCE

Neal Berlin, Commission Vice-President  
Anna Flores, Commissioner  
Earl Peterson, Executive Director  
Antoinette Torres-Janke, H.R. Supervisor  
Jeff Wilson, Senior Human Resource Professional  
Brian Kellogg, Senior Human Resource Professional  
Chanda Turnbull, Associate Human Resources Professional  
Captain Chad Burdorf, F.I.R.E.  
Captain Desmond Fulton, Local 858  
Captain Donald Randolph, Colorado Black Professional Firefighters  
Lieutenant Rodney Sherrod, Colorado Black Professional Firefighters  
Lieutenant Greg Smith, Colorado Black Professional Firefighters  
Technician Jennifer Florez, DFD  
Firefighter Robbie Turner, Fire Administration  
Firefighter Jamal Jackson, Colorado Black Professional Firefighters

#### **Issue #1: Approval of Minutes**

The meeting was called to order by Earl Peterson at 9:30 a.m. A motion was made by Commissioner Berlin and seconded by Commissioner Flores to approve the minutes of October 11, 2012. The motion carried.

#### **Issue #2: Promotional and Entry Level Testing Update**

##### **Promotional**

Jeff Wilson stated 15 out of 21 candidates showed for the Assistant Chief Assessment Center which was held in October 2012. One to two vacancies are expected. Jeff noted that by all indications, it was a well run process.

Fire Lieutenant registration closed on January 4, 2013 with 185 candidates registered. There was an increased number of first time or new individuals registering than for previous exams. Due to the Department's lack of diversity in promotional ranks, Earl Peterson urged the employee groups to provide additional mentoring to those wanting to promote. It was also noted however there are those Firefighters who are satisfied in their current rank and who do not wish to promote.

## **Entry Level**

Jeff stated that the Commission currently has 75 individuals on the entry level firefighter eligible register which is not scheduled to expire until September 2014. The Commission is waiting for the certification letter from the Manager of Safety for a potential academy in March 2013. These individuals will still need to undergo departmental interviews if the Manager chooses to utilize that phase of screening and will need to complete the medical phases of testing. Of the 75 individuals on the eligible register there is 1 African American male; 13 Hispanic males and 1 Hispanic female; 51 white males, 1 white female and 1 Asian Male.

For subsequent academies expected in 2013, Jeff stated an additional 33 firefighter applicants' backgrounds will be voted on at the Commission meeting on January 18, 2013. Those individuals who pass background will not be put on the eligible register until they pass CPAT which is scheduled for April and May 2013. Earl noted that the Commission may need to fast-track cadet CPAT testing, in consideration of the March academy and we will consider accepting CPAT certificates from Aims and Pikes Peak Community Colleges. Earl also noted the Commission may expand the acceptance of other CPAT certificates to civilians if the Cadet pilot goes well. Also, another 96 applicants have returned their background history forms and three background history forms are pending for another group Jeff will be processing.

Jeff noted that from the current Fire entry level examination list, approximately 359 applicants have been selected for further testing for a potential of 2 or 3 academies.

Jeff stated the Fire Department is hiring an additional Fire System Technical Specialist with an expected January 22, 2013 start date.

Technician Jennifer Florez inquired as to how the Department Panels are selected. Earl explained that the Interviews fall under the Manager of Safety but they are facilitated by the Commission. He suggested anyone interested contact the Chief.

## **Issue #3: Diversity**

Following a brief discussion about what has and hasn't worked to increase diversity, Lt. Rodney Sherrod reminded employee group members not to let excuses get in the way of progress. Captain Desmond Fulton stated that the Fire Chief is willing to provide limited administrative leave to those Firefighters who want to help with recruitment activities. Lt. Sherrod suggested we look for opportunities to mentor such as helping young minorities with mock interviews and helping them to prepare through the tutoring programs that recruitment is offering. Earl reminded everyone to think about the barriers and walls that need to be broken down.

## **Issue #4: Recruitment**

Captain Fulton stated that the recruitment department has updated and revised all of the recruitment and marketing materials. He noted that posters will emphasize minorities and women in the Department. The posters will be distributed to businesses and recreation centers throughout the city.

Tutoring classes are being offered to those applicants who are interested in taking the next Firefighter written test in 2014. As part of his out-reach effort, Captain Fulton has contacted those applicants who were "no shows" for the last test held January and February 2012. Captain

Fulton noted that applicants who indicate they want further contact from employee groups are being forwarded to those groups for follow up.

Captain Fulton shared some observations about the most recent academy recruits and he indicated that due to the economy, he is concerned that we are getting good test takers and not necessarily individuals who want a Fire career. He stated the job is a blue collar job but applicants have a white collar mentality. Commissioner Berlin asked Captain Fulton to share his observations with the entire Commission Board at the next scheduled Commission meeting.

Captain Burdorf noted that Firefighters see people on their worst days and noted that they are called to handle emergencies even if it doesn't appear to be an emergency, to the people calling, it is an emergency. He noted that caring and compassion are just as important as testing well. Commissioner Flores noted she believes that you are born to be a Firefighter not made to be a Firefighter.

**Issue #5: Set Next Meeting Date**

The next FEDRC meeting is scheduled for May 9, 2013 at 9:30 a.m. The location will be 7.C.1 unless an alternate location is suggested.