

**MINUTES**  
**FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE**

March 11, 2014  
Civil Service Commission  
9:30 a.m.

ATTENDANCE

Neal Berlin, Commissioner, Vice-President  
Anna Flores, Commissioner  
Earl Peterson, CSC Executive Director  
Antoinette Torres-Janke, CSC Human Resources Supervisor  
Jeff Wilson, CSC Senior Human Resource Professional  
Chris Marez, CSC Administrative Support  
Captain Chad Burdorf, F.I.R.E.  
Lieutenant Rodney Sherrod, DFD, CBPF  
Lieutenant Jeremy Kula, DFD  
Technician Rand Keller, DFD

**Issue #1: Approval of Minutes**

Earl Peterson called the meeting to order at 9:30 a.m. A motion was made by Vice President Berlin and seconded by Commissioner Anna Flores to approve the minutes of November 13, 2013. The motion carried.

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

**Entry Level**

Jeff Wilson communicated that processing has gone well and so far 148 Suitability tests have been completed. Additional processing for 20-30 applicants that have been awarded either Special Skill Language points or Veteran points that brought their scores over the cutoff of 96.236%. The Commission will process as many applicants as possible for a potential September academy. Jeff added that the department will likely eliminate the current eligible register before the September academy.

**Promotional**

Jeff Wilson explained that 75 candidates have registered for the Fire Captain Promotional Exam and 102 have registered for the Engineer Promotional Exam. Jeff confirmed that additional information on the fire trucks that are being used for testing will be sent out along with the orientation hand out to clarify.

Captain Chad Burdorf asked if there was an update on questions asked at orientation for the Engineer exam. Jeff assured that those questions would be addressed in reading material which was to be distributed the following week.

**Issue #3 and #4: Diversity and Recruitment**

**Diversity**

Earl Peterson distributed 2012 and 2014 fire testing diversity information. Comparisons were made between the years and processing groups and obvious improvements have been made to

diversify the applicant pool. Earl Peterson clarified that official results will be determined after we know who will be hired but results look great overall. Captain Burdorf noted that the results are already impressive.

### **Recruitment**

Lieutenant Jeremy Kula questioned whether a lateral fire program would take from available applicant testing positions which also brought up the overall issue of needing to expand and improve scheduling and testing slots availability. A lot of great applicants don't get to test due to appointment times filling up so fast. The Commission is open to ideas. Another issue that arose was that minimum qualifications need to be revisited. Additionally, preference points for individuals with EMT certifications should be addressed.

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

The next meeting will be March 28, 2014 at 9:30 AM in room 7.H.10 of the Webb Municipal building.