

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NYC FIRE DEPARTMENT

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019
- 2<sup>nd</sup> Quarter (October - December), due January 30, 2020
- 3<sup>rd</sup> Quarter (January -March), due April 30, 2020
- 4<sup>th</sup> Quarter (April -June), due July 30, 2020

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Date Submitted: February 4, 2020

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*Date Received:*

### **INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): \_\_\_\_\_  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

\* Please describe D&EEO Awards and/or Appreciation Events below:

- November 2019 Civility Challenge
- December 2019 Civility Challenge
- December 2019 Certificate of Appreciation presented to Friends of Fighters for their contributions and services provided to active and retired FDNY Firefighters and their families
- December 2019 Certificate of Appreciation presented to Humble Heroes of FDNY for their contributions and service to children in need

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): \_\_\_\_\_  No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  Yes, On (Date): December 18, 2019  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other Community Affairs and the Office of Diversity & Inclusion

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment	The Department remains committed to its vision, mission and goals for diversity, equity and inclusion, which include providing candidates with an equal opportunity to join FDNY, creating and sustaining a culture where all employees are provided with tools to succeed, and connecting with the diverse communities we serve.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>In a sustained effort to recruit and retain employees from underrepresented groups, the EEO Officer will continue to facilitate biannual reviews of the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment efforts. The FDNY’s EEO, HR and Office of Recruitment and Retention (“ORR”) will continue to implement measures to address gender and ethnicity based underutilization.</p> <p>The FDNY’s Chief Diversity and Inclusion Office (“CDIO”), together with ORR, will support the development of mentorship and sponsorship initiatives for Fire, EMS, Prevention, and Civilians.</p> <p>ORR continues to provide Career Development Information Sessions in effort to inform newer Firefighters about promotional opportunities within fire suppression. These sessions include a panel of uniform officers from the ranks of Lieutenant through Chief that answer questions about the path they each took to study and get promoted. In addition, Firefighters are also given an opportunity to learn more about other units within the Department that they can transfer to in hopes to hone new skills and increase their knowledge of fire suppression.</p> <p>ORR has also began engaging our civilian members by offering sessions to explain the civil service process, and providing opportunities for members to learn more about what programs and support their unions offer. These efforts will continue throughout FY 2020.</p>	<p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
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<p>Leadership Accountability</p>	<p>The Fire Commissioner’s Committee on Diversity and Inclusion (the “Diversity and Inclusion Committee”) which consists of representatives of the executive staff, affiliated organization leaders and underrepresented members of the FDNY, continues to discuss develop and initiate proactive ways to enhance diversity, equity and inclusion through messaging, mentoring, mindfulness, innovation, and community engagement.</p> <p>The CDIO continues to have ongoing visits with various firehouses throughout each borough with a chief to discuss and educate on diversity and inclusion. Additionally, CDIO facilitates periodic reporting sessions for Commissioners, Officers and Managers of all units and bureaus to encourage best practices and assist with the implementation of inclusive initiatives. The CDIO has also implemented and completed a Collaboration Questionnaire survey to assist our leadership in ensuring the Department continues to create a more inclusive workplace. 86% of our senior leadership completed the questionnaire, which is a total of 76 responses.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Employee Retention</p>	<p>The FDNY prioritizes encouraging the professional development of all existing employees, including those who are mature and in underutilized groups. The Department’s HR unit will, independently and collaboratively, continue to provide career counseling, employment training and enrichment seminars to current employees.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					

The FDNY will continue conducting Citywide onboarding and exit surveys to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups. Job analyses and skills audits will be regularly conducted and ongoing workforce planning and forecasting will be used to evaluate the best sources for diverse candidates.

The Fire Department’s Consolidated Candidate Tracking System (“CCTS”) provides analytical tools to track Firefighter and EMS candidates as they progress through the various stages of the recruitment and hiring process.

The FDNY will continue to use the CEEDS data and the applicant/log data generated by E-hire, to identify underutilized job titles and to determine the most effective recruitment sources. In this quarter, the Job Groups where underutilization exists are:

- |                         |                           |                           |
|-------------------------|---------------------------|---------------------------|
| 1. Administrators       | 6. Health Professionals   | 11. Technicians           |
| 2. Clerical             | 7. Laborers               | 12. Science Professionals |
| 3. Clerical Supervisors | 8. Lawyers                | 13. Transportation        |
| 4. Craft                | 9. Management Specialists |                           |
| 5. Firefighters         | 10. Paraprofessionals     |                           |

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Messaging Diversity, Inclusion and Anti-Discrimination Throughout the Department	In an ongoing effort to encourage inclusivity in the workplace, and inform all FDNY employees of their rights and responsibilities under the Department’s EEO policy, the FDNY will regularly conduct EEO, diversity and inclusion trainings. The Fire Commissioner requires that all employees attend training to understand their EEO-related responsibilities to the agency and each other. With the ongoing Sexual Harassment Prevention trainings, EEO Awareness trainings,	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>LGBT trainings, Unconscious Bias trainings and the development of various new diversity trainings, including Allyship and the Power of Inclusion, both the CDIO and EEO Office have committed to maintaining a diverse and inclusive workplace that is free of discrimination, harassment and retaliation.</p> <p>The FDNY continues to circulate its diversity and inclusion messaging in various employee publications such as posters, screensavers, videos, employee bulletins, newsletters, and other publications. The FDNY continues to post information on various interdepartmental electronic platforms to ensure all employees are notified of cultural events.</p> <p>To emphasize the importance of the FDNY Social Media policy, the Agency’s EEO Office facilitated the distribution of posters and FAQs concerning the FDNY EEO and Social Media Policies in November and December 2019. Member rights and responsibilities under these policies will also be published online and in the monthly employee bulletin. The policy will be accessible through the Department’s intranet.</p> <p>The CDIO is creating an Inclusive Leadership Institute for the Affiliated Organization’s leaders and continues to facilitate a series of training programs, including Restorative Practices, Emotional Intelligence, Religious Diversity, Inclusive Leadership and Cultural Competency.</p> <p>The FDNY supports a nursing mother’s right to express breast milk in the work place by providing reasonable break times and a clean, sanitary space where a mother can express milk in private. The EEO Office’s Disability Right’s Coordinator manages access to nursing PODs and nursing mother rooms to ensure the Department fosters an</p>				
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	inclusive work environment for all members including nursing mothers.				
Impact Studies	<p>In an effort to preclude adverse impact where preventable, the EEO Office reviews FDNY policies and procedures when alerted to potential disparities as a matter of practice.</p> <p>In Q1, the EEO Officer reviewed and recommended that the Probationary Firefighter placement process be updated. The EEO Officer worked with the Bureau of Management Analysis and Planning and the Bureau of Fire Operations to promulgate a formalized procedure for the assignment of Probationary Firefighters to ensure equitable distribution of Probationary Firefighters across diverse types of companies. The updated assignment process, which was implemented in Q2, requires that the distribution of firehouse assignments, for each class of Probationary Firefighters, be comprehensively analyzed. The routine analyses of each class’s initial assignments will endeavor to equitably distribute Probationary Firefighters to companies throughout the City.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Employee Recognition	<p>In August 2019, the Department introduced a monthly Civility Challenge to encourage a more, supportive, inclusive and civil work environment. The CDIO spearheads this ongoing initiative, which is aimed at building trust, and encouraging open communication. The CDIO continues to spearhead the Department’s monthly Civility Challenge in Q2.</p> <p>In addition, the CDIO continues to use 10-TALKS, Restorative Circle Practices, and other storytelling initiatives – such as Bravest Women Talks and Mindfulness Meetings –to uplift the poignant stories and profiles of FDNY members.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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<p>FDNY Mentorship</p>	<p>Together with ORR, the CDIO continues to support the development of mentorship and sponsorship initiatives for all employees, cultivating Diversity and Inclusion Champions to be trained as conscious and appreciative leaders and certified as part of an FDNY Inclusive Leadership initiative.</p> <p>The EEO Office continues to enlist a diverse group of EEO Counselors. Members of the EEO Counselor program, including Fire Operations and Emergency Medical Services employees, have been equipped with specialized training in the areas of federal, state and local equal employment laws, as well as the FDNY EEO Policy. EEO Counselors act as a point of contact between the EEO Office and other employees and are knowledgeable about workplace rights, resources and processes.</p> <p>The FDNY continues to develop its Cadet apprenticeship program that will provide a pathway to the Firefighter title. Cadets will work up to 34 hours weekly, including hands-on training, physical fitness, and academic coursework. Cadets will be assigned a Cadet Advisor and the FDNY Diversity Advocate will provide additional support to the Cadets.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Leadership Accountability</p>	<p>The Fire Commissioner, First Deputy, Chief of Department, and other executive and senior staff will continue to develop their inclusive leadership skills.</p> <p>Department leadership continues to meet with officers in the chain of command to emphasize their roles and responsibilities for enforcing a proper climate within their command. The Department places significant responsibility and accountability standards on agency leaders, managers and supervisors. All supervisors within the chain of command are responsible for active</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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<p>enforcement of the anti-discrimination and harassment policy as part of their day-to-day responsibilities. Discipline may result where a supervisor falls short in this responsibility.</p> <p>In Fire Operations, mixed gender meetings are held on a quarterly basis on the Borough Command level, providing female Firefighters with the opportunity to meet with high level Department officials and discuss any pressing issues or concerns.</p>				
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

The FDNY is committed to ensuring that every individual feels their culture, identity and experiences are valued and respected. In Q2 of FY 2020 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity and Inclusion:

**Newsletters and Electronic Platform**

- In July 2019, the Summer edition of the *Diversity and Inclusion Newsletter* was distributed. This newsletter highlighted the FDNY’s Third Annual Women to Women Summit, where we co-created a community of compassion, courage, and creativity with women throughout the city; the FDNY’s celebrations for LGBTQ Pride Month and Asian Pacific American Heritage Month; and the FDNY’s celebration of Holocaust Remembrance Day.
- In July 2019, the Summer edition of the *Mindfulness Newsletter* was distributed. This newsletter featured articles on how to silence one’s inner critic, how to transform through radical forgiveness, and tools that can be used to promote supportive listening.
- In September and October 2019, an information slide show featuring notable Hispanic and Latinx individuals, as well as the responses to the Civility Challenge, was displayed in the lobby of the FDNY headquarters for Hispanic and Latinx Heritage Month.
- In October 2019, the fall edition of the *Diversity and Inclusion Newsletter* was distributed. This newsletter featured articles on how group emotional intelligence is essential to a positive work environment; how inclusive nudges can disrupt unconscious bias, how we create belonging through community building, and how we celebrate the cultures of the world.

- In October 2019, the fall edition of the *Mindfulness Newsletter* was distributed. This newsletter featured articles on how “mindful talk” includes others by excluding gossip, how play enhances employee performance, how practicing empathy leads to greater fulfillment and achievement, and how building self-trust improves when we have a mindfulness practice.
- In October 2019, an information slide show featuring notable individuals with disabilities was featured in the lobby of the FDNY headquarters for Disability Awareness Month.
- In November 2019, an information slide show featuring notable Native Americans was featured in the lobby of the FDNY headquarters for Native American Heritage Month.
- In December 2019, an information slide show was featured in the lobby of the FDNY for Chanukah, Christmas, and Kwanzaa.

### **Meetings and Educational Sessions**

- On July 31, 2019, the CDIO team led a mindfulness meeting about how to silence our inner critics and amplify the voices of our inner coaches.
- From July 8-12, 2019, the CDIO team participated in Restorative Circle Training with Planning Change to become certified circle keepers. Circle Keeping is a process used for restorative practices such as community building, addressing harm, and conflict resolutions, which create a safe space for difficult, nuanced conversations.
- On July 22, 2019, Churchill Fellowship Winner Sonja Braidner, who is the Inclusion and Diversity Manager at Fire and Rescue in New South Wales in Sydney, Australia, traveled to the FDNY to take advantage of our expertise in diversity and inclusion for fire and emergency services. The Churchill Fellowship provides opportunities for talented Australian citizens to travel overseas to investigate inspiring practices that will benefit Australian communities.
- On August 15, 2019, the CDIO organized an Emotional Intelligence and Compassionate Leadership Training for the Fire Commissioner’s Committee on Diversity and Inclusion using exercises that integrated play. This pilot training, which was facilitated by an organization called Ludolo, lays the foundation to cultivate the emotional and social intelligence needed of a truly collaborative

culture rooted in support, trust, and belonging. The exercises creatively spark new strategies to develop the empathy and vulnerability required to highlight our shared humanity, while developing all three quotients: Intelligence (IQ), Emotional (EQ), and Love (LQ).

- On August 27, 2019, the CDIO team led a mindfulness meeting honoring the life and legacy of American novelist, essayist, editor, teacher, and professor emeritus Toni Morrison.
- On August 29, 2019, the CDIO team and Office of Legislative Affairs hosted a Bravest Women Talk meeting on being your authentic self at work. Bravest Women Talk is a circle where women hold space for each other to offer support, have courageous conversations, listen with compassion, provide resources, and build a community of lasting connection.
- On September 10, 2019, the CDIO met with the United Fire Fighters Association union to educate the union on our upcoming initiatives and on ways to foster collaboration.
- On September 10, 2019, the CDIO team led a mindfulness meeting launching this year’s 40-Day Meditation Challenge. Participants were able to meditate through the Journey LIVE! Meditation iOS app during this period. A teacher from Journey Meditation led a mindfulness session.
- On September 12, 2019, the CDIO met with the Hispanic Heritage Society to discuss the details of the Hispanic and Latinx Heritage celebration.
- On September 17 2019, the CDIO met with the Phoenix Society to discuss upcoming cultural events.
- On September 18, 2019, the CDIO team and Office of Legislative Affairs hosted a Bravest Women Talk meeting on how we honor those who are no longer in our lives.
- During September 18-20, 2019, uniform members participated in Restorative Circle Training with Planning Change to become certified circle keepers.
- On October 21, 2019, the CDIO team and the Hispanic Heritage Society hosted a Hispanic and Latinx Heritage celebration. The event featured performances by Chief Joseph Chatoyer Dance Company, cultural festivities and traditional Hispanic foods.

- On October 22, 2019, the CDIO and the Office of Legislative Affairs hosted a Bravest Women Talk meeting on workplace wellness in honor of World Mental Health Day
- On October 24, 2019 the CDIO team led a mindfulness meeting to honor Diwali. Diwali – referred to as the festival of lights – is a five-day festival celebrated by millions of Hindus across the world to celebrate new beginnings and the triumph of good over evil and the light over darkness.
- On November 20, 2019, CONNECT (Civilian Organized Network Nurturing Excellence, Community and Trust) – FDNY’s first civilian employee resource group – hosted their meet and greet event for employees to learn more about the group’s mission and purpose.
- On November 22, 2019, the CDIO team led a mindfulness meeting on self-compassion. For this meeting, we were educated by self-compassion expert Dr. Kristen Neff, one of the world’s leading experts on self-compassion. We also shared self-compassion tips and resources, such as our Mindfulness Newsletter, including an article entitled “Give Yourself a Self-Compassion Break.”
- On November 25, 2019, the CDIO team organized a “Navigating Religious Diversity in the Workplace” Training for the Fire Commissioner’s Committee on Diversity and Inclusion with Tanenbaum – a non-profit organization who designs trainings and educational resources to teach respect for religious diversity.
- On November 26, 2019, the CDIO and the Office of Legislative Affairs hosted a Bravest Women Talk meeting on gratitude journaling. The benefits of gratitude journaling include better sleep, fewer symptoms of illnesses, and increased happiness.
- On December 23, 2019 the CDIO and the Ner Tamid Society hosted Chanukah celebration. The event celebrated the festival of lights with potato pancakes, the lighting of the menorah, donuts, playing the dreidel, and music.

### **Community Events/ Special Recognitions**

- On Saturday July 13, the FDNY Office of Community Affairs hosted its annual community block parties at the Quarters of Engine 257/Ladder 170 in Brooklyn.

- On Saturday July 27, the FDNY Office of Community Affairs hosted its annual community block parties at the Quarters of Engine 91 in East Harlem.
- On Saturday August 10, the FDNY Office of Community Affairs hosted its annual community block parties at the Quarters of Engine 153/Ladder 77 in Staten Island.
- On Saturday August 17, the FDNY Office of Community Affairs hosted its annual community block parties at the Quarters of Engine 48/Ladder 56 in the Bronx.
- On Saturday August 24, the FDNY Office of Community Affairs hosted its annual community block parties at the Quarters of Engine 275/Ladder 133 in Queens.
- In August 2019, the CDIO office introduced a monthly Civility Challenge to enhance a more civil, supportive and inclusive work environment. This month's challenge examined ways in which we acknowledged others at the FDNY. This is an ongoing monthly initiative.
- In September 2019, the CDIO office held its second monthly Civility Challenge. For the month of September, employees were asked to share anecdotes of instances when thinking the best of others resulted in the most positive outcome.
- On October 5 and 6, 2019, FDNY hosted its fourth annual Open House events at citywide Firehouses and EMS Stations to launch Fire Prevention Week.
- On October 6, 2019, FDNY and NYPD Community Affairs hosted the 2nd Annual National Coming Out Community Event in the Bronx.
- Throughout October 6-12, 2019, FDNY hosted several community-based fire safety events as part of National Fire Prevention Week
- In November 2019, the CDIO team launched its monthly Civility Challenge. For the month of November, employees were asked to share the methods they use to ensure they were respecting differences in opinions.

- On November 1, 2019, the Chief Diversity and Inclusion Officer presented at the New York Diversity Council Chapter Meeting. This segment focused on #MeToo: Its Moment, Its Movement, and Its Momentum.
- For the December 2019 Civility Challenge, employees were asked to share what motivates them to speak kindly to others.
- On December 4, 2019, the CDIO team participated in the Diversity and Inclusion Leadership meeting with other Diversity and Inclusion Officers at the Bronx District Attorney’s Office to discuss its goals and similar collaborative initiatives.
- On December 9, 2019, the Chief Diversity and Inclusion Officer and the Director of Policy and Initiatives recorded a video on Interrupting Implicit Bias in the Workplace Through Mindfulness, which will be placed on the Learning Management System for all members.
- On December 22, 2019, FDNY hosted its 3rd Annual Community Menorah Lighting at the Quarters of Engine 211/ Ladder 119 located at 26 Hooper Street in Brooklyn.

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b></li> </ul>	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
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<p>MWBE Program</p>	<p>The FDNY continues to implement a purchasing program which increases opportunities for minority-owned and women-owned business enterprises (M/WBE) in New York City, recognizing the need to enhance economic conditions within the City and provide opportunities to local businesses.</p> <p>In Q1 and Q2, The M/WBE Program initiatives include performing vendor outreach by hosting and attending networking events, facilitating meetings between vendors and FDNY staff, maintaining an internal M/WBE vendor database for FDNY employees available on the FDNY intranet, setting M/WBE Utilization goals on all applicable contracts, continuing to utilize the M/WBE Noncompetitive Small Purchase Method and working closely with the Department of Small Business Services and the Mayor's Office of M/WBE to ensure fulfillment of City requirements.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Youth Programs</p>	<p>The FDNY continues to work on pipeline programs to attract candidates in underrepresented racial/ethnic groups. In June 2019, the FDNY celebrated the graduation of the twelfth class from the FDNY Captain Vernon A. Richard High School for Fire and Life Safety. The high school, along with the FDNY Exploring Program, strives to introduce students to future careers with the FDNY, as Firefighters, Paramedics, and Emergency Medical Technicians. Currently, ninety four (94) FDNY Youth Alumni work for the Department: twenty one (21) Firefighters, three (3) Paramedics and seventy (70) EMTs. To date, the FDNY Youth EMS Academy has graduated two hundred and sixty four (264) New York State Certified EMTs.</p> <p>Students enrolled in the FDNY Captain Vernon A. Richard High School have the opportunity to</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



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	<p>enroll in FDNY-specific electives including EMS 101 (Junior Elective) and FDNY Prep (Senior Elective). Currently, the FDNY has thirty-two (32) students enrolled in the FDNY Prep Class and thirty-four (34) students enrolled in EMS 101. FDNY Administrators, Firefighters, Paramedics and EMTs serve as instructors for these programs and provide both academic and hands on instruction. Additionally, the FDNY offers the FDNY Youth EMS Academy (YEMSA), a New York State EMT Basic Certification course, to graduates of the FDNY Captain Vernon A. Richard High School and the FDNY Exploring Program. On January 7<sup>th</sup>, thirty-six (36) students began our Winter Youth EMS Academy (WEMSA 20) and will take the New York State EMT Certification Exam in June 2020.</p> <p>The FDNY continues to operate the FDNY Fire and Emergency Medical Services Exploring Program. The FDNY Exploring Program, a division of Learning for Life organization under the leadership of the Boy Scouts of America, currently has 8 active posts with more than 170 active Explorers. Finally, the Department is continuing its efforts to maintain a pipeline of diverse candidates with the ongoing buildout of the Fire Cadet Academy, a two-year apprenticeship program which will provide a pathway to the Firefighter Title. The Department is currently hosting Information Sessions for the Fire Cadet Academy in anticipation of an upcoming application period for the program in April 2020.</p>				
Community Engagement	<p>The FDNY will continue to be an active member in the communities we serve. Our goal is to ensure that every individual feels their culture, identity and experiences are valued and respected.</p> <p>In Q1 and Q2, the FDNY participated in the following planned community events:</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input checked="" type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<ul style="list-style-type: none"> <li>• September 2, 2019 - West Indian Day Parade (Brooklyn NY)</li> <li>• On October 5 and 6, 2019, FDNY hosted its fourth annual Open House events at citywide Firehouses and EMS Stations to launch Fire Prevention Week.</li> <li>• On October 6, 2019, FDNY and NYPD Community Affairs hosted the 2nd Annual National Coming Out Community Event in the Bronx.</li> <li>• Throughout October 6-12, 2019, FDNY hosted several community-based fire safety events as part of National Fire Prevention Week</li> <li>• On December 22, 2019, FDNY hosted its 3rd Annual Community Menorah Lighting at the Quarters of Engine 211/ Ladder 119 located at 26 Hooper Street in Brooklyn.</li> </ul>				
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**V. RECRUITMENT**

List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Internal Recruitment	<p>ORR continues to conduct Career Development Information Sessions in effort to inform newer Firefighters about promotional opportunities within fire suppression. These sessions include a panel of uniform officers from the ranks of Lieutenant through Chief that answer questions about the path they each took to study and get promoted.</p> <p>ORR also actively engages civilian members who are already employed with the FDNY by offering sessions to explain the civil service process, and providing opportunities for members to learn more about what programs and support their unions offer.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Diversity & Targeted Recruitment	<p>The FDNY plans to continue conducting periodic reviews of the CEEDS workforce composition, utilization, new hires and promotions data. Together with the Department's Community Affairs and ORR units, the CDIO and EEO Office will facilitate quarterly appraisals to not only ascertain perceived barriers to employment for specific job groups but to develop targeted recruitment and workplace initiatives to address them. The Department is committed to combatting any perceived workplace barriers through a sustained collective effort to identify and integrate organized systems and procedures for</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>improvement.</p> <p>ORR facilitates recruitment events for Fire, EMS Operations, Fire Prevention and Fire Dispatch. ORR continues to utilize diverse recruitment sources to bolster efforts aimed at increasing the effectiveness of diversity recruitment, including targeted recruitment efforts through partnerships with NYC High Schools, NYC Colleges, Community events, Recruiter Street Teams and contacting NYC resident test takers who are now unreachable on previous or existing civil service lists but are still age eligible for upcoming exams.</p> <p>In effort to mitigate attrition during the extensive life of a civil service list, ORR offers programming to engage, inform and prepare Fire and EMS candidates to successfully complete their physical exams and background investigation process and enter the Fire and EMS academies.</p>				
Job Postings	<p>The Department continues to advertise job postings through NYC Careers, FDNY website, employee bulletins, employment periodicals, LISTSERVs and directly with professional associations.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	2	2 Not disclosed	1 Male 1 Female
2. Public Service Corps	0	0	0
3. Summer College Interns (Paid)	4	1 Asian/Pacific Islander 1 Hispanic 1 White 1 Not disclosed	4 Male
4. Summer College Interns (Unpaid)	3	3 Not disclosed	2 Male 1 Female
5. Summer Graduate Interns (Paid)	3	1 Asian/Pacific Islander 1 Black 1 White	1 Male 2 Female
6. Summer Graduate Interns (Unpaid)	4	4 Not disclosed	2 Male 2 Female
7. Other (specify):			
8. None <input type="checkbox"/>			

*Additional Comments:*

The FDNY provides more pathway opportunities for students through the FDNY High School and the Fire Cadet Program. The Fire Cadet Program is currently being developed to coincide with the Firefighter promotional exam in 2021. Cadets will receive fire operations training while performing non-firefighting routine tasks in fire prevention and first response. Participants will be eligible to take a promotional exam for appointment into the Firefighter title.

Further, the Department will continue to make efforts to extend opportunities for Medical Fellowships.

**C. 55-A PROGRAM**

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

Currently, there are   6   55-a participants.

During this Quarter, a total of   0   new applications for the program were received.

During this Quarter   0   participants left the program due to [state reasons] \_\_\_\_\_.

**The 55-a Coordinator has achieved the following goals:**

**1. Disseminated 55-a information through:**

- e-mail  Yes  No
- training sessions  Yes  No
- agency website  Yes  No
- agency newsletter  Yes  No

**2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No**

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**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, and review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Career Counseling: Advising employees of opportunities for promotion and career development;</p>	<p>The FDNY’s Career Counselor guides personnel on navigating the civil service process, answers questions regarding civil service rules and regulations, career advancement, appointments, promotion, transfers, rights and privileges.</p> <p>The FDNY is committed to the advancement of its employees and as a result the Department has held a number of career advancement and benefits informational seminars which it plans to continue in FY 2020. The Department’s HR unit plans to continue prioritizing and facilitating collaborative initiatives to encourage the development of existing employees. In FY 2019, HR facilitated career development and training seminars in conjunction with the FDNY’s First Deputy Commissioner’s office and is committed to continuing these efforts in FY 2020.</p> <p>These trainings and seminars provide employees with beneficial employment advancement and enrichment resources and information regarding accessing career counseling and interview tips in addition to resume building.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;</p>	<p>The FDNY's HR bureau periodically reviews job requirements for vacant positions and conducts job analysis and skills audits to ensure that job classification and requirements are job-related and equitable. In collaboration with EEO Officer, hiring managers and HR will continue to review interview questions to ensure that questions are objective and job-related.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>FDNY continues to function as an eHire agency and all vacancies are posted on NYC Careers and the NYCAPS eHire applicant tracking system is utilized for both external and internal applicants.</p> <p>When selecting new hire candidates to fill job vacancies through civil service lists, the Agency establishes written objective criteria for evaluating candidates which is applied consistently to all prospective applicants. The Agency's Personnel Officer reviews policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible barriers that have a negative impact on minority employees and applicants. Where applicable, the Agency Personnel Officer, EEO Officer and hiring supervisors will develop action plans to eliminate any identified adverse impact.</p> <p>Pre-Selection, the EEO Office observes interviews when practicable, especially for underutilized job titles and/or mid- and high-level discretionary positions.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



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<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>The EEO Office continues to perform vetting reviews of all candidates selected for prospective promotion to Fire Operations and EMS Operations positions.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons in FY 2020. The EEO Officer, collectively with HR and General Counsel, will prioritize involvement in making layoff or termination decisions.</p> <p>Should the FDNY have any significant periods of layoffs or terminations, the Agency will analyze the impact of such layoffs or terminations on racial, gender and age groups. Where layoffs or terminations would have a disproportionate impact on any racial, gender or age groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Other <b>Selection Strategies and Initiatives:</b></p>		<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

**VII. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**VIII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews are required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:*

The Department has identified three job groups with a homogenous workforce. Firefighter, Craft and Laborer Job groups. Due to the recruitment and diversity efforts of the Department, the disparity in the Firefighter job group continues to decrease each year.

*Risk 2: Cultural and Language Differences in the Workplace:*

The Department continues to diversify its ranks in regards to race, color, and gender. There is no evidence that cultural differences or those attributable to national origin have increased the risk of sexual harassment at the Department. The Department recently implemented a robust anti-hazing and bullying Policy in 2017. Department leadership met with

Officers in the chain of command to emphasize their roles and responsibilities for enforcing a proper climate within their command. All members receive anti-hazing and bullying training during the course of their annual EEO training. Anti-Hazing and Anti-Bullying posters are prominently displayed in all FDNY facilities, firehouses and EMS stations.

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*Risk 3: Workplaces with Significant Power Disparities:*

The majority (approximately 11,000) of employees at the Department are within front line employee titles: Firefighter, Paramedic and EMT. Females do not make up the predominant gender within these titles. Employees are encouraged, and supervisors are mandated, to report all allegations of sexual harassment and assault. All levels of the chain of command are held responsible under the Department’s EEO Policy for the strict enforcement of the anti-discrimination and harassment policies. Managers and supervisors are responsible for reporting all incidents of sexual harassment. Robust training and reporting mechanisms will continue to be utilized and prevent, address and investigate complaints of sexual harassment.

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*Risk 4: Isolated Workplaces:*

There are very few jobs within the Department in which members work alone or in workspaces that are isolated from other co-workers and supervisors. EMTs and Paramedics commonly work in tandem on ambulances and other first responder vehicles.

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*Risk 5: Decentralized Workplaces:*

While the Fire Department is comprised of numerous firehouses, EMS stations, administrative bureaus and satellite offices located throughout the city of New York as well as adjacent counties, the Department utilizes a centralized organizational structure. Discrete units are overseen by plainly defined hierarchically arranged chains-of-command. As noted above, the managers, supervisors and Officers included in the chain of command are responsible for enforcing sexual harassment policies and procedures and are mandated to report any violations under the department’s EEO

Policy. In addition, employees have the option to contact the FDNY’s EEO Office directly, in lieu of reporting any sexual harassment claims to supervisors and/or mandated reporters.

### E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

### F. LOCAL LAW 101: CLIMATE SURVEY

**Provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey:*

In Q2 of FY 2020, the FDNY conducted the Fire Operations Workplace Climate Survey for Firefighters. The FDNY is collaborating with DCAS and the Mayor’s Office of Data Analytics (“MODA”). DCAS programmed the survey and collected the data. The Department will use the survey results to further develop a positive and professional work environment.

**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

**APPENDIX: FDNY EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR FDNY 1<sup>ST</sup> QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b>	<input checked="" type="checkbox"/> No Changes	<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 08/09/2019	Start Date or Termination Date: 08/28/2019	Start Date or Termination Date:

**NOTE: Please attach CV/Resume of new staff to this report**

**For Current EEO Professionals:**

Name & Title	EEO Assistant Commissioner	EEO Deputy Director	EEO Attorney
<b>EEO Function</b>	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed Trainings:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Diversity &amp; Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>lgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Structured Interviewing and Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

Citywide Administrative Services

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN FDNY AS OF QUARTER 1 FY 2020 \***

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Cecilia B. Loving, Esq.	Deputy Commissioner	Deputy Commissioner for Diversity & Inclusion Office	100%	cecilia.lovings@fdny.nyc.gov	(718) 999-2106
Gina Leow	City Research Scientist II	Diversity & Inclusion Manager	100%	weijin.leow@fdny.nyc.gov	(718) 999-8151
Wendy Star, Esq.	Executive Agency Counsel	Director of Policy Initiatives for Diversity & Inclusion Office	100%	Wendy.star@fdny.nyc.gov	(718) 999-2037
Tameka Lowe	City Research Scientist II	Diversity & Inclusion Coordinator	100%	Tameka.lowe@fdny.nyc.gov	(718) 999-0496
<b>Don H. Nguyen, Esq.</b>	<b>Assistant Commissioner</b>	<b>EEO Officer/Assistant Commissioner for EEO Office</b>	<b>100%</b>	<b>Don.Nguyen@fdny.nyc.gov</b>	(718) 999-1450
Hilit Tolani, Esq.	Executive Agency Counsel	Deputy Director for EEO Office	100%	Hilit.Tolani@fdny.nyc.gov	(718) 999-2048
Christina Nowak, Esq.	Executive Agency Counsel	Deputy Director for EEO Office	100%	Christina.Nowak@fdny.nyc.gov	(718) 999-0829
Valerie Loubriel, Esq.	Agency Attorney III	Disability Rights Coordinator, Disability Services Coordinator and 55-A Coordinator for EEO Office	100%	Valerie.Loubriel@fdny.nyc.gov	(718) 999-5189
Ishakia Andrews, Esq.	Agency Attorney II	Assistant Disability Rights Coordinator for EEO Office	100%	Ishakia.Andrews@fdny.nyc.gov	(718) 999-5156
Mark Taylor	EMS Lieutenant	Disability Rights for EEO Office	100%	Mark.Taylor@fdny.nyc.gov	(718) 999-0377



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Adam Harris, Esq.	Agency Attorney III	EEO Attorney	100%	Adam.Harris@fdny.nyc.gov	(718) 999-0337
Roxanne Tabar, Esq.	Agency Attorney III	EEO Attorney	100%	Roxanne.Tabar@fdny.nyc.gov	(718) 999-1449
Ruth Mariampolski, Esq.	Agency Attorney III	EEO Attorney	100%	Ruth.Mariampolski@fdny.nyc.gov	(718) 999-1430
Sabrina Jiggetts, Esq.	Agency Attorney III	EEO Attorney/Training Liaison for EEO Office	100%	Sabrina.Jiggetts@fdny.nyc.gov	(718) 999-0683
Nicolette Douglas, Esq.	Agency Attorney III	EEO Attorney	100%	Nicolette.Douglas@fdny.nyc.gov	(718) 999-1916
Colleen McCormack-Maitland, Esq.	Agency Attorney III	EEO Attorney	100%	Colleen.McCormack- Maitland@fdny.nyc.gov	(718) 999-0336
Lauren Suss, Esq.	Agency Attorney III	EEO Attorney	100%	Lauren.Suss@fdny.nyc.gov	(718) 999-2432
Kaitlyn McKenna, Esq.	Agency Attorney III	EEO Attorney	100%	Kaitlyn.McKenna@fdny.nyc.gov	(718) 999-0411
Michelle Lau, Esq.	Agency Attorney II	EEO Attorney	100%	Michelle.lau@fdny.nyc.gov	(718) 999-5144
Brian Angelone, Esq.	Agency Attorney Intern	EEO Attorney	100%	Brian.angelone@fdny.nyc.gov	(718) 999-5143
Evan Fein	Staff Analyst I	EEO Analyst	100%	Evan.Fein@fdny.nyc.gov	(718) 999-1725
Jessica Bledman	Staff Analyst I	EEO Analyst	100%	Jessica.Bledman@fdny.nyc.gov	(718) 999-2844

\* Please indicate changes (i.e. if new personnel is filling a specified role.) You may insert additional entries as needed. "Title" refers to the civil service title. If there is an EEO/Diversity role that your staff performs that is not on the list above please indicate it on the chart.