

MINUTES
FIRE EXAMINATION DIVERSITY REVIEW COMMITTEE

August 20, 2014
Civil Service Commission
9:30 a.m.

Attendance

Cecilia Mascarenas, Commissioner, President
Anna Flores, Commissioner
Earl Peterson, CSC Executive Director
Jeff Wilson, CSC Senior Human Resource Professional
Chris Marez, CSC Administrative Support
Chief Eric Tade, DFD
Chief Charlie Drennan, DFD
Captain Desmond Fulton, Local 858
Captain Chad Burdorf, F.I.R.E
Lieutenant Derrick Delgado, F.I.R.E.
Engineer Ray Mix, DFD
Engineer Wendi Smith, DFD
Technician Rand Keller, DFD
Firefighter Silas Cordova, DFD
Firefighter Melissa Taylor, DFD

Issue #1: Approval of Minutes

Earl Peterson called the meeting to order at 9:30 a.m. A motion was made by Anna Flores and seconded by Cecelia Mascarenas to approve the minutes of May 28, 2014. The motion carried.

Issue #2: Entry Level and Promotional Testing Update

Entry Level

Jeff Wilson stated that sixty eight applicant files have been certified to the Manager of Safety and Chief Tade for the next fire academy. Of the applicants that were certified there are fifty six civilian files and twelve cadet files. The next academy will start on September 22, 2014 for a class of twenty new recruits. The academy start date has been pushed back two weeks. The Fire Department plans on holding interviews before making final selections and is also waiting on approval from the Manager of Safety's Office.

Promotional

The reading list for the 2015 Fire Lieutenant Exam will be finalized soon and if there is any book recommendations please submit to Jeff Wilson by September 12, 2014.

Thirty candidates have registered for the Assistant Chief promotional exam. The written exercise will take place from October 14-16 with the assessment center happening October 21-23.

Earl Peterson opened the floor for issues regarding promotional.

Chief Drennan started with comments regarding the recent engineers test. There isn't a formal appeal process and candidates need to know how to go about questions/disagreements. The process needs to be defined for candidates. It would help if we added a paragraph regarding appeals in the survey. Earl noted that he makes himself available to address issues at time of assessment center. Cecilia confirmed that Commissioners all review assessment center surveys, collectively we all do a good job on developing and improving these promotional tests.

The majority of command staff and promotional candidates agree that by videotaping practical portions of tests it would address any questions/issues upon viewing tapes. Chief Tade noted that we can easily do it and we all wish that we had video. Specifically, GoPro cameras would work well as a viable video solution. CSC Aurora does something similar and we should check to see how it works for them. We should also do trial runs as the Fire Department already has a few GoPros. Jeff and Ray Mix will discuss what will need to be involved in videotaping the practical.

Earl mentioned that some of the other things we are working on are sending feedback reports in a timelier manner, holding consultants more accountable, and scheduling better to coincide with the Commission meeting dates in order to approve and post eligible registers sooner. Chief Tade asked to set maximum number of days between the assessment center and the posting of an eligible register. Earl and Cecilia agreed that CSC could approve and post eligible register within ten days of the completed assessment center.

Engineer Ray Mix noted that the department was in the process of creating an internal prerequisite/certification process to help prequalify engineer candidates, similar to officer one & officer two prerequisites. If additional certification was added to engineer qualification would need to revamp practical test and potentially take out rodeo. There also needs to be specific definitions for cavitations and window rungs. It would be easier for candidates to understand instructions as bullet points vs. two pages of descriptions for instructions on pumping and aerial portions. Having specific check points announced by candidates or assessors during the practical would make it easier as well. All collectively agree to review and rebuild engineer test moving forward.

Issue #3 and #4: Diversity and Recruitment

Jeff Wilson handed out stats on the certified group of entry level applicants. Diversity still looks good; we just won't know the official results until we have the final applicant pool based on who is hired.

Issue #5: Set Next Meeting Date

The next meeting will be December 10, 2014 at 9:30 AM in room 7.C.1 of the Webb Municipal building.