

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

Prepared by:
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Date Submitted: <u>5/5/2021</u>			

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
- October 2020 Civility Challenge
- November 2020 Civility Challenge
- December 2020 Civility Challenge
- January 2021 Civility Challenge
- February 2021 Civility Challenge

- February 2021 - FDNY Black History Month Celebration Certificates acknowledging contributions to the creation of the program
- March 2021 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): 17,638
 Q3 (3/31/2021): 17,638 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 conducted with:	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
	<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 the 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 Office (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 union representatives, as well as others throughout the agency, to listen to</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 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"/>

	<p>their concerns and to create additional mentoring and networking activities.</p>				
<p>Leadership Accountability</p>	<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 authentic trust, training, supportive relationships, positive motivation, community engagement, and dedicated success through its Charter and corresponding sub-committees. 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 through a variety of initiatives, including but not limited to training, educational 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 led 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><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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>The Taskforce was created to further the Department’s vision, mission and goals of diversity, equity, and inclusion by identifying challenges at the 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 helps us hold our members accountable to acknowledge, improve and heal our workplace by being committed to rejecting racism, creating ways to eliminate racism, and healing our relationships through unity, education, commitment and strength.</p> <p>The Fire Commissioner, First Deputy Commissioner, Chief of Department, and other executive and senior staff work with the CDIO to help develop education for the development of inclusive leadership skills throughout the Department.</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</p>				
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	officials and discuss any pressing issues or concerns.				
Employee Retention	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 and employment training.	<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 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"/>
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.</p> <p>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.</p> <p>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.</p>					

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. ○ 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	<p>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 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 EEO and diversity and inclusion messaging in various employee publications such as posters, infographics, screensavers, videos, newsletters, employee bulletins, kiosks, and other publications,</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 checked="" 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"/>

as well as by distributing them to 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.

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.

During September and October 2020, the City presented a training drill throughout 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 agency’s leadership also took the training. The “We Are FDNY” screensavers and posters, which help support the video and discussion tool initiative, were updated on FDNY 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.

In addition to the “We Are FDNY” multi-media campaign, from Spring 2020 through the present,

	<p>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 Department. 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 Inclusion,” which is placed in all firehouses, EMS Stations and other FDNY buildings to encourage a more inclusive work environment. The “10 Codes of Inclusion” were distributed to FDNY locations in October 2020 and re-distributed as part of the CDIO Mobile Messaging Unit visits to facilities.</p> <p>The FDNY has utilized a Diversity Advocate since 2015, and continues to do so, to work with Firefighter Candidates and 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 are heard and that the 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>				
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	<p>As part of the FDNY's inclusive culture strategy, the CDIO 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 Fire, EMS and Fire Prevention Operations, who are trained to support the goals of the CDIO. All 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 workplace 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 Department fosters an inclusive work environment for all members including nursing mothers.</p>				
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Impact Studies	To preclude adverse impact where preventable, the EEO Office reviews FDNY policies and procedures when alerted to potential disparities as a matter of practice.	<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 checked="" 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"/>
Employee Recognition	<p>In FY2021, 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 safer for all to be their best selves and enhance a sense of belonging, which encourages more trust, open communication and better collaboration in every bureau, unit and office. Each month, approximately three to four winners are selected, and their perspectives are shared in a poster for the entire agency.</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 FDNY members, which is essential to the well-being of the Department.</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 checked="" 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"/>

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 checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" 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"/>
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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 Q3 of FY 2021 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity, Equity, and Inclusion:

Newsletters and Electronic Platform

- In July 2020, to honor the 30th Anniversary of the signing of the Americans with Disabilities Act (ADA), the CDIO created an interactive infographic with links to events celebrating the ADA, COVID-19 resources for individuals with disabilities, Accessible NYC—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 *Diversity and Inclusion Newsletter* 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 supports the six tenets of the FDNY Inclusive Culture Strategy.
- In October 2020, the Fall edition of the *Diversity and Inclusion Newsletter* was distributed. The newsletter featured articles on how motivating others often originates from providing an environment where there is a sense of being valued and important to the workplace; the FDNY new M/WBE Officer Lizette Christoff; and the CDIO’s Inclusion Advocates who work with the office to uplift the FDNY’s inclusive culture strategy.
- In October 2020, to honor Hispanic and Latinx Heritage Month, the CDIO created and published to FDNY members an online virtual book and interactive infographic to highlight the contributions of members of the Hispanic and Latinx Community, and the Latin Media and Entertainment Commission.
- In October 2020, the CDIO created and published to FDNY members an online virtual book to honor National Disability Employment Awareness Month to highlight the contributions of members from this community and information about National Disability Employment Awareness Month (NDEAM), as well as FDNY’s members visiting the VA Medical Center in the Bronx.

- On October 1, 2020, the CDIO's Ten Tenets of Leadership, 10 Codes of Inclusion, and Summer 2020 Newsletter articles were elevated on the Department's intranet page. These monthly features are an opportunity for our messaging to reach more people in the department and, help support the CDIO's *We Are FDNY* Campaign.
- In November 2020, the CDIO created and published to FDNY members an interactive infographic to honor *Transgender Remembrance Week*, to honor the lives of transgender people who lost their life in 2020 due to violence. The infographic includes information on support group and counseling, Transgender Remembrance Week, and sixteen days of activism against gender-based violence.
- In November 2020, the CDIO created and published to FDNY members an interactive infographic to honor *Native American Heritage Month* to learn more about the history, culture, and resources of Native Americans. The infographic includes information about the New York Natural Resources Conservation and the indigenous people of New York who resided in the state for 13,000 years.
- On November 5, 2020, the CDIO's *Elevate, Motivate, and Support* newsletter article, along with articles from our Spring and Winter 2020 newsletter, and our Summer 2019 newsletter was featured on the Departments' intranet page. These monthly features are an opportunity for our messaging to reach more people in the department and, it helps support our We Are FDNY Campaign.
- In December 2020, the Fall edition of the *Mindfulness Newsletter* was distributed. The newsletter featured articles on the most important lessons to learn from 2020 is importance of giving the gift of compassion; Elul, the last month of the Jewish year being a time of introspection; and the encouragement to focus on the aspects of our lives that are doing well, because what we dwell on multiplies.
- In December 2020, the CDIO created a *Sharing the Gift of Celebration* infographic and a virtual book honoring Chanukah, the Advent, Christmas, and Kwanzaa. Through lessons, stories, videos, and music, the infographic and the virtual book highlight how the December holidays all celebrate light, all tell a story of truth, all share the power of overcoming, and all create opportunities for family, friends, and the greater community to give.
- On December 3, 2020, the CDIO *Sharing the Gift of Celebration* infographic and virtual book along with an article from the Fall 2020 newsletter was elevated on the department's intranet page. These monthly features support the "We Are FDNY" Campaign.

- On January 7, 2021, the CDIO's "*The Beloved Community is Everywhere That We Lead Inclusively—With Bravery, Respect, Altruism, Virtue, Equity, Safety, and Trust*" newsletter, along with the multi-media campaign infographic, and an LGBTQ+ Pride video was featured on the Department's intranet page. These monthly features support the "We Are FDNY" Campaign.
- In February 2021, the CDIO created and published a 21-Day Diversity, Equity and Inclusion Challenge flip book that celebrated this year's theme "Celebrating Black Family: Representation, Identity, and Diversity to honor Black History Month.
- On February 4, 2021, the CDIO's 21 Day Diversity Equity and Inclusion Challenge flipping book, along with the Racial Equity and Inclusion infographic was featured on the Department's intranet page. These monthly features support the "We Are FDNY" Campaign.
- In February 2021, the CDIO created and published a Diversity and Inclusion onboarding toolkit to provide a foundation for new employees to create a positive and inclusive work environment.
- In March 2021, the CDIO created and published an interactive online flip book to honor Women's History Month and the contributions and impact that women have made in history.
- On March 4, 2021, the CDIO's Black History Month virtual program and video, along with the Racial Awareness toolkit was featured on the Department's intranet page. These monthly features support the "We Are FDNY" Campaign.

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 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 participated in 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 participated in 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 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 participated in 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, celebrating 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 led a virtual NY Diversity Council chapter meeting segment which focused on "*From Compliance to Inclusion.*"
- As of September 2020, the CDIO and the FDNY Mindfulness Group continue to host *Mindful Mondays*, a free 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 participated in 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 Dr. 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.
- In October 2020, the CDIO and the FDNY Mindfulness Group continued to host *Mindful Mondays*, a free weekly virtual meditation practice to help reduce implicit bias to foster more racial inclusion and incorporate better self-care.
- On October 8, 2020, the CDIO led the *Black Attorney Matter Referendum Virtual Retreat on Understanding Racial Inclusion* at Hinshaw & Culbertson LLP.
- On October 14, 2020, the CDIO hosted its 10th Courageous Conversation Circle, discussing Dr. Ibram X. Kendi’s book *How to Be an Anti-Racist* and how we can combat racism together.
- On October 15, 2020, the CDIO hosted its monthly Bravest Women Talk to celebrate Hispanic and Latinx Women in honor of Hispanic and Latinx Heritage Month.
- On October 22, 2020, the CDIO’s Taskforce on Racial Inclusion break out groups presented *Initiatives to Foster Racial Inclusion* in the Department to the Fire Commissioner.
- In November 2020, the CDIO and the FDNY Mindfulness Group continued to host *Mindful Mondays*, a free weekly virtual meditation practice to help reduce implicit bias to foster more racial inclusion and incorporate better self-care.
- On November 5, 2020, the CDIO hosted its 11th Courageous Conversation Circle, discussing Ta-Nehisi Coates’ book *Between the World and Me* and how we can combat racism together.
- On November 11, 2020, the CDIO attended a conference on *Results-Based Accountability for Racial Justice*.
- On November 12-13, 2020, the CDIO participated in a virtual *Diversity and Inclusion Research Conference* hosted by the CUNY Graduate Center.

- On November 16, 2020, the CDIO participated in a Harvard Business Review webinar on *How to Be an Inclusive Leader*.
- On November 18, 2020, the CDIO and the newly certified Circle Keepers held its monthly circle training to further build community, trust, and compassion for everyone.
- On November 19, 2020, the CDIO hosted its monthly Bravest Women Talk, discussing Justice Ruth Bader Ginsburg and other women who have fought for justice.
- On November 19, 2020, the CDIO hosted a virtual movie night, featuring *RBG*, a documentary about the late Supreme Court Justice Ruth Bader Ginsburg.
- On November 20, 2020, the CDIO hosted a *Moment of Silence* during which the names of those who have died in the acts of anti-transgender violence were read.
- On December 2, 2020, the CDIO participated in the NeuroLeadership Institute's *De-escalation Briefing for Law Enforcement*.
- On December 9, 2020, the CDIO hosted its 12th Courageous Conversation Circle, discussing Ta-Nehisi Coates book *Between the World and Me* and Isabelle Wilkerson's book *Caste* and how we can combat racism together.
- On December 10, 2020, the CDIO hosted a virtual movie night, showing of *Marshall*, a film about the first African American Supreme Court Justice Thurgood Marshall and one of the first cases of his career, the *State of Connecticut v. Joseph Spell*. A restorative circle was held after the movie to discuss how his life inspired us.
- On December 17, 2020, the CDIO hosted its monthly Bravest Women Talk, "Welcoming 2021, Reflecting on 2020." Attendees celebrated moments of bravery, resilience, and compassion from 2020 and set intentions for the new year.
- In December 2020, the CDIO participated in the *Mayor's Task Force on Racial Inclusion and Equity's Vaccine Equity Subcommittee* meetings.
- On January 7, 2021, the CDIO held a circle of vigilance to process the terrorism and insurrection that we have lived through.
- On January 11, 2021, the CDIO and the FDNY Mindfulness Group held its monthly *Mindful Mondays*, a free weekly virtual meditation

practice to help reduce implicit bias to foster more racial inclusion and incorporate better self-care.

- On January 13, 2021, the CDIO hosted its 13th Courageous Conversation Circle, where we shared how we can combat racism together by engaging in Rev. Dr. Martin Luther King’s global vision of a beloved community.
- On January 14, 2021, the CDIO hosted its monthly Bravest Women Talk, focusing on “Serving, Uplifting, and Engaging with our Community” in honor of Rev. Dr. Martin Luther King’s global vision of our beloved community.
- On January 27, 2021, the CDIO and the Circle Keepers held its monthly circle training to further build community, trust, and compassion for everyone.
- On January 29, 2021, the CDIO hosted the Fire Commissioner’s Committee on Diversity and Inclusion Meeting and presented on FDNY Racial Inclusion and Equity Task Force Action Group Summaries.
- On February 8, 2021, the CDIO and the FDNY Mindfulness Group held its monthly *Mindful Mondays*, a free weekly virtual meditation practice to help reduce implicit bias to foster more racial inclusion and incorporate better self-care.
- On February 10, 2021, the CDIO hosted its 14th Courageous Conversation Circle, where we discussed Isabel Wilkerson’s Award-winning book *CASTE* and how we can combat racism together.
- On February 11, 2021, the CDIO hosted its monthly Bravest Women Talk, focusing on co-creating community through the celebration of Lunar New Year.
- On February 23, 2021, the CDIO the Vulcan Society, the African Heritage Society, and CONNECT employee resource group hosted a Black History Month storytelling celebration. This year’s topic is *Uplifting Black Stories to Build Community*. This is the first of our 2021 10-Talks (FDNY’s version of TED talks) where we discuss the ways in which our families, histories, and visions for the future connect us all.
- On March 4, 2021, the CDIO and FDNY’s CONNECT (Civilian Organized Network Nurturing Excellence, Community, and Trust) held its first virtual CONNECTION SPACE event. This monthly virtual gathering provides a variety of ways to connect with our fellow FDNY community members by hosting activities like recipe swaps, speed networking, and games.
- On March 8, 2021, the CDIO and the FDNY Mindfulness Group held its monthly *Mindful Mondays*, a free weekly virtual meditation

practice to help reduce implicit bias to foster more racial inclusion and incorporate better self-care.

- On March 10, 2021, the CDIO hosted its 15th Courageous Conversation Circle, where we discussed the impact of COVID-19 and concerns about the vaccine.
- On March 18, 2021, the CDIO hosted its monthly Bravest Women Talk, focusing on Women’s History Month to celebrate the accomplishments of women throughout the years to our culture and society.
- On March 24, 2021, the CDIO hosted its 16th Courageous Conversation Circle, where we discussed what we can do to combat racism and violence and stand in solidarity with the Asian American Pacific Islander community.

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 that 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 with the Department of Small Business Services and the Mayor’s Office of M/WBE to ensure fulfillment of City requirements.</p> <p>Additionally, FDNY awarded \$12.3 million to M/WBE vendors in FY2020, of which approximately \$5.4 million utilized the M/WBE</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 checked="" 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"/>

	<p>Noncompetitive Small Purchase Method.</p> <p>In Q2, the M/WBE Program initiatives continues to perform vendor outreach, connecting M/WBE vendors with key FDNY staff via e-mail, meeting internally to discuss all M/WBE related issues, attending virtual networking events (NYS M/WBE Virtual Forum), 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 with the Department of Small Business Services and the Mayor’s Office of M/WBE to ensure fulfillment of City requirements.</p> <p>Additionally, FDNY is in the planning phase of hosting a Virtual M/WBE Networking Event to bring together NYC certified M/WBE vendors with essential FDNY units. This event will foster the potential for new solicitations that will utilize the M/WBE Noncompetitive Small Purchase Method.</p> <p>Lastly, FDNY awarded \$2.6 million to M/WBE vendors in the first quarter of FY2021, of which approximately \$616,000 utilized the M/WBE Noncompetitive Small Purchase Method.</p> <p>In Q3, the M/WBE Program Unit continued to perform vendor outreach, connecting M/WBE vendors with key FDNY staff virtually, meeting internally to discuss all M/WBE related issues, 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</p>				
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	<p>Business Services and the Mayor’s Office of M/WBE to ensure fulfillment of City requirements.</p> <p>Additionally, FDNY co-hosted a Multi-Agency Virtual M/WBE Networking Event, in which we featured our How to do Business with the FDNY presentation and highlighted current opportunities for all the attending NYC certified M/WBE vendors. This event fostered the potential for new solicitations that could utilize the M/WBE Noncompetitive Small Purchase Method. This event was held on April 22, 2021, and FDNY partnered with the Department of Sanitation (DSNY), the Department of Correction (DOC), and the Department of Citywide Administrative Services (DCAS).</p> <p>Lastly, FDNY’s M/WBE Utilization Rate was 51% compared to the Citywide Rate of 22% at the end of the second quarter. This means FDNY awarded \$7.1 million to M/WBE vendors in the second quarter of FY2021, of which approximately \$2.8 million utilized the M/WBE Noncompetitive Small Purchase Method.</p> <p>The CDIO will work closely with the M/WBE Officer to ensure that the Department continues to procure goods and services from M/WBE businesses.</p>				
<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.</p>	<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. 	<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 checked="" 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"/>

	<p>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.</p>				
<p>Develop, maintain and expand youth workforce initiatives which provide pipelines into employment with the FDNY.</p>	<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 Explorers PROGRAM:</p> <ul style="list-style-type: none"> • During the pandemic, the Explorers Program was suspended in its in-person form. The Department is currently exploring the use of virtual Post meetings. At the time of in-person suspension, the Department operated 8 active Exploring posts throughout the five boroughs with more than 150 active Explorers. • 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> <ul style="list-style-type: none"> • The FDNY Youth EMS Academy, a New York State EMT Basic Certification course, completed two cohorts in 2020: • WEMSA 20: 35 youth completed the program and earned their New York State Certification 	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

	<ul style="list-style-type: none"> • SEMSA 20: 21 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 • In 2021, the FDNY plans on running 3 cohorts of our Youth EMS Academy: Winter Youth EMS Academy Class of 2021 (WEMSA 21), Summer Youth EMS Academy (SEMSA 21), and Fall Youth EMS Academy (FEMSA 21). <ul style="list-style-type: none"> ○ WEMSA 21: Began in January 2021 with 20 enrollees ○ SEMSA 21/FEMSA 21: Recruitment process begins in March 2021. <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. The timeline for the start of the program is contingent on the scheduling of the next promotional Firefighter exam, which remains to be determined. <p>FDNY YOUTH ALUMNI EMPLOYED BY THE FDNY:</p> <ul style="list-style-type: none"> • 100 hired by the FDNY 				
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	<ul style="list-style-type: none"> ○ 24 promoted to Firefighter ○ 3 promoted to Paramedic ○ 73 serve as FDNY EMTs 				
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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, Q2, and Q3 of FY 2021 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Diversity, Equity, 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 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.
- For 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.

- Between September and December 2020, the CDIO served on the Mayor’s Taskforce for Racial Inclusion and Equity Stakeholder Sub-Committee; Undoing Racism for Executive Leadership; the Restorative Leadership Roundtable; and Hidden Water, an organization that provides training for crucial conversations and how to move from harm to healing.
- Fire Prevention Week occurred October 4-10, 2020. Over 30 tabling events were coordinated throughout NYC and promoted via community/elects email blasts and social media. As part of Fire Prevention Week, Fire Safety Education worked with the FDNY Foundation and Office of Public Information to coordinate a virtual event at the Fire Zone for youth on October 5. The event was successful which resulted in over 3,500 NYC students viewing.
- On October 5, 2020, the CDIO led a Positive Motivation Workshop with Sharon Salzberg to discuss her new book *Real Change*, focusing on positive change, justice, and healing for the world. It was hosted by the NYC Bar Association.
- On October 8, 2020, the CDIO won a *2020 Diversity and Inclusion Champion Award* from the NYC Bar Association for outstanding service at FDNY and as part of her dedication to diversity, equity, and inclusion in general.
- On October 24, 2020, the CDIO led a workshop for *Black Girls Smile* to discuss racial justice, healing, and creativity for youth.
- Fire Safety Education (FSE) has coordinated various tabling events for the week leading up to Daylight Saving Time (November 1) October 26-31, as part of the Change Your Clock, Change Your Batteries initiative. Additionally, for this campaign, Fire Safety Education worked with OPI and Intergovernmental Affairs to create a PSA including all Borough Presidents. PSA is scheduled to be aired on www.fdnysmart.org/connect on Monday October 26.
- Since the beginning of the pandemic, FSE has worked with OPI to transition to a digital platform by creating videos and PSAs on all topics relating to residential fire safety. Since March, the unit has developed over 19 videos, and is continuing to generate content. Since March, all Fire and Life content has had a reach of 12,696,229, this includes the website and social media. The following is the content that was created:
 - Know Your Building Type
 - Working Smoke/CO Alarms Save Lives
 - Practicing Fire Safety in the Kitchen
 - Planning and Practicing Your Escape Plan
 - Common Causes of Electrical Fires
 - General Residential Fire Safety Preparedness Instructional Video

- Cooking Safety PSA
 - Smoke/CO Alarms PSA
 - Escape Plan PSA
 - Stop, Drop, Roll, Cool and Call PSA
 - FDNY Activity Book Instructional Video
 - Fire and Life Safety Presentation for School Kids Instructional Video
 - Firehouse Tour
 - EMS Station Tour
 - Top 10 Safety Tips PSA
 - Fire Prevention Week for Kids Video
 - Five Boroughs Change Your Clock, Change Your Batteries PSA (with Borough Presidents)
 - Thanksgiving Safety PSA (To be released November 26)
 - Winter/Holiday Safety PSA (In development)
- For the October 2020 Civility Challenge, employees were asked what challenges they faced when accepting a subtle verbal and non-verbal no from others to help enhance a more civil, supportive, and inclusive work environment.
 - On November 8, 2020, the CDIO participated in Verna Meyer’s program on Reesma Menakem’s Racial Healing and Trauma event.
 - For the November 2020 Civility Challenge, employees were asked to share ways in which they accept and give praise to their colleagues and to those in their community. This is an ongoing monthly initiative to help enhance a more civil, supportive, and inclusive work environment.
 - For the December 2020 Civility Challenge, employees were asked how they shift their focus at work to the positive rather than complaining. This is an ongoing monthly initiative to help enhance a more civil, supportive, and inclusive work environment.
 - From January – March 2021 (ongoing), the CDIO participated in the Mayor’s Taskforce on Racial Inclusion and Equity’s Vaccine Equity Subcommittee.
 - From January 2021 – March 2021 (ongoing), the CDIO participated in the Visioning Bear Intertribal Coalition to strengthen circle keeping skills.
 - For the January 2021 Civility Challenge, employees were asked in what ways do you keep yourself accountable for returning the favors

you ask of others. This is an ongoing monthly initiative to help enhance a more civil, supportive, and inclusive work environment.

- For the February 2021 Civility Challenge, employees were asked how does being agreeable relate to decisions we make in the work environment. This is an ongoing monthly initiative to help enhance a more civil, supportive, and inclusive work environment.
- On February 16, 2021, the CDIO along with members from other units in the Department, had our first session with E045 NYC Results for Racial and Social Equity Program. As part of EO45, all agencies and offices are required to (1) assess key practices, procedures, and policies for opportunities to advance equity, and (2) develop and implement actions that are intended to produce greater equity in areas relevant to the agency's or office's mission.
- On February 17, 2021, the CDIO along with members from other units in the Department, had our second session with E045 NYC Results for Racial and Social Equity Program as set forth above.
- On February 22, 2021, the CDIO participated in Yale School of Management's Fostering Inclusion and Diversity three-week virtual certificate program. This program provided practical tools and approaches to identify and reduce implicit bias by recognizing the impacts it has on self, others, groups and systems. This course incorporated a learning-by-doing approach that teaches how to lead yourself and others more inclusively. The course provided opportunities to share best diversity and inclusion practices with peers and with Professors Amy Wrzesniewski and Heidi Brooks of Yale University.
- On February 23, 2021, the CDIO along with members from other units in the Department, had our third session with EO45 NYC Results for Racial and Social Equity Program as set forth above.
- On February 24, 2021, the CDIO participated in a live virtual program with Professor Wrzesniewski from Yale's Fostering Inclusion and Diversity program. The session was comprised of executives from a range of participating companies. The session was designed to inspire greater interaction and networking with faculty as well as a community of executives across industries, functions, and geographies.
- On February 26, 2021, the CDIO hosted restorative healing circles for the Mayor's Taskforce on Racial Inclusion and Equity members.
- For the March 2021 Civility Challenge, employees were asked what is the best way to apologize or make amends. This is an ongoing monthly initiative to help enhance a more civil, supportive, and inclusive work environment.
- In March 2021, the CDIO participated in Story2's Storyboard workshops, which covered ways to cultivate more engaging storytelling and story writing skills.

- On March 1-5, 2021, the CDIO participated in DCAS's 2021 HR/EEO Conference. This year's conference covered topics that were relevant to work performed by the City's HR, EEO and Diversity, Equity and Inclusion community, and support our collective professional development. The focus of the 2021 *Our Common Ground* conference was the, "*The Transformative Workplace.*" We tackled topics that highlight how COVID-19 and race/social justice issues have transformed how/where we work, how we engage, and how we support our clients – the City's workforce.
- On March 5, 2021, the CDIO on behalf of FDNY won DCAS's 2021 HR/EEO Conference Innovation Award for our Inclusive Culture Strategy. This *Innovation Award* recognizes sustainable programmatic creativity and strategic transformation at the agency-level.
- On March 9, 2021, the CDIO participated in a live virtual program with Professor Brooks from Yale's Fostering Inclusion and Diversity program. The session was comprised of executives from a range of participating companies. The session was designed to inspire greater interaction and networking with faculty as well as a community of executives across industries, functions, and geographies.
- On March 9, 2021, the CDIO along with members from other units in the Department, had our fourth session with EO45 NYC Results for Racial and Social Equity Program as set forth above.
- On March 22, 2021, the CDIO along with members from other units in the Department, had our fifth session with EO45 NYC Results for Racial and Social Equity Program as set forth above.
- Throughout March 2021, FSE coordinated several citywide tabling events specifically in communities most impacted by fire injury/death. Tabling events occurred March 8-13. At these events, fire safety educators registered New Yorkers for smoke/co alarm installation appointments and provided safety literature. FDNY also developed PSAs highlighting safety tips explaining the importance of having working smoke alarms in the top 10 LEP languages
- On March 26, 2021 FDNY Fire Safety Education coordinated a safety campaign in conjunction with Fire Operations and Citywide Jewish Community Leaders to enhance safety during Burning of the Bread. FDNY Fire Safety Education coordinated various tabling events and disseminated educational literature/resources at burning sites.

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 study and schedule themselves for the Paramedic Screening exam held in December 2020. • Eligible members were encouraged to file for the Fire Captain exam in July 2020. <p>ORR and HR also actively engage 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> <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</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 checked="" 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"/>

	opportunities.				
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> <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 FY2021. Events included the following partnerships:</p> <ul style="list-style-type: none"> • John Jay College (10/1/20, 11/23/20) • Kingsborough Community College (10/6/20) 	<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 checked="" 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"/>

	<ul style="list-style-type: none"> • Borough Manhattan Community College (10/7/20, 11/16/20) • Queens Borough Hall- Economic Development (10/7/20, 10/28/20, 11/18/20, 12/9/20) • Brooklyn College Career Center CUNY (10/16/20, 11/20/20) • Hostos Community College (10/23/20, 11/10/20, 11/18/20) • Bronx Community College (10/29/20, 11/17/20) • Berkeley College (11/4/20, 11/6/20, 11/19/20) • Brooklyn Community Board 3 (11/7/20) • New Hope Family Worship Center (11/9/20) • High School for Health Professionals (11/18/20) • Monroe College (11/19/20) • DCAS (11/19/20) • NY Job Corps (11/25/20) • NE-MARSG, US Army Reserve Center (12/9/20) <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 Q2 programming included the following:</p> <ul style="list-style-type: none"> • Firefighter Candidate Mentorship Program- Resumed in September 2020 				
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	<p>after a budgetary hiatus between April and mid-September. Q2 totals: 30 Senior Mentors, 457 Mentors and 1,636 Mentees</p> <ul style="list-style-type: none"> • Firefighter Fitness Awareness Program- In person programming for Q2 of FY21 continued to be suspended due to Covid-19. • October through December 2020: Five web conferences were held for Firefighter candidates that discussed fitness preparation for the Fire Academy. • EMS Trainee- 178 EMS Trainees graduated on October 23, 2020. • Probationary EMT Academy (PES)- 179 Probationary EMTs join the EMS Academy on October 29, 2020. • EMS Physical Agility Test Preparation- 33 sessions were held in Q2 of FY21. A total of 328 candidates participated. • Virtual Candidate Information Sessions- Two virtual sessions were held to prepare PES candidates for the October Academy class. A total of 137 candidates participated. <p>In addition to ORR’s daily recruitment services via email, phone and social media, ORR participated in various virtual recruitment events during Q3 of FY2021. Events included the following partnerships:</p> <ul style="list-style-type: none"> • Borough Manhattan Community College (1/14/21, 3/25/21) • Alternative Pathways for Post Secondary Success (1/27/21) • Jill Chaifetz Transfer School/Bronx Works (2/10/21) 				
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<p>Firefighter Attritional Mitigation</p>	<ul style="list-style-type: none"> • Bronx Community College (2/11/21) • Hillcrest High School (2/23/21) • Chelsea CTE HS Career Fair (2/24/21) • NYC Outward Bound (2/25/21) • St. John’s University & LIC High School (2/25/21) • Manhattan Transition and College Career Access (3/2/21) • Bronx Design & Construction Academy (3/9/21) • Berkeley College Health Fair (3/10/21) • Kingsborough Community College (3/10/21) • Brooklyn Transition & College Access (3/10/21) • Berkeley College Justice Legal Career Fair (3/11/21) • New Dorp High School (3/16/21) • Facing History School (3/19/21) • Erasmus Hall High School (3/24/21) • The Renaissance Charter H.S for Innovation (Women’s Non-Traditional Career Fair (3/24/21) • Chinatown Manpower Project (3/25/21) • Brooklyn College (3/26/21) <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 Q3 programming included the following:</p>				
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<p>Emergency Medical Services Attrition Mitigation</p>	<ul style="list-style-type: none"> • Firefighter Candidate Mentorship Program (FFCMP)- Resumed in September 2020 after a budgetary hiatus between April and mid-September. Q3 totals: 30 Senior Mentors, 457 Mentors and 1,636 Mentees. • Mentor Time Tracking Application- Is currently under development. The application will be used to record and track interactions between Mentors and Mentees, meeting locations, interaction frequency and duration. Data collected will give ORR the ability to identify best practices contributing to the successful graduation of non-traditional Firefighter candidates as well as improve time tracking for timekeeping and payroll. • Firefighter Fitness Awareness Program (FAP)- In preparation for a May 2021 Probationary Firefighter Class of 150 candidates, in person fitness assessments resumed in February 2021. 93 Firefighter candidates eligible for the May 2021 class participated in FAP. <p>Virtual Candidate Information Sessions- Four virtual sessions were held to prepare Firefighter candidates for the May Academy class.</p> <ul style="list-style-type: none"> • Probationary EMT Academy (PES)- 54 Probationary EMTs joined the EMS Academy on 3/30/21 • Medic Basic- 80 EMTs joined the Medic Basic Academy on 2/8/21 • EMS Physical Agility Test Preparation- 57 sessions were held in Q3 of FY21. A total of 512 candidates participated. 				
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<p>Candidate Portal</p>	<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, and 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.</p> <ul style="list-style-type: none"> • 3,263 Firefighter candidates have utilized the Candidate Portal as of April 28, 2021 <p>The Department is in the planning stages to expand the Candidate Portal to support EMS candidates as well.</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"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p>
<p>Structured Interviewing and Hiring Practices</p>	<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>	<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</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input checked="" 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"/></p>
<p>Job Postings</p>	<p>The Department continues to advertise job postings through NYC Careers, FDNY website, employee bulletins, and advertisements, JoinFDNY social media channels, employment periodicals, LISTSERVs, and directly with professional associations.</p>	<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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p>

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 0 participants left the program due to [state reasons] n/a.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] n/a.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.
 During the 3rd Quarter 0 participants left the program due to [state reasons] n/a .

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

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
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	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. 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	<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 checked="" 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"/>

	<p>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.</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>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"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <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"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></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</p>	<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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/></p>

	Officer and hiring supervisors will develop action plans to eliminate any identified adverse impact.				
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 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"/>
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 the 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 checked="" type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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 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"/>
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:	# of Vacancies	# <u>11</u>	# <u>132</u>	# <u>12</u>	# _____
	# of New Hires	# <u>183</u>	# <u>180</u>	# <u>65</u>	# _____
	# of New Promotions	# _____	# <u>1</u>	# <u>113</u>	# _____

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

<input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. Q1 <input checked="" type="checkbox"/> Q2 <input checked="" type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 <input type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> 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://mspwwa-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.

<i>Describe any follow-up measures taken to address the results of the climate survey:</i>
In Q2, the FDNY has deployed a Department-wide information campaign informing its members of the climate survey and encouraged them to participate. 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 EEPD 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 the audit recommendations by NYC EEPC or the other auditing agency.

See attached EEPC 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 Q2 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" 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. Darius Dorsett	Lieutenant	100%	Darius.Dorsett@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
EEO Analyst	Evan Fein	Staff Analyst I	100%	Evan.Fein@fdny.nyc.gov	(718) 999-1725
Executive Assistant	Aisha Emanuel	Clerical Associate IV	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** **3rd 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 CELLSSAVE THIS FILE UNDER THE NAME: **[AGENCY ACRONYM] Quarter X FY 2021 DEEO TRAINING SUMMARY**SUBMITTED BY [TITLE]: **Hilit Tolani, Deputy Directors EEO**DATE SUBMITTED: **5/4/2021** E-MAIL: **Hilit.Tolani@f** TEL #: **718-999-1446**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	12159	6742	0	37449

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	0	5120	3718	5191	0	14029
1. EEO Awareness	0	2	1758	345	0	2105
Administered by DCAS [Copy data from DCAS Learning & Development report]		2	1758	304		2064
Administered by Agency		0	0	41		41
2. D&I "Everybody Matters"	0	1	99	0	0	100
Administered by DCAS [Copy data from DCAS Learning & Development report]		1	99			100
Administered by Agency		0	0			0
3. lgbTq: The Power of Inclusion	0	2	82	0	0	84
Administered by DCAS [Copy data from DCAS Learning & Development report]		2	82			84
Administered by Agency		0	0			0
4. Sexual Harassment Prevention	0	5115	1778	4846	0	11739
Administered by DCAS [Copy data from DCAS Learning & Development report]		1,973	1602	303		3878
Administered by Agency		3,142	176	4543		7861
5. Disability Etiquette	0	0	1	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report]		0	1			1
Administered by Agency		0	0			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	8441	1551	0	23420
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	176	52		228
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED		0	0			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	45	85		229
9. Other Diversity/EEO Related	Specify topic:	Social Media				
TOTAL PARTICIPANTS TRAINED		10,416	3481	568		14465
10. Other Diversity/EEO Related	Specify topic:	LGBT				
TOTAL PARTICIPANTS TRAINED		99	45	85		229
11. Other Diversity/EEO Related	Specify topic:	Courageous Conversations on Racial Inclusion				
TOTAL PARTICIPANTS TRAINED		53	27	29		109
12. Other Diversity/EEO Related	Specify topic:	Mindfulness Group Leadership Training				
TOTAL PARTICIPANTS TRAINED		65	40	21		126
13. Other Diversity/EEO Related	Specify topic:	Courageous Conversations for Women				
TOTAL PARTICIPANTS TRAINED		20	23	31		74
14. Other Diversity/EEO Related	Specify topic:	Certified Circle Keepers Training				
TOTAL PARTICIPANTS TRAINED		12	29	12		53
15. Other Diversity/EEO Related	Specify topic:	Authentic Trust Training				
TOTAL PARTICIPANTS TRAINED		2,664	4,575	668		7907