

**LAURA KAVANAGH**  
Fire Commissioner

# **Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan**

## **Fiscal Year 2024**

### **FDNY**



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## **I. Commitment and Accountability Statement by the Agency Head**

The Fire Department of the City of New York ("FDNY" or "Department") is committed to upholding and promoting the values of diversity, equity, and inclusion, as well equal employment opportunity throughout the Department as a whole. As we move forward under my administration, the cornerstone of my vision is the continual commitment to making progress to foster diversity, and to use our existing talent to innovate and expand upon existing public safety.

Our biggest strength as an agency is our people, and under my leadership, I am dedicated to expanding the opportunities available to our personnel, including professional development, mentorship and coaching discussions for all those that make up our Department: Fire, EMS, and Civilian.

Our Chief Diversity and Inclusion Officer (CDIO) and the Assistant Commissioner of Equal Employment Opportunity (EEO) are integral members of my Senior Staff. As such, they are included in critical decision making and strategic planning, supporting me in my effort to identify, understand, and capitalize on opportunities to create positive change within the FDNY. Additionally, the Office of Diversity and Inclusion, and the EEO Office, will continue to serve as resources for all FDNY members. Employees are encouraged to contact both offices with questions, concerns, or recommendations. The Department provides multiple avenues, through the EEO and DEI offices to ensure that the EEO policy and other related legal mandates are observed and practiced. And, through the presence of our Diversity Advocate, our probationary firefighters have an opportunity to get connected with the resources they need to feel supported throughout their journey.

Likewise, I will continue to work closely with the myriad of Bureaus and Units which help to support and expand upon our diversity and inclusion efforts at the Department. This includes not only the Office of Diversity and Inclusion and the EEO Office, but also the Chief of Department, Office of Recruitment and Retention (ORR), the Office of Youth Workforce and Pipeline Programs (Youth Workforce), Minority and Women-Owned Business (MWBE), Human Resources, and the Office of Community Affairs. Each of these units play an integral part of supporting our members and the FDNY mission.

Furthermore, our success within our DEI initiatives is a direct result of the advocacy and input from our affiliated organizations that represent under-represented populations. My strategy moving forward is to continue this successful model.

From the newest probationary Firefighters and EMTs, to the department's top leadership the FDNY recognizes the need for diverse voices, unique perspectives, and representation; and is committed to equality and creating moments to hear every voice. The trust that first responders have amongst each other, and their bond with the community, is critical. Our



success as a department is a result of exemplary teamwork, compassion for each other, and a shared commitment to protect all life and property in NYC.

X This statement is the same as last year.

X This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2023) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. Add additional lines as needed.]

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Facilitated our inaugural Affiliated Organization Summit at the Fire Museum, bringing together representatives from all of our Affiliated Organizations, to network, collaborate, share ideas, and challenges.

1. Bravest Football Alumni Association
2. Bravest Football Club Inc.
3. Company Officers Association
4. CONNECT (Civilian Resource Group)
5. FDNY African Heritage Society
6. FDNY American Legion Post 930
7. FDNY Barbell Club
8. FDNY Bravest Baseball Team ("NY Bravest Baseball")
9. FDNY Bravest Boxing Team
10. FDNY Columbia Association
11. FDNY Dragons
12. FDNY Emerald Society
13. FDNY Emerald Society Pipes And Drums
14. FDNY EMS Pipes And Drums
15. FDNY Gaelic Football Club
16. FDNY Grappling

17. FDNY Hellenic Society
18. FDNY Hispanic Society
19. FDNY Holy Name Society
20. FDNY Honor Legion
21. FDNY Islamic Society
22. FDNY Marine Corps Association
23. FDNY Ner Tamid Society
24. FDNY Phoenix Society Association Of NYC
25. FDNY Pulaski Association
26. FDNY Fire Rollin MC
27. FDNY Running Club
28. FDNY St. George Association
29. FDNY Staten Island Retirees
30. FDNY Steuben Association
31. FDNY Triathlon Team
32. FDNY Vikings
33. FDNY Women's Benevolent Association
34. Fire Bell Club Of New York
35. Firefighters For Christ FDNY
36. Fireflag / EMS
37. Honorary Fire Officers Association, FDNY
38. Humble Heroes Of FDNY
39. NYC Fire Riders Motor Cycle Club
40. NYFD Rifle & Revolver Association
41. NYS Honorary Fire Chiefs Association Inc.
42. Retired Members Association Fire Dept. NYC
43. S/Sgt. Christian Engeldrum FDNY Vfw Post #12033
44. United Retired Firefighters Association Of NYC
45. United Women Firefighters Association ("UWF")
46. Vulcan Society
47. FDNY Caribbean Society
48. Firefighter's Cycle Club
49. FDNY Special Needs Group

2. Launched the 3rd poster of the WE ARE FDNY campaign showcasing a diverse representation of the Department's members, in numerous positions across the organization; ; posters displayed in all FH's, EMS stations and other FDNY locations; with QR code links to interviews with all members on the poster as a storytelling initiative.

3. Published an informational article on National Disability Employment Awareness Month in the Insider.

4. Co-sponsored Teamsgiving potluck in collaboration with CONNECT [civilian affiliated organization].

5. Published a Hispanic Heritage Month educational quiz contest.

6. Organized a meet and greet breakfast for all Affiliated Organizations' leadership with Deputy Commissioner/Chief Diversity and Inclusion Officer Dr. Kwame Cooper, and the CDIO team.

7. Creation of first agency-wide Quiet room at FDNY Headquarters as a religious diversity and wellness initiative

7a. This also inspired a collaboration with Fleet Services, who opened up a second quiet room for personnel in Long Island City.

8. MLK Jr. Weekend of Service offered several opportunities for The Department to participate in community service across each borough, in addition to donating supplies to asylum seekers & migrants and collaborating with Hunger Free America to canvas Downtown Brooklyn to hand out information regarding fire safety/prevention, COVID, and accessing local e financial resources.

9. Published a Black History Month Educational quiz contest.

10. Co-hosted ceremony for naming of the FDNY headquarters auditorium after the first African American Fire Commissioner Robert O. Lowery.

11. Partnered with Phoenix Society to have FDNY attend for the first the Annual Sikh Day Parade in its 35<sup>th</sup> year.

12. Co-sponsored Asian American Pacific Islander (AAPI) Heritage month celebration and educational dance performance in collaboration with The Phoenix Society.

13. Co-hosted Mental Health Awareness/Wellness Event at FDNY headquarters with Counseling Services Unit (CSU).

14. Hosted Pride Celebration and Trivia Night commemorating Pride Month with attendance from multiple city agencies.

15. Celebrated Juneteenth through a partnership with Plymouth Church, which was a part of the Underground Railroad.

### **Training:**

- **Unconscious Bias:** Conducted live in-person training provided at Fire Academy and EMS Academy to each probationary class. (Approximately 1200 members)
- **LGBTQIA+:** Conducted live training provided at Fire Academy and EMS Academy to all probationary classes, (Approximately 1150 members)
- **Inclusive Leadership training:** Conducted live training provided to FDNY Officers Management Institute (FOMI) classes and Fire Academy Instructor Orientation (Approximately 65 members)

### III. Workforce Review and Analysis

**Please provide the total agency headcount as of 6/30/2023**

**Total Headcount: 17,203**

[This figure is available on the total line for your agency in the FY 2023 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2023. The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability. To do this analysis, look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

1. [Look at titles where pay disparity exists and salaries vary within the same title when compared by years of service. Also conduct a comparison of women and racial or ethnic minority group members.]

The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

X NYCAPS Employee Self Service (by email; strongly recommended every year)

X Agency's intranet site

X On-boarding of new employees

☐ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

X In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

3. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

**[Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

X The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

**Agency Head**

☐ Quarterly ☐ Semi-Annually X Annually ☐ Other \_\_\_\_\_

**Human Resources**

☐ Quarterly X Semi-Annually X Annually ☐ Other \_\_\_\_\_

**General Counsel**



☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Other (\_\_\_\_specify)**

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other \_\_\_\_\_

- X The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## **IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024**

[State below the central goals of your strategy for FY 2024 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

### **1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.**

#### **❖ Workforce:**

- [Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

The Department remains committed to its vision, mission and goals for diversity, equity and inclusion which include providing candidates with an equal opportunity to join FDNY, creating and sustaining a culture where all employees are provided the tools they need to succeed and connecting with the diverse communities we serve.

We continuously work with the Department of Citywide Administrative Services (DCAS) on civilian recruitment efforts including agency spotlights, inclusion of job postings in Citywide newsletters and job fair participation. We also work with internal communications on social media postings and recruitment and within HR; we have advertisements on LinkedIn and Indeed with job openings.

The Assistant Commissioner of HR is FDNY's Chief Workforce Officer and participates in the Mayor's Office Talent Interagency Cabinet Meetings strategizing to ensure that opportunities are communicated and provided to NYC residents, particularly in underserved communities.

FDNY also participates in city youth apprenticeship and summer youth employment programs all aiding to create a diverse applicant pool in the future. For retention efforts, FDNY reviews anonymous exit interview data and provide internal and external professional development courses around soft skills and managerial skills and specific to employees needs for their occupation. We advertise job opportunities allowing and encouraging internal candidates to apply and offer career counseling services within Human Resources.

❖ **Workplace:**

- [Workplace goals have to do with inclusion, workplace culture, and employee activities.]
- The Department's goal is to help create and maintain a positive and supportive work environment for all its employees with collaboration from all units/bureaus.
- The EEO Office seeks to prevent and remedy discrimination in all FDNY workplaces. This will be accomplished by promoting a professional workplace in which each employee is treated with dignity and respect and has an equal opportunity to contribute to the mission of the FDNY. This will be accomplished through a multifaceted strategy that includes proactive advice and counsel at all levels of command, training, access to EEO related information and messaging, investigations of EEO violations, and the reasonable accommodation program.

❖ **Community:**

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

Community investment and education is the foremost fire prevention strategy. With this precept in mind, Community Affairs continued to strategize new methods of engagement to ensure a continuity in outreach. In the upcoming fiscal year 2024 fiscal year the FDNY participated in and facilitated the following community events:

Throughout the Summer of 2023, the FDNY conducted the 7<sup>th</sup> annual Summer Block Party initiative. To assist in outreach efforts and to bolster community relations. Five firehouses were

selected throughout New York City and will serve as locations for community-based block party events. Coordinated activities included entertainment and education with the goal of achieving the following,

- Educating New York City communities on careers within Fire Suppression and Emergency Medical Response to support Department efforts in diversifying Firefighter ranks
- Enhance fire safety and emergency preparedness education for youth, senior citizens, disabled and ethnically diverse communities.

- Create a platform for communities to connect and identify local firehouses and members

Fire Prevention Week is scheduled for October 8- October 14. Tabling events were coordinated throughout NYC and promoted via community/elected email blasts and social media. Open House is scheduled for the weekend in which the over 200 firehouses open their doors and residents can learn about the critical life-saving work done by fire operations through apparatus tours and demonstrations of equipment, and fire and life safety information.

Fire Safety Education will continue the digital media team and school aged children to be featured in the FDNY Smart. Fire safety education unit is working with the Department of Education to establish a resource portal for administrators to access existing fire safety education curriculum, and formalize opportunities to increase Fire safety presentations in schools. Additionally, the Department is developing animated content to strengthen existing curriculum for Grades K-3.

FDNY in partnership with Administration of Children Services and American Red Cross is coordinating digital fire safety training for frontline child welfare staff. In this partnership workers learned how to examine homes for potential fire hazards and refer families for smoke alarm installations.

Through partnerships with the Department of Youth and Community Development, Department for the Aging, Department of Education, and several community-based organizations, FDNY plans to bolster safety trainings and alarm installation efforts throughout communities.

Community affairs works continuously to amplify lithium-ion battery safety messaging and best practices. Community Affairs worked with FDNY Digital and Social Media team to transition to educational content on a digital platform by creating videos and PSAs on topics relating to residential fire safety. Specifically creating new PSAs for lithium-ion battery safety messaging.

Similar to fire safety education, throughout 2023 CPR trainings were held both in person and virtually. The program equips New Yorkers with the skills to act in the event of cardiac arrest by offering free instruction across the five boroughs. The program, taught by certified FDNY EMS personnel, has successfully trained more than 50,000 New Yorkers in compressions-only CPR. The unit surpassed its CY21 annual goal of training over 2,500 New Yorkers in bystander CPR.

In CY24, the following activities will be carried out in support of the program:

CPR/ AED Awareness week June 1- June 7, Mobile CPR Training Unit will be coordinating a special educational campaign aimed at getting more New Yorkers to learn hands-only CPR. During this week we will facilitate a virtual CPR training for middle school and high-school students throughout the city.



FDNY Community Affairs continued to work with the NYC Department of Education and NYPD to coordinate high school- based outreach.


## **M/WBE**

In Fiscal Year 2024, FDNY's M/WBE Program will continue to perform its exemplary work to promote its M/WBE Program initiatives, the following list our recent accomplishments and initiatives

- FDNY Vendor Outreach:
  - FDNY continues to utilize the M/WBE Noncompetitive Small Purchase Methods, up to \$1mil, implementing the Recovery for All Initiative and working closely with the Department of Small Business Services
  - FDNY has presently instituted an extra layer outreach where all contracts up to \$1mil for goods, professional services, standard services, and construction are being advertised on FDNY contracting page. Furthermore, we have executed searching the SBS Online Directory for all M/WBE vendors with identical NIGP codes and requesting the M/WBE vendors if interested to submit an Expression of Interest. This will increase the number of M/WBE vendors, thereby ensuring a productive procurement process
- FDNY M/WBE Utilization Rate Data – FY23 (July 1, 2022 – June 30, 2023)
  - FDNY's M/WBE Utilization Rate has continued to be above average at 47%, as compared to the Citywide average of 28%
- FDNY's Internal M/WBE Database
  - This database is essential to our procurement process. It lists all the M/WBE vendors we have come in contact with for almost 10 years, the list has grown to over 1100 M/WBE vendors and its available to all FDNY staff via the intranet to help fulfill their procurement needs
- FDNY Training
  - The M/WBE Unit is in engaged in training and providing guidance to all FDNY bureaus, the new initiatives coming from the Office of M/WBE and newly appointed, Chief Business Diversity Officer, Michael Garner
- FDNY attends all M/WBE related meetings/events
  - FDNY is committed to attending all CBDO M/WBE CompStat Meetings & Non-Construction Agency Focus Groups. At these meetings we discuss all M/WBE related issues, review the data for all agencies from the previous quarters and share best practices
  - Internally, FDNY's M/WBE Unit meets regularly with the M/WBE Fire Officer/Agency Chief Contracting Diversity Officer, Agency Chief Contracting Officer and First Deputy ACCO to discuss all M/WBE related issues.
  - Additionally, we will be meeting on a regular basis to update the Fire Commissioner on all issues

- Networking Events:
  - MOC's - Mayor's Office of Contract Services Queens Business Mixer – Aug. 9, 2023
  - DDC - 2023 NYC DDC M/WBE Networking Event – Sept. 13, 2023
  - SBS - 2023 Citywide MWBE Procurement Fair – Oct. 2, 2023
  - LaGuardia Business Services - Fall 2023 Building Bridges for Diversity Government & Business Expo – Nov. 3, 2023
- FDNY application of M/WBE Utilization Goals
  - We are placing Utilization goals on all applicable contracts and monitoring contract compliance
  - Where possible FDNY contract staff has de-bundled large contracts to increase the ability for M/WBE vendors to competitively bid on all service contracts

In conclusion, FDNY will strive to excel in all areas of the M/WBE Program. We will continue to meet internally and discuss issues, share initiatives wherever possible, continue to train all personnel on M/WBE processes, communicate with all NYC certified M/WBE vendors to assist them with creating contracts that will aid NYC and promote the M/WBE Program.

 This is preliminary data not yet finalized

### **Youth Workforce & Pipeline Programs**

The FDNY continues to expand our youth workforce initiatives that provide pipeline opportunities into the Department.

- **FDNY Captain Vernon A. Richard High School (FDNY High School):**
  - Students at the FDNY High School can take a **4-year FDNY-specific curriculum track** including **Firefighter 101** (9<sup>th</sup> Grade), **Fire Science & Emergency Management** (10<sup>th</sup> Grade), **EMS 101** (11<sup>th</sup> Grade), and **FDNY Prep** (12<sup>th</sup> Grade). FDNY Administrators, Firefighters, Paramedics and EMTs serve as Instructors for these programs and provide both academic and hands-on instruction.
  - The FDNY also runs an **FDNY Exploring Post** and the **FDNY Robotics Team** on the Thomas Jefferson Campus, home of the FDNY High School.
  - The FDNY runs **Youth Leadership Academies** throughout the year that focus on classroom Leadership Curriculum and drills and Physical Training. This discipline driven program currently holds 4 cohorts throughout the year: **Summer Leadership Academy** in August, a **Weekend Leadership Intensive** in the Fall, the **Mid-Winter Leadership Academy** in February, and the **Spring Leadership Academy** over the spring break. In addition, the FDNY holds **monthly Leadership**

**Luncheons** at the FDNY High School where FDNY Drill and Classroom Instructors continue to mentor the participants in our Leadership Academies and provide lunch for the students.

- Aligning with the Chancellor's core pillar of prioritizing wellness and nutrition, the **FDNY** also provides students with a **Fitness Instructor** who focuses on meal planning, food journals and consistent workout schedules. The **FDNY** has also added **Wellness Curriculum** to our EMS 101 Course and our FDNY Prep Course with a licensed counselor and PhD Candidate serving as the Instructor.

- **FDNY Fire and Emergency Medical Services Exploring Program (FDNY Exploring):** The FDNY Exploring Program, a division of Learning for Life under the leadership of the Boy Scouts of America, currently has 8 active Posts with more than 100 active Explorers. Explorers participate in regular Post Meetings, monthly trainings at the FDNY Fire Academy and the FDNY EMS Academy, represent the FDNY at community events and parades, and participate in extensive community service projects.
- **FDNY Youth EMS Academy (YEMSA):** YEMSA is a **New York State EMT Basic Certification Course**. Originally offered only to alumni of the FDNY High School and the FDNY Exploring Program, we have continued to expand this opportunity to **young men and women in New York City between the ages of 17 and 28**. We currently offer **5 cohorts** of YEMSA per year: Winter Youth EMS Academy (**WEMSA**), Tour 2; Summer Youth EMS Academy (**SEMSA**), Tour 2 and Tour 3, and the Fall Youth EMS Academy (**FEMSA**), Tour 2 and Tour 3. So far in 2023, 78 Youth have earned their New York State EMT Basic Certification, with the 35 students enrolled in FEMSA 23 scheduled to take the State Exam at the end of October.
  - Through the FDNY Youth EMS Academy the Department has achieved the following:
    - **566 FDNY Youth certified as New York State EMTs**
      - **162 Hired by the FDNY**
        - **Hired/Promoted to Firefighter = 28**
        - **Promoted to Paramedic = 8**
        - **Hired as EMTs = 102**
        - **Hired as EMS Trainees = 6**
        - **Hired as Fire Cadets = 18**
      - **275 Working as EMTs for Private Ambulance Companies**

- **FDNY Fire Cadet Academy (FCA):** The FDNY launched the Fire Cadet Academy in June 2023, with one hundred Fire Cadets sworn into the Academy. This two-year apprenticeship program is designed to familiarize them with the operations of the Fire Department and to provide leadership training. Cadets will receive significant classroom, field and fitness training over the course of the two (2) year apprenticeship program. FCA's goal is for Fire Cadets to take the Promotion to Firefighter civil service exam during the program with the goal of having eligible Cadets enter Probationary Firefighter School upon completion of the Fire Cadet Academy. In addition, the Fire Cadet Academy has been evaluated by the National College Credit Recommendation Service (NCCRS) of the University of the State of New York. NCCRS credit recommendation is in the lower division baccalaureate/associate degree category, 35 total semester hours distributed as: 6 semester hours in Physical Education (2 semester hours in Health Science, or Exercise Science; and 4 semester hours in Physical Education, or Health Education); 6 semester hours in Fire Science, or Fire Service Administration; 6 semester hours in Fire Protection Technology; 5 semester hours in Emergency Management; and 12 semester hours in Public Service Administration.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

We have hosted and plan to multiple events in partnership with under-represented affiliated organizations during the fiscal year focused on equity, inclusion, and race relations.

- Hanukkah Celebration in partnership with Ner Tamid affiliated organization at FDNY Headquarters.
- Dr. Martin Luther King Jr. Weekend of Service event hosted encouraging FDNY members to volunteer their time with the communities they live and work in.
- Ramadan Informational Event hosted in partnership with FDNY Islamic Society to increase awareness about FDNY members who are observing Ramadan and how members can be more inclusive and accommodating of their peers' needs.
- Supporting Pheonix Society to host an AAPI Heritage Month event at FDNY headquarters in May.

## 2.Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

## **A. Workforce**

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

**[Note:** Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

[Describe how your agency will address underutilization in FY 2024. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

FY24 marks the launch of the Firefighter recruitment campaign in preparation for a November-December 2024 Firefighter exam. The campaign will focus on recruiting the diverse members of NYC through awareness in the communities as well as marketing to NYC residents via advertising and social media. Identified interests will be encouraged to apply and sit for the exam as well as remain encouraged to stay informed, fit, and prepared for Probationary Firefighter School.

The EEO Office will review anticipated job postings to ensure that the job requirements are necessary, and job related and do not disproportionately impact potential employees from underrepresented communities.

The EEO Office will assist the CDIO to review and analyze the CEEDs reports, to identify trends and develop strategies to increase diversity in titles where there is underrepresentation.

In addition to the continuation of initiatives set forth in Section II above, the CDIO team will work with the Office of the Fire Commissioner and other stakeholders as professional development opportunities and strategy is developed for the agency.

## **B. Workplace**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage

months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Select the options that apply to your agency.]

The EEO Office will take the following steps to assure an equitable workplace:

- Issue regularly cadenced messages from senior Department leadership on different topics EEO Policy, including discrimination, retaliation, and harassment.
- Partner with the chain of command to implement EEO related directives.
- Distribute information that makes the EEO inquiry and investigation process more transparent and welcoming.
- Update FDNY training modules to ensure that they effectively engage each segment of the workforce, including EMS, Fire Operations, Fire Prevention, and other civilian bureaus.
- Provide pro-active advice and counsel to officers and supervisors on how to address incidents that implicate the EEO Policy
- Promote the use of alternative dispute resolution, including mediation, to address conflict and miscommunication in the workplace.
- Effectively capture and analyze data, including workplace related trends and complaints, to proactively identify employment related areas that require remediation.

X Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

Note: The FDNY has numerous affiliated organizations that serve a similar function as employee resource groups. CDIO supports these groups to host commemorative, heritage and/or cultural events throughout the year. The following is a list of affiliated organizations with active and retired members serving diverse members in the FDNY.

1. Bravest Football Alumni Association
2. Bravest Football Club Inc.
3. Company Officers Association
4. CONNECT (Civilian Resource Group)
5. FDNY African Heritage Society
6. FDNY American Legion Post 930
7. FDNY Barbell Club
8. FDNY Bravest Baseball Team ("Ny Bravest Baseball")

9. FDNY Bravest Boxing Team
10. FDNY Columbia Association
11. FDNY Dragons
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17. FDNY Hellenic Society
18. FDNY Hispanic Society
19. FDNY Holy Name Society
20. FDNY Honor Legion
21. FDNY Islamic Society
22. FDNY Marine Corps Association
23. FDNY Ner Tamid Society
24. FDNY Phoenix Society Association Of NYC
25. FDNY Pulaski Association
26. FDNY Fire Rollin MC
27. FDNY Running Club
28. FDNY St. George Association
29. FDNY Staten Island Retirees
30. FDNY Steuben Association
31. FDNY Triathlon Team



32. FDNY Vikings
33. FDNY Women's Benevolent Association
34. Fire Bell Club Of New York
35. Firefighters For Christ FDNY
36. Fireflag / EMS
37. Honorary Fire Officers Association, FDNY
38. Humble Heroes Of FDNY
39. NYC Fire Riders Motor Cycle Club
40. NYFD Rifle & Revolver Association
41. NYS Honorary Fire Chiefs Association Inc.
42. Retired Members Association Fire Dept. NYC
43. S/Sgt. Christian Engeldrum FDNY Vfw Post #12033
44. United Retired Firefighters Association Of NYC
45. United Women Firefighters Association ("UWF")
46. Vulcan Society
47. FDNY Caribbean Society
48. Firefighter's Cycle Club
49. FDNY Special Needs Group

☒ Agency will create a Diversity Council to leverage equity and inclusion programs

Due to Leadership transition, it took a little bit of time to set up the diversity council. The first meeting of the Diversity Council is taking place in Q3 of 2024. More meetings with all stakeholders will take place in Q4 of 2024.

☐ Agency Diversity Council is in existence and active

☐ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion



X Agency will inform employees of their rights and protections under the New York City EEO Policy

X Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

## **C. Community**

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

In FY 2024, the agency will:

X Continue or plan to promote diversity and EEO community outreach in providing government services

X Promote participation with minority and women owned business enterprises (MWBs)

☐ Conduct a customer satisfaction survey

☐ Expand language services for the public

## **V. Recruitment**

### **A. Recruitment Efforts**

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.

The FDNY advertises civil service 101 information provided by DCAS and provide its own internal civil service 101 informational web-based trainings, so employees are better informed about upcoming exams and how to take exams. HR notifies provisional employees when notice of examinations are developed for their civil service title and HR and CDIO provide Structured Interviewing and Unconscious Bias training for hiring managers to assist with the recruitment and hiring process.

## B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2024 to promote open competitive and promotion civil service exams.]

The Office of Recruitment & Retention (ORR) facilitates events to generate interest for Fire, EMS Operations, Fire Prevention and Fire Dispatch. ORR continues to utilize diverse recruitment sources to bolster efforts aimed at increasing effectiveness of diversity recruitment, including targeted recruitment efforts through partnership with NYC High Schools, NYC Colleges, Community Events, Recruiter Street Teams, Wellness & Health Events, Military & Veterans Events and Career & Job Fairs.

Those efforts continue with support programming for current Fire and EMS candidates with the goal of mitigating attrition during the extensive life of the civil service list. ORR offers programming to engage, inform, and prepare Fire and EMS candidates to successfully complete their physical exams, background investigation process and to enter the Fire and EMS Academies.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
July 1 thru June 30	Subway Events	All Boroughs
July 1 thru June 30	Career / Job Fairs	All Boroughs
July 1 thru June 30	Community Events	All Boroughs
July 1 thru June 30	Street Teams	All Boroughs
July 1 thru June 30	DMV / DOL Events	All Boroughs
July 1 thru June 30	Mall Events	All Boroughs
July 1 thru June 30	Wellness / Health Events	All Boroughs
July 1 thru June 30	Military / Veterans Events	All Boroughs
July 1 thru June 30	College / High School Events	All Boroughs
July 1 thru June 30	Women's Events	All Boroughs

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

<b>Borough</b>	<b>Approximate Dollar Amount (\$)</b>
Bronx	\$50
Brooklyn	\$250
Manhattan	\$2,000
Queens	\$900
Staten Island	\$800

### **C. Recruitment Sources**

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. NYC High Schools
2. NYC Colleges
3. EMT Certification Programs
4. Veteran Community Partnerships, Recruit Military, Veteran Connect
5. Various Partnerships with Community Organization and Political Officials
6. Online Recruitment Efforts – JoinFDNY, Social Media Handles @JoinFDNY (Facebook, Instagram, Twitter, and YouTube).

The Office of Recruitment & Retention's targeted populations includes Black, Hispanic, Asian/Pacific Islander and Women that reside in the NYC area.

### **D. Internships/Fellowships**

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2023 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2024. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship/fellowship opportunities.]

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	2		M _1_ F _1_ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F __ Non-Binary __ Other __ Unknown __
3. Summer College Interns	9		M _7_ F __ Non-Binary __ Other _2_ Unknown __
4. Summer Graduate Interns	2		M _1_ F __ Non-Binary __ Other _1_ Unknown __
5. Other (specify):			M __ F __ Non-Binary __ Other __ Unknown __

### E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 6 [number] 55-a participants. [Enter '0' if none]
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and      participants left the program due to [state reasons]             .

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

☐ Agency does not use the 55-a Program and has no participating employees.

## **VI. Selection (Hiring and Promotion)**

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

### **A. Career Counselors**

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

FDNY has conducted career advancement sessions where employees can join a live session and answer questions about the civil service process and other career questions. Employees are also encouraged to contact HR employees, Jeff Assisi regarding career counseling needs.

### **B. New Hires and Promotions**

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

FDNY conducts Structured Interviewing and Unconscious Bias educational training sessions for Hiring Managers.

### **C. EEO Role in Hiring and Selection Process**



[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2024, the agency EEO Officer will do the following:

☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.

☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).

☐ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.

☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.

☐ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.

☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.

☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.

☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

- ☐ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: \_\_\_\_\_

## D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- X 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 2024.
- X The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- X Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- X The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participant s	Projected Dates

1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	17,356	March 31, 2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	N/A	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	6,855	August 31, 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	10,501	August 31, 2024
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	-925	By Spring 2023
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	-300	By Spring 2023
7. Disability Awareness and Etiquette		17,356	ongoing
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)	FDNY LGBTQ+ Webinars	1500	
10. Other (specify)	FDNY LGBTQ+ In person classroom training		



## VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

It is the policy of the FDNY to provide reasonable accommodations to persons with disabilities in order to enable them to enjoy equal employment opportunities, consistent with applicable law and regulations. Any Department employee wishing to request a reasonable accommodation shall complete an application and forward it to the Department's EEO Office. Applications are available at the EEO Office and are downloadable through the Department's intranet. Members can submit their applications to the EEO Office in person, by mail, by email, or by fax. All forms of contact for the EEO Office are presented to all employees on the application, on the Department intranet, and are documented on a number of prominently displayed postings that are visible in all FDNY facilities, firehouses, EMS stations and satellite offices. Additionally, if an FDNY employee informs a supervisor or commanding officer through the chain of command that they are in need of a reasonable accommodation, the supervisor or officer is mandated to inform the EEO Office by submitting a Reasonable Accommodation referral on behalf of the employee. Each reasonable accommodation request is examined by the Reasonable Accommodation Unit ("RA unit") in the EEO Office, who sends written acknowledgement to the employee indicating the date of receipt of the request or referral and gathers information relevant to the request. To ensure that the reasonable accommodation process is compliant with the law and satisfactory, the RA unit contacts the employee to begin the interactive process and to request additional information, clarification or relevant medical and other supporting documentation as would assist the FDNY in giving appropriate consideration to the employee's request. Lastly, the RA unit reviews the completed request in its entirety and issues a determination that is reviewed and approved by the EEO Officer or his deputy. Once a determination is made, the employee is notified in writing by the EEO Office as to the determination. Any determination to deny a reasonable accommodation request will include a statement of the reasons for the denial and inform the employee of their right to appeal the determination. The EEO Office will also include an appeal form. If the employee objects to the determination of their reasonable accommodation request, the employee may submit an appeal to the Agency Head's Designee. As a matter of practice, the Agency Head's Designee assigns an impartial senior attorney, not designated as general counsel, to review the complete reasonable accommodation request as well as the employee's appeal request. The senior attorney is charged with tendering a written determination that shall serve as the final action on the reasonable accommodation request.

X Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are

received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.

X Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.

X The agency follows the City's Reasonable Accommodation Procedure.

X The agency grants or denies request 30 days after submission or as soon as possible.

X The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.

X If the review and decision on appeal is not done by the Agency Head.

Provide the name and title of the designee<sup>(u)</sup> : Matthew Talty, Director of Health Law Unit,

☐ The designee reports directly to the Agency Head.

X The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

## **IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws**

### **A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

X The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.

X The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

#### **B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

X The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.

X The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

(True for internal complaints and reasonable accommodations. We are unable to submit an affirmation to DCAS because we are unable to verify the data on complaints filed with external agencies.)

#### **C. Local Law 121 (2020): Age Discrimination Training**

X The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.

X The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

#### **D. Local Law 27 (2023): Access to Workplace Facilities**

X Employees have access to gender appropriate bathrooms and lactation rooms.

X Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2023.

X Reassignment

X Modification of Work Schedule

X Flexible leave

X Modification or Purchase of Furniture and Equipment

X Modification of Workplace Practice, Policy and/or Procedure

X Grooming/Attire

#### **E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024**

X List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

#### **F. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

X The agency plans to train all new employees within 30 days of start date.



☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

☐ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

## **X. Audits and Corrective Measures**

[Please check the statement(s) that apply 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 currently being audited or preparing responses to an audit conducted by the EEPD or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.

☒ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] \_\_\_\_\_. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]

☐ Within the last two years the agency was involved in an audit conducted by the EEPD or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices.

☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]

☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

## XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Laura Havanagh

Print Name of Agency Head



Signature of Agency Head

4/19/2024

Date

## Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Don Nguyen	Don.nguyen@fdny.nyc.org	718-999-8167
2	<b>Agency Deputy EEO Officer</b> [if appointed]			
3	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Dr. Kwame Cooper	Kwame.Cooper@fdny.nyc.gov	718-999-2106
4	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	David Francis	David.Francis@fdny.nyc.gov	718-999-2334
5	<b>ADA Coordinator</b>	Valerie Loubriel, Esq	Valerie.loubriel@fdny.nyc.gov	718-999-5189
6	<b>Disability Rights Coordinator</b>	Valerie Loubriel, Esq	Valerie.loubriel@fdny.nyc.gov	718-999-5189

7	<b>Disability Services Facilitator</b>	Valerie Loubriel, Esq	Valerie.loubriel@fdny.nyc.gov	718-999-5189
8	<b>55-a Coordinator</b>	Jeffrey Assisi	Jeffrey.Assisi@fdny.nyc.gov	718-999-1915
9	<b>EEO Investigator(s)</b>			
1	<b>Career Counselor(s)</b>			
1	<b>EEO Training Liaison(s)</b>	Sabrina Jiggetts, Esq.	Sabrina.jiggetts@fdny.nyc.gov	718-999-0683
1	<b>EEO Counselor(s)</b>			
1	<b>Other (specify)</b>			

## Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

**Agency Name:** Fire Department

**Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.**

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:



<b>Candidate Physical Ability Test (CPAT) Prep Program</b>	<b>Totals</b>
# of applicants registered for CPAT Prep Program	2589
# of applicants who participated in CPAT in CPAT Prep Program	1872
# of applicants who passed DCAS CPAT Exam	2064
# of applicants who entered Proby School (Class 2 of 2022 and Class 1 of 2023)	648
# of applicants who entered Proby School (Class 2 of 2022 and Class 1 of 2023) who attended CPAT Prep Program	131
# of applicants who graduated Proby School (Class 2 of 2022 and Class 1 of 2023)	591
# of applicants who graduated Proby School (Class 2 of 2022 and Class 1 of 2023) who attended CPAT Prep Program	123

<b>EMS Physical Agility Test Preparation Program (PATPP)</b>	<b>Totals</b>
# of applicants registered for PATPP	1179
# of applicants who participated in PATPP	722
# of applicants who passed EMS PAT who participated in PATPP	399
# of applicants who passed EMS PAT that did not participate in PATPP	423
# of applicants who did not participate in PATPP and did not pass EMS PAT	1105
# of applicants who participated in PATPP, passed the EMS PAT and accepted appointment	76
# of applicants who accepted appointment to FDNY EMS	503

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

<b>Recruitment Prep Programs</b>	<b>Approximate Dollar Amount Spent (\$)</b>
CPAT Prep Program	\$1,794,786
EMS PATPP	\$53,245

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

<b>Event Date</b>	<b>Event Name</b>	<b>Borough</b>


Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]

- III EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.