

MINUTES

FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE

May 8, 2013
Civil Service Commission
9:30 a.m.

ATTENDANCE

Neal Berlin, Commission Vice-President
Anna Flores, Commissioner
Earl Peterson, Executive Director
Antoinette Torres-Janke, Human Resources Supervisor
Brian Kellogg, Senior Human Resource Professional
Jeff Wilson, Senior Human Resource Professional
Felisa Urdiales, Staff Human Resources Professional
Captain Chad Burdorf, F.I.R.E.
Captain Desmond Fulton, Local 858
Technician Jennifer Florez, DFD

Issue #1: Approval of Minutes

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

Issue #2: Promotional and Entry Level Testing Update

Promotional

Jeff Wilson stated 185 individuals have registered for the Fire Lt. test. However, he noted May 10th is the completion date for the Officers Development Program (ODP) so the numbers could change if anyone didn't complete the ODP which is required to test. June 11 is the date of the written test and two sessions will be held to accommodate everyone.

Jeff handed out the test schedules for 2014 which include Engineer, Captain and Assistant Chief.

Captain Chad Burdorf noted that feedback from the Lt. orientation sessions has been positive. However an issue has come up regarding the Lt. Written test and the fact that technology has now allowed reading lists to be downloaded to individual's phones. There is concern regarding test security so people won't cheat if they go to the bathroom for example. After some discussion, Earl Peterson noted that we will have to tell candidates to check in their phones at the test or to not bring them in to the test area. Brian Kellogg noted that we should extend that policy to not permitting any electronic device. Jeff Wilson noted that he will ensure that proper communication is sent to the candidates in advance.

Captain Burdorf inquired as to how many promotions are expected from the Lt. list and Jeff stated that numbers from 18 to 40 have been circulated but the final number hasn't been determined.

Entry Level

Jeff handed out demographic information regarding the 3/11/2013 academy and the current entry-level pool. Jeff noted only 18 of the 20 successfully completed the 3/11 academy. In regards to current processing, the Commission anticipates a September Fire Academy of maybe 16 but that start date/number hasn't been finalized. Jeff noted the demographics will change as the applicants still need to successfully complete the Candidate Physical Ability Test (CPAT) and several are just at the beginning stages of being processed. In addition to the September academy there may also be another academy off of this list in 2014. Earl noted that preliminary numbers show good diversity; 26 Hispanics, 6 African Americans and 7 females are currently in the pool.

Issue #3: Diversity and Issue #4: Recruitment

Captain Desmond Fulton stated that last Saturday, May 4, 2013 he conducted two tutoring modules including a classroom session and a physical ability session. About 175 individuals went through both modules (35 were out-of-state applicants) and he noted that 85% to 88% of those who participated were minority or female. He has given five tutoring classes so far and estimates up to 250 people have participated. He stated that feedback regarding the classes has been positive. Earl noted that he is extremely pleased with the Fire recruitment efforts. Captain Fulton also noted that one of the cross-fit trainers developed You Tube videos of functional body movements that correlated to the CPAT exercises that applicants can access. Both Earl and Captain Burdorf mentioned they would like to link the videos to the Commission's website and to F.I.R.E.'s website.

Commissioner Berlin inquired as to how individuals find out about the tutoring sessions. Captain Fulton explained that he has met with several Complete Nutrition store managers and gyms that offer cross-fit training and he has flyers posted in their establishments, he has met with various City Commissions and has met with various City Council members. Additionally, all the Fire employee groups are aware of the tutoring classes as are firefighters. Captain Fulton conceded that there are "untapped" resources such as athletic directors at colleges, etc., but he doesn't have the resources to extend at this time. Technician Florez noted that the Department does allow for administrative leave for such activities but Captain Fulton stated that currently his plate is full. Earl mentioned that the Diversity Plan recommended two full time recruiters and that perhaps that issue should be revisited with the Fire Chief and the Mayor. Earl also indicated that it was also up to the Firefighters to "pay it forward". Captain Fulton stated he would be remiss if he didn't mention that he was getting a number of referrals from F.I.R.E. (Firefighter's Interested in Racial Equality) and from Captain George Love and Captain Kevin Duncan from the Black Professional Firefighter's group. Commissioner Flores commented that it was very important for good nutrition to be emphasized.

Earl mentioned that Captain Fulton could talk with Lt. Todd Lacey from the Academy regarding any tutoring needs related to CPAT. Earl indicated that once the Commission is done administering CPAT to applicants being processed, the dummy used in the test would be available to utilize in the tutoring sessions. On a related note, Earl mentioned that he was concerned regarding the physical conditioning of some of the current Public Safety Cadets. Captain Burdorf, a former Cadet himself, indicated that there should be no excuses for Cadets since they know what is required and that it comes down to the individual. He noted they have free access to equipment at both the Police Department and Fire Departments. He did comment

that every Cadet should be assigned to the Fire Academy as it really helps bring the need for good conditioning home.

Issue #5: Set Next Meeting Date

The next FERC meeting is scheduled for September 25, 2013 at 9:30 a.m.