

FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: NEW YORK CITY'S FIRE DEPARTMENT☒ 1st Quarter (July -September), due November 6, 2020☐ 2nd Quarter (October - December), due January 29, 2021☐ 3rd Quarter (January -March), due April 30, 2021☐ 4th Quarter (April -June), due July 30, 2021

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Date Submitted: 12/08/2020**FOR DCAS USE ONLY:****Date Received:****INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021****[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]**

1. Please save this file as '**XXXX Quarter X FY 2021 DEEO Quarterly Report.Part I**' 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 your agency 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. Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.
4. Please save the Excel file as '**XXXX Quarter X FY 2021 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): 6/6/2020 ☐ No
☒ By e-mail
☒ Posted on agency intranet
☒ Other – Department Order No. 43 EEO Compliance Statement

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:

- July 2020 Civility Challenge
- August 2020 Civility Challenge
- September 2020 Civility Challenge

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2020): 17,629 Q2 (12/31/2020): _____

Q3 (3/31/2021): _____ Q4 (6/30/2021): _____

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

☐ Yes , On (Date): _____ ☒ No

3. 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 (Dates): _____

The review was	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
conducted with:	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input checked="" type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment	<p>The Department remains committed to its vision, mission and goals for diversity, equity and inclusion, which include providing candidates or prospective employees 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. While our commitment continues, the Office of Management and Budget (OMB) has implemented a hiring freeze for City agencies due to the fiscal crisis which has caused hiring delays. Despite the freeze, our agency has been able to continue with some hiring, particularly with EMTs and EMT Trainees.</p> <p>The Chief Diversity and Inclusion Officer (CDIO), together with Office of Recruitment and Retention (ORR) will support the development of mentorship, sponsorship and other professional development initiatives for Fire, EMS, Prevention, and Civilians. The CDIO also meets with all union representatives in an effort to listen to their concerns and to create additional mentoring and networking activities.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<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"/>

Leadership Accountability	<p>The Fire Commissioner's Committee on Diversity and Inclusion, 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. The CDIO also continues to confer with key stakeholders throughout the Department, including Commissioners, Officers, Directors, Affiliated Organization leadership, and others to assist with enhancing diversity and inclusion through discussion, and collaboration on various events, messaging and cultural celebrations.</p> <p>In July 2020, the CDIO formed the FDNY Taskforce on Racial Equity and Inclusion ("the Taskforce") which is part of the Fire Commissioner's Committee on Diversity and Inclusion. The Taskforce is chaired by the CDIO and is comprised of a diverse group of representatives with the goal of sharing perspectives regarding challenges in the workplace as well as assisting with the implementation of resulting initiatives. The Taskforce is made up of three Action Groups: Promotion, Advancement and Placement Opportunities; Building Awareness; and Professional Development.</p> <p>The Taskforce was created to further the Department's vision, mission and goals of diversity, equity and inclusion by identifying challenges at FDNY that still need to be addressed and by developing and prioritizing actions and solutions to present to the Fire Commissioner to eliminate these challenges and address any persistent inequities. The Taskforce can help us hold our members accountable to acknowledge, improve and heal our workplace by being</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"/> Completed	<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>committed to rejecting racism, creating ways to take action against it, and healing our relationships through unity, commitment and strength.</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 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>				
Employee Retention	<p>The FDNY prioritizes encouraging the professional development of all existing employees, including those of diverse racial, ethnic, gender, age, religious, and other backgrounds. The Department's HR unit will, independently and collaboratively, continue to provide career counseling, employment training</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"/> Completed	<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"/>
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.					

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none">○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Messaging Diversity, Inclusion and Anti-Discrimination Throughout the Department	In an ongoing effort to encourage a diverse, equitable and inclusive workplace and inform all FDNY employees of their rights and responsibilities under the Department's EEO policy, the FDNY regularly conducts EEO and Diversity and Inclusion trainings. The Fire Commissioner requires that all employees attend training to comply with the law, such as to understand their EEO-related responsibilities to the agency and each other, as well as Sexual Harassment Prevention and LGBT Training. In addition, the Department mandates all new employees participate in Implicit Bias Training and LGBT training which is augmented by a variety of other diversity and inclusion training, such as Religious Diversity, Cultural Competency, Allyship, Micro-Affirmations, Mindfulness and Implicit Bias, Emotional Intelligence, Inclusive Leadership and other training. Both the CDIO and the EEO Office have committed to maintaining a diverse, equitable and inclusive workplace that is	<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"/> Completed	<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"/>

	<p>free of discrimination, harassment and retaliation through a variety of both live and web-based training tools.</p> <p>The FDNY continues to circulate its diversity and inclusion messaging in various employee publications such as posters, infographics, screensavers, videos, newsletters, employee bulletins, kiosks, and other publications, as well as by taking them to the firehouses and EMS stations. For example, beginning in Q1 of FY2021, each FDNY site received an “We Are FDNY” poster. The posters are a part of the “We Are FDNY” campaign which supports the department’s six tenets of Authentic Trust, Community Engagement, Dedicated Success, Positive Motivation, Excellent Training, and Supportive Relationships. The FDNY continues to post information on various interdepartmental electronic platforms to ensure all employees receive this messaging and are notified of cultural events.</p> <p>The CDIO created a multi-media messaging campaign, “We Are FDNY,” which is available on the FDNY intranet and external website, and includes posters, the Civility Challenge (explained further below), stress reduction and resilience-based infographics, daily mindfulness activities for all to join, videos, a brochure, an annual report, newsletters, interactive books, cultural awareness postings, and online training resources.</p> <p>During September and October 2020, the City presented a training drill throughout all of its firehouses, which included an educational video and discussion tool on “authentic trust,” which is one of the tenets of FDNY’s inclusive culture strategy. The We Are FDNY screensavers and posters, which help support the video and discussion tool initiative, were updated on FDNY</p>				
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	<p>computers and hung throughout firehouses during both September and October. This messaging campaign is in alignment with the Department's core values, inclusive culture strategy and are established as an integral part of its operations.</p> <p>In addition to the We Are FDNY multi-media campaign, from the Spring of 2020 through the present, the CDIO Mobile Messaging Unit visited over 250 Fire Engines Companies, Ladder Companies, Rescue Companies, HazMat Companies, Marine Units, the Fire and EMS Training Academies, and EMS Stations to deliver education and messaging regarding diversity and inclusion and to educate Firefighters about the goals of the CDIO Office. The CDIO Mobile Messaging Unit is comprised of Firefighters who are trained by and work with the CDIO Office to understand and communicate the importance of diversity and inclusion. Fire and EMS Operations also approved the "10 Code of Conduct," which is placed in all firehouses, EMS Stations and other FDNY buildings to encourage a more inclusive work environment.</p> <p>The FDNY has utilized a Diversity Advocate since 2015, and continues to do so, to work with Probationary Firefighters to make sure that the procedures in place are equitable and fair and that the input that they provide to the Department about their selections for firehouse assignments are received.</p> <p>In every quarter in which there is a class of Probationary Firefighters, the Diversity Advocate, who has an office at the Fire Academy as well as at headquarters, has an open door policy but primarily meets with the under-represented Probationary Firefighters as a group and individually, to make sure that their requests were heard and that the</p>				
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	<p>Diversity Advocate is able to advocate on behalf of their interests. The Diversity Advocate also meets with candidates and Firefighters within the Department who indicate that they need additional support.</p> <p>As part of the FDNY's inclusive culture strategy, the CDIO Office continues to develop other diversity and inclusion educational modules, such as those mentioned above, and to work with Operations, the EEO Office and other FDNY leadership to provide best practices for the Department and to create an eco-system that supports all aspects of a diverse, equitable and inclusive work environment for all members, including Fire Operations. For example, the CDIO developed a team of Inclusion Advocates, comprised of officers from both Fire and EMS Operations, who are trained to support the goals of the CDIO Office. All of the CDIO's initiatives correspond with the inclusive culture strategy developed by its ongoing discussions with uniformed members of the Department and an understanding of best practices in diversity and inclusion.</p> <p>The FDNY continues to support a number of gender equity initiatives, including its work with the NYC Gender Equity Commission, its Women's conferences and events, and policies protecting reasonable accommodations for mothers, such as 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 CDIO and the EEO Office work with Facilities to make sure there are appropriate spaces and to develop more inclusive policies. For example, the EEO Office's Disability Right's Coordinator manages access to nursing PODs and nursing mother rooms to ensure the</p>				
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	Department fosters an inclusive work environment for all members including nursing mothers.				
Impact Studies		<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"/> Completed	<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"/>
Employee Recognition	<p>In Q1 the CDIO continued the monthly Civility Challenge, which was first introduced in August 2019. The goal of this challenge is to encourage a more supportive, inclusive and civil work environment. The CDIO leads this challenge each month by getting the input from both uniformed and civilian members regarding how to make the work environment more welcoming and safe for all to be their best selves, which encourages more trust, open communication and better collaboration in every bureau. Each month, approximately three to four winners are selected, and their perspectives are shared in a poster for the entire agency. The CDIO continued the Department's monthly Civility Challenge in Q1 FY 2021.</p> <p>In addition to the information set forth above, in FY2021 the CDIO will continue to use 10-TALKS, Restorative Circle Practices, and other storytelling initiatives – such as Courageous Conversations on Racial Inclusion, Bravest Women Talks, Circle Keeping Circles for Keepers Supporting Courageous Conversations, and Mindfulness Meetings – to build a community of safe spaces for sharing, to heal experiences where members need support and to resolves conflict. These activities also uplift the poignant stories and profiles of</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"/> Completed	<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"/>

	FDNY members, which is essential to the well-being of the Department.				
Onboarding/Offboarding Surveys	HR updated an electronic exit interview survey that will be used when employees separate (resign and retire) to analyze reasons for separation/attrition to consider for future employee retention efforts. HR uses the Citywide survey for exiting managers. HR plans to implement an onboarding survey in the future.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
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.					
<p>The FDNY is committed to ensuring that every individual feels their culture, identity and experiences are valued and respected. In Q1 of FY 2021 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity and Inclusion:</p> <p>Newsletters and Electronic Platform</p> <ul style="list-style-type: none"> In July 2020, to honor the 30th Anniversary of the signing of the American's with Disabilities Act (ADA), the CDIO created an interactive infographic with links to events celebrating the ADA, COVID-19 resources for individuals with disabilities, AccessibleNYC—NYC's plan to improve the quality of life for individuals with disabilities—and information about NYC's Disability Rights Historical Archives Project. In July 2020, the CDIO featured the 2020 "We Are FDNY" poster on the department's intranet page. This month's feature highlighted how we bring our best to our core values of honor, bravery, service, safety, preparedness, dedication, and equity. Our members share their stories of inspiration and commitment to FDNY and the ways that we trust, support, educate, motivate, engage, and succeed teach us how. Every FDNY location showcases the "We Are FDNY" poster. In August 2020, the Summer edition of the <i>Diversity and Inclusion Newsletter</i> was distributed. This newsletter highlighted using circles to create space to have courageous conversations; how decreasing "micro"-aggressions can foster authentic relationships; moving away from "optical allyship" to build racial inclusion and genuine trust; and the dual discrimination that the LGBTQ people of color face. 					

- In August 2020, the Summer edition of the *Mindfulness Newsletter* was distributed. This newsletter featured articles on the importance of mindfulness in the fight for racial justice; how we can use our privilege to support racial inclusion; and a scripted mindfulness practice to help us become more racially inclusive.
- In August 2020, the CDIO featured an online flipbook on *Inclusive Leadership* on the Department’s intranet page. This month’s feature emphasized that we are all leaders—tasked at the outset with leading ourselves but raised the question whether we are inclusive leaders. The greatest leaders are inclusive because they lead with compassion rather than simply intellect and uplift everyone’s participation and contribution as valuable.
- In September 2020, the CDIO featured an online flipbook on *From Compliance to Inclusion: Ten Tenets of Inclusive Leadership* on the department’s intranet page. This month’s feature focused on inclusive leaders leading beyond complying with what they are required to do—to motivate, inspire and encourage others to tap their full potential. With the disruption of our “normal” by a pandemic of disease, economic turmoil and bigotry and violence, leaders are not only required to be their best but to support the best in everyone.
- In September 2020, the We Are FDNY screensavers were updated on the Department’s computers. The screensavers are a part of the “We Are FDNY” campaign honoring the FDNY Inclusive Culture Strategy, which is comprised of six tenets (Authentic Trust, Supportive Relationships, Excellent Training, Positive Motivation, Community Engagement, and Dedicated Success).
- In September 2020, the Authentic Trust training video and discussion tool was distributed to all firehouses. The video is a part of the “We Are FDNY” campaign and support the six tenets.

Meetings and Educational Sessions

- Commencing in July 2020, the FDNY’s Taskforce on Racial Inclusion and Equity sub-committees met on a weekly basis to identify challenges at the FDNY that still need to be addressed and to develop and prioritize actions and solutions to present to the Fire Commissioner to eliminate these challenges and address any persistent inequities.
- In July 2020, the CDIO and the FDNY Mindfulness Group continued to host *Mindful Mondays*, a free lively weekly virtual mediation practice to help reduce implicit bias, foster more racial inclusion and incorporate better self-care.

- On July 8, 2020, the CDIO hosted its 5th Courageous Conversation Circle where we discussed Robin D'Angelo's book *White Fragility* and how we can combat racism together.
- On July 9, 2020, the CDIO attended the "Truth, Racial Healing and Transformation" session hosted by Synergos, an organization that helps solve complex issues around the world by advancing bridging leadership, which builds trust and collective action.
- On July 15, 2020, the CDIO hosted its 6th Courageous Conversation Circle where we continued discussing Robin D'Angelo's book on *White Fragility* and how we can combat racism together.
- On July 21, 2020, the CDIO trained with AFTRA's President's Task Force on Education, Outreach & Engagement Race & Storytelling livestream on "Race & Storytelling: Asian American Voices."
- On July 22, 2020, the CDIO trained with "The Future of Inclusion."
- On July 22, 2020, the CDIO hosted its monthly Bravest Women Talk. At this month's talk we discussed the ways in which we can continue co-creating racial inclusion.
- On July 24, the CDIO attended the Neuroleadership Institute's webinar on "Empathy and Allyship."
- On July 28, 2020 the CDIO hosted the Fire Commissioner's Committee on Diversity and Inclusion Meeting and presented on Taskforce best practices and civil service exams.
- On July 29, 2020, the CDIO hosted its 7th Courageous Conversation Circle where we shared our stories and suggestions on how we can combat racism together.
- In August 2020, the CDIO and the FDNY Mindfulness Group continued to host *Mindful Mondays*, a free lively weekly virtual mediation practice to help reduce implicit bias, foster more racial inclusion and incorporate better self-care.
- In August 2020, the CDIO participated in the NYC Commission on Gender Equity's *Stand Up Against Street Harassment* Bystander Intervention Training.

- In August 2020 the CDIO met with the First Lady at Gracie Mansion to discuss FDNY's accomplishments, and new goals, as well as the Mayor's Taskforce for Racial Inclusion and Equity.
- On August 6, 2020, the CDIO participated in a Neuroleadership Institute webinar called, "Transform Inclusive Behavior Into Habits."
- On August 12, 2020, the CDIO hosted its 8th Courageous Conversation Circle where we shared our stories on how we can combat racism together.
- On August 13, 2020, the CDIO attended a Neuroleadership Institute webinar called, "Creating Cultures of Inclusion."
- On August 19, 2020 the CDIO circle keepers led a virtual Courageous Conversation Circle for the Law Department.
- On August 20, 2020, the CDIO hosted its monthly Bravest Women Talk. At this month's talk we celebrated Women's Equality Day (August 26), the passage of the 19th amendment to the U.S. Constitution granting the right to vote to women.
- On August 25, 2020 the CDIO participated in a virtual NY Diversity Council chapter meeting segment which focused on "*From Compliance to Inclusion*," and was led by Cecilia Loving, Deputy Commissioner and Chief Diversity & Inclusion Officer.
- As of September 2020, the CDIO and the FDNY Mindfulness Group continue to host *Mindful Mondays*, a free lively weekly virtual mediation practice to help reduce implicit bias, foster more racial inclusion and incorporate better self-care.
- On September 17, 2020, the CDIO hosted its monthly Bravest Women Talk. At this month's talk we recognized inspirational women at FDNY, past and present, by celebrating and cherishing their leadership, service and presence.
- On September 17, 2020, the CDIO attended New York University's (NYU) webinar, "Black Lives Matter, Inc."
- On September 23, 2020, the CDIO hosted its 9th Courageous Conversation Circle where we discussed Ibram X. Kendi's book "How To Be An Anti-Racist" and how we can combat racism together.

- On September 25, 2020, the CDIO taught a course and developed a video on “Eliminating Bias: Inclusive Leadership in the Legal Profession.”
- From September 29 to October 3, 2020, the CDIO participated in the Corporate Counsel Women of Color Conference, which provided educational sessions on inclusive leadership, sponsorship, overcoming biases, and other diversity and inclusion related sessions.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 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 Community Goal(s) set/declared in your plan. ○ 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
MWBE Program	<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, The M/WBE Program initiatives included performing vendor outreach, connecting M/WBE vendors with key FDNY staff via e-mail, attending virtual networking events, hosting a Webinar on “How to do Business with the FDNY”, maintaining an internal M/WBE vendor database for FDNY employees available on the FDNY intranet, setting M/WBE Utilization goals on all applicable contracts, monitoring contract compliance, 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>	<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"/> Completed	<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"/>

	<p>Additionally, FDNY awarded \$12.3 million to M/WBE vendors in FY2020, of which approximately \$5.4 million utilized the M/WBE Noncompetitive Small Purchase Method.</p> <p>The CDIO will work closely with the MWBE Officer to ensure that we procure goods and services from Minority and Women owned businesses.</p>				
With COVID-19 having impacted traditional fire and life safety outreach, Community Affairs has transitioned to creating digital content and in participating in virtual formats to provide distance learning that is culturally inclusive.	<ol style="list-style-type: none"> 1. Launch digital educational website that provides fire and life safety material in top 10 LEP languages (www.fdnysmart.org) 2. Create seasonal fire safety virtual campaigns that are culturally inclusive and provide awareness on common topics of residential fire safety. 3. Establish partnerships with NYCDOE, DYCD, NYCHA and DFTA to ensure content is provided and virtual presentations are scheduled for citywide communities, placing emphasis on those most vulnerable to fire trends. 	<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"/> Completed	<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"/>
Develop, maintain and expand youth workforce initiatives which provide pipelines into employment with the FDNY.	<p>FDNY CAPTAIN VERNON A. RICHARD HIGH SCHOOL FOR FIRE AND LIFE SAFETY:</p> <ul style="list-style-type: none"> • 32 students enrolled in FDNY elective for Junior Cohort, EMS 101 • 28 students enrolled in FDNY elective for Senior Cohort, FDNY Prep <p>FDNY FIRE AND EMERGENCY MEDICAL SERVICES EXPLORING PROGRAM:</p> <ul style="list-style-type: none"> • The Department continues to operate 8 active Exploring posts throughout the five boroughs with more than 150 active Explorers. <p>FDNY YOUTH EMS ACADEMY:</p>	<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>

	<ul style="list-style-type: none"> • Our Youth EMS Academy, a New York State EMT Basic Certification course, completed two cohorts in 2020: • WEMSA 20: Thirty-five (35) Youth completed the program and earned their New York State Certification • FILING FOR CIVIL SERVICE: With more still scheduled to complete this process, to date 39 graduates from our 2020 YEMSA cohorts have filed for Civil Service to be hired by the FDNY as EMTs: <ul style="list-style-type: none"> ▪ WEMSA 20 = 23 ▪ SEMSA 20 = 16 <p>FIRE CADET ACADEMY:</p> <ul style="list-style-type: none"> • 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. <p>FDNY YOUTH ALUMNI EMPLOYED BY THE FDNY:</p> <ul style="list-style-type: none"> • 100 hired by the FDNY <ul style="list-style-type: none"> ○ 24 promoted to Firefighter ○ 3 promoted to Paramedic ○ 73 serve as FDNY EMTs 				
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, 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 Q1 of FY 2021 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity and Inclusion:

Community Events and Special Recognition

- For the July 2020 Civility Challenge, employees were asked to share how being considerate has benefited others in their community. The Civility Challenge was introduced in FY2020 in order to enhance a more civil, supportive and inclusive work environment. This is an ongoing monthly initiative.
- July 1-3, 2020- FDNY Fire Safety coordinated various events citywide to educate New Yorkers on the danger of fireworks or the August and September 2020 Civility Challenge, employees were asked to share how paying attention to others has caused them to be more racially inclusive.
- August 13, 2020- FDNY Fire safety Education coordinated various events citywide to assist in promoting Test and Trace with NYC DOHMH.
- In September 2020, the CDIO participated in Hidden Water, an organization that provides training for crucial conversations and how to move from harm to healing in sexual abuse matters.
- In September 2020, the CDIO won a 2020 Diversity and Inclusion Champion Award from the NYC Bar Association, which was presented on October 8, 2020.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 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 Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Internal Recruitment	<p>The FDNY's Office of Recruitment and Retention (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>For the FDNY's Fire and EMS promotional titles, ORR ensures that all eligible members are informed and encouraged to file, study and take the exams.</p> <ul style="list-style-type: none"> • Eligible members were encouraged to file for the Fire Lieutenants exam in March of 2020. • Eligible members were encouraged to file for the Fire Captain exam in July of 2020. <p>ORR also actively engages civilian members who are already employed with the FDNY by offering sessions to explain the civil service process and</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>

	<p>providing opportunities for members to learn more about what programs and support their unions offer.</p> <p>Due to the COVID-19 pandemic and the citywide hiring freeze, civilian internal recruitment and internal/external job postings have been temporarily suspended.</p> <p>The CDIO, together with ORR, supports the development of mentorship and sponsorship initiatives for Fire, EMS, Prevention, and Civilians. The CDIO also works with the EEO Office to provide messaging around new jobs and opportunities.</p>				
Diversity and Targeted Recruitment	<p>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 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>	<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"/> Completed	<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"/>

	<p>In addition to ORR's daily recruitment services via email, phone and social media, ORR participated in various virtual recruitment events during Q1 of FY21. Events included the following partnerships:</p> <ul style="list-style-type: none"> • 7/29/20- Berkeley College • 8/12/20- Veterans Action Group Buffalo Soldier of America • 9/16/20- Recruit Military • 9/22/20- John Jay College • 9/24/20- Chinatown Manpower Project, Inc • 9/24/20- Vaughn College of Aeronautics • 9/29/20- Lehman College <p>In effort to mitigate attrition during the extensive life of a civil service list, ORR offers informative and relevant communication and programming. These efforts engage, inform, and prepare Fire and EMS candidates for the successful completion of their physical exams and background investigation process while also preparing them for the physical and academic expectations they will endure while completing the Fire and EMS academies. FY21 Q1 programming included the following:</p> <ul style="list-style-type: none"> • Firefighter Candidate Mentorship Program- Resumed in September 2020 after a budgetary hiatus between April and mid-September. Q1 totals: 30 Senior Mentors, 457 Mentors and 1,636 Mentees • Firefighter Fitness Awareness Program- In person programming suspended during Q1 due to Covid-19 • July 2020- Two Web conference were held for Fire candidates that discussed preparation for candidate intake 				
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	<ul style="list-style-type: none"> September 2020- Three web conferences were held for Fire candidates that discussed fitness preparation for the Fire Academy EMS Trainee- 178 EMS Trainees entered the EMS Academy on June 22, 2020 and graduated on October 23, 2020. 				
Candidate Portal	<p>ORR spearheaded the Candidate Portal, the agency's first public facing portal available to Firefighters candidates whose list numbers have been reached. The Candidate Portal provides transparency as a candidate navigates through the various phases of processing. Some of the resources Firefighter candidates are able to access include the following: Scheduled appointments for CPAT and FAP training, Intake and Medical appointments; ability to apply for the Mentorship Program and to access Mentor information, access notices from CID and BHS that advise candidates which documents/information they need to submit to complete processing; access to various resources that prepare a candidate for all stages in the hiring process; and the ability to track their individual progress. We are working on expanding the Candidate Portal to support EMS candidates as well.</p> <ul style="list-style-type: none"> 3,241 Firefighter candidates have utilized the Candidate Portal as of September 30, 2020 	<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"/> Completed	<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"/>
Structured Interviewing and Hiring Practices	<p>The Bureau of HR is revamping and developing a robust Structuring Interviewing, Talent Acquisition and Unconscious Bias training and hiring materials (hiring managers guide, interview evaluation materials) to ensure fair and structured hiring practices.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>

Job Postings	<p>The Department continues to advertise job postings through NYC Careers, FDNY website, employee bulletins, JoinFDNY social media channels, employment periodicals, LISTSERVs and directly with professional associations.</p> <p>Due to the COVID-19 pandemic and the citywide hiring freeze, most civilian internal recruitment and internal/external job postings have been temporarily suspended.</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"/> Completed	<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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B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	0		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):	0		M ___ F ___ N-B ___ O ___ U ___

Additional Comments: HR has halted the internship program during the pandemic and fiscal crisis. Will potentially resume summer 2021.

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 [number] 55-a participants.

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter participants left the program due to [state reasons] .

During the 2nd Quarter, a total of [number] new applications for the program were received.

During the 2nd Quarter participants left the program due to [state reasons] .

During the 3rd Quarter, a total of [number] new applications for the program were received.

During the 3rd Quarter participants left the program due to [state reasons] .

During the 4th Quarter, a total of [number] new applications for the program were received.

During the 4th Quarter participants left the program due to [state reasons] .

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: ☐ Yes ☒ No

in training sessions: ☐ Yes ☒ No

on the agency website: ☒ Yes ☐ No

through an agency newsletter: ☒ Yes ☐ No

2. _____

3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) 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; Notification of promotion/transfer opportunities</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 continued in FY 2021. The Department's HR unit plans to continue prioritizing and facilitating collaborative initiatives to encourage the development of existing employees. In FY 2021, HR will continue to facilitate career development and training seminars in conjunction with the FDNY's First Deputy Commissioner's office</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>	<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"/> Completed	<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"/>

Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	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.	<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"/> Completed	<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"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists	<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>	<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"/> Completed	<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"/>
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO Office continues to perform vetting reviews of all candidates selected for prospective promotion to Fire Operations and EMS Operations positions.	<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"/> Completed	<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"/>

Analyzing the impact of layoffs or terminations on racial, gender and age groups	<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 2021. 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>	<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"/> Completed	<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"/>
Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
During this Quarter the Agency activities included:	<p>11 of Vacancies</p> <p>183 of New Hires</p> <p># of New Promotions</p>	<p># _____</p> <p># _____</p> <p># _____</p>	<p># _____</p> <p># _____</p> <p># _____</p>	<p># _____</p> <p># _____</p> <p># _____</p>	<p># _____</p> <p># _____</p> <p># _____</p>

VII. TRAINING

Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

VIII. REASONABLE ACCOMMODATION

Please report all reasonable accommodation requests 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>

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

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

Please provide E.O. 16 Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

C. 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 the information as they occur.
- Q1 ☒ Q2 ☐ Q3 ☐ Q4 ☐
- ☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- ☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

D. LOCAL LAW 101: CLIMATE SURVEY

Please 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:

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 EEPD or another governmental agency specific to our EEO practices.

☒ The agency is involved in an audit; please specify who is conducting the audit: EEPD.

The FDNY is currently being audited by the EEPD for its Sexual Harassment Prevention and Response Practices for the period covering January 1, 2018, to December 31, 2019.

☒ Attach the audit recommendations by NYC EEPD or the other auditing agency.

See attached EEPD Final Determination, dated August 24, 2020.

☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR Q1 QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
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:	Start Date or Termination Date:	Start Date or Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For New EEO Professionals:			
Name & Title	EEO Assistant Commissioner	EEO Deputy Director	EEO Attorney
EEO Function	<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)
Proportion of Time Spent on EEO Duties	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Completed Trainings:			
EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

B. CONTACT INFORMATION (Please list ALL current EEO professionals)**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2021 ***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Diversity & Inclusion Officer	Cecilia B. Loving, Esq.	Deputy Commissioner	100%	cecilia.loving@fdny.nyc.gov	(718)999-2106
Diversity & Inclusion Manager	Gina Leow	City Research Scientist II	100%	weijin.leow@fdny.nyc.gov	(718)999-8151
Director of Policy Initiatives for Diversity & Inclusion Office	Wendy Star, Esq.	Executive Agency Counsel	100%	Wendy.star@fdny.nyc.gov	(718)999-2037
Diversity & Inclusion Coordinator	Tameka Lowe	City Research Scientist II	100%	Tameka.lowe@fdny.nyc.gov	(718) 999-0496
Assistant Diversity and Inclusion Coordinator	Michael McDerman	Principal Administrative Associate III	100%	Michael.McDerman@fdny.nyc.gov	(718)999-2106
Diversity Advocate	Lt. Prentis Jackson	Lieutenant	100%	Prentis.jackson@fdny.nyc.gov	(718) 999-1489
<u>EEO Officer/Director</u>	Don H. Nguyen, Esq.	Assistant Commissioner	100%	Don.Nguyen@fdny.nyc.gov	(718) 999-1450
Deputy EEO Officer	Hilit Tolani, Esq.	Executive Agency Counsel	100%	Hilit.Tolani@fdny.nyc.gov	(718) 999-2048
Deputy EEO Officer	Christina Nowak, Esq.	Executive Agency Counsel	100%	Christina.Nowak@fdny.nyc.gov	(718) 999-0829
Disability Rights Coordinator/ 55-A Coordinator	Valerie Loubriel, Esq.	Agency Attorney III	100%	Valerie.Loubriel@fdny.nyc.gov	(718) 999-5189
Assistant Disability Rights Coordinator	Ishakia Andrews, Esq.	Agency Attorney II	100%	Ishakia.Andrews@fdny.nyc.gov	(718) 999-5156
EEO Attorney	Adam Harris, Esq.	Agency Attorney III	100%	Adam.Harris@fdny.nyc.gov	(718) 999-0337

EEO Attorney	Roxanne Tabar, Esq.	Agency Attorney III	100%	Roxanne.Tabar@fdny.nyc.gov	(718) 999-1449
EEO Attorney/ /Training Liaison	Sabrina Jiggetts, Esq.	Agency Attorney III	100%	Sabrina.Jiggetts@fdny.nyc.gov	(718) 999-0683
EEO Attorney	Nicolette Douglas, Esq.	Agency Attorney III	100%	Nicolette.Douglas@fdny.nyc.gov	(718) 999-1916
EEO Attorney	Lauren Suss, Esq.	Agency Attorney III	100%	Lauren.Suss@fdny.nyc.gov	(718) 999-2432
EEO Attorney	Kaitlyn McKenna, Esq.	Agency Attorney III	100%	Kaitlyn.McKenna@fdny.nyc.gov	(718) 999-0411
EEO Attorney	Michelle Lau, Esq.	Agency Attorney II	100%	Michelle.lau@fdny.nyc.gov	(718) 999-5144
EEO Attorney	Brian Angelone, Esq.	Agency Attorney II	100%	Brian.angelone@fdny.nyc.gov	(718) 999-5143
Staff Analyst I	Evan Fein	EEO Analyst	100%	Evan.Fein@fdny.nyc.gov	(718) 999-1725
Administrative Manager (Non-Mgr)	Aisha Emanuel	Executive Assistant	100%	Aisha.Emanuel@fdny.nyc.gov	(718) 999-7014

* Please note changes (new personnel filling the 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 you may indicate it on the chart.



FY 2021 QUARTERLY REPORT Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **FDNY****1st Qtr****FY 2021****NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!****INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.****DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS****SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2021 DEEO TRAINING SUMMARY**

SUBMITTED BY [TITLE]:

DATE SUBMITTED:

E-MAIL:

TEL #:

1st Quarter (July-September) **DUE October 30, 2020**; 2nd Quarter **DUE February 1, 2021**;
 3rd Quarter (January-March) **DUE April 30, 2021**; 4th Quarter (April-June) **DUE July 30, 2021**.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2021 Agency D&EEO Plan	1st Qtr (July - Sept. 2020)	2nd Qtr (Oct. - Dec. 2020)	3rd Qtr (Jan. - March 2021)	4th Qtr (April - June 2021)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	0	18548	0	0	0	18548

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	5120	0	0	0	5120
1. EEO Awareness	0	2	0	0	0	2
Administered by DCAS [Copy data from DCAS Learning & Development report]		2				2
Administered by Agency		0				0
2. D&I "Everybody Matters"	0	1	0	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report]		1				1
Administered by Agency						0
3. IgbTq: The Power of Inclusion	0	2	0	0	0	2
Administered by DCAS [Copy data from DCAS Learning & Development report]		2				2
Administered by Agency						0
4. Sexual Harassment Prevention	0	5115	0	0	0	5115
Administered by DCAS [Copy data from DCAS Learning & Development report]		1,973				1973
Administered by Agency		3,142				3142
5. Disability Etiquette	0	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report]		0				0
Administered by Agency						0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2021 Agency D&EEO Plan	1st Qtr (July - Sept. 2020)	2nd Qtr (Oct. - Dec. 2020)	3rd Qtr (Jan. - March 2021)	4th Qtr (April - June 2021)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	0	13428	0	0	0	13428
6. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED		0				0
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED						0
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED		99				99
9. Other Diversity/EEO Related	Specify topic:	Social Media				
TOTAL PARTICIPANTS TRAINED		10,416				10416
10. Other Diversity/EEO Related	Specify topic:	LGBT				
TOTAL PARTICIPANTS TRAINED		99				99
11. Other Diversity/EEO Related	Specify topic:	Courageous Conversations on Racial Inclusion				
TOTAL PARTICIPANTS TRAINED		53				53
12. Other Diversity/EEO Related	Specify topic:	Mindfulness Group Leadership Training				
TOTAL PARTICIPANTS TRAINED		65				65
13. Other Diversity/EEO Related	Specify topic:	Courageous Conversations for Women				
TOTAL PARTICIPANTS TRAINED		20				20
14. Other Diversity/EEO Related	Specify topic:	Certified Circle Keepers Training				
TOTAL PARTICIPANTS TRAINED		12				12
15. Other Diversity/EEO Related	Specify topic:	Authentic Trust Training				
TOTAL PARTICIPANTS TRAINED		2,664				2664