



FDNY

LAURA KAVANAGH
Fire Commissioner

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

Fiscal Year 2023

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.

This statement is the same as last year.

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 (2022) 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. Sponsored a Chanukah celebration in partnership with affiliated organization Ner Tamid Society.
2. Published an article in the FDNY Insider (Department wide newsletter) showcasing the Nov 2021 Hanukkah celebration and the Ner Tamid Society.
3. Published an article in the FDNY Insider Article about Diversity and Inclusion terms to learn in the New Year.
4. Published an article in the FDNY Insider about Black History Month and notable FDNY achievements.
5. Sponsored a Black History Month educational department wide quiz contest.
6. Facilitated photoshoots of women FDNY members from across all units featured internally across different platforms.
7. Co-sponsored Women's History Month Award Ceremony and Lunch (showcasing a slide show with photos from the WHM photoshoots); awards given to individuals from Fire, EMS and Civilian as well as to United Women Firefighters and WBA.
8. Published an article in the FDNY Insider about Women's History Month event at department headquarters.
9. Sponsored a Women's History Month educational quiz contest.
10. Members of CDIO team spoke at Probationary Firefighter School New Instructor Orientation on Inclusive Leadership and Bias.

11. Published an article in the FDNY Insider discussing the multiple faith-based holidays in April highlighting religious diversity.
12. Co-sponsored an Asian American Pacific Islander Heritage Month Celebration with Affiliated Organization, The Phoenix Society.
13. Published an article in the FDNY Insider celebrating Asian American Pacific Islander (AAPI) Month with a historical educational quiz.
14. Members of CDIO team spoke at FOMI (Fire Officers Management Institute) on Implicit Bias and Inclusive Leadership.
15. Published an article in the FDNY Insider commemorating the inaugural Juneteenth holiday.
16. Co-sponsored a LGBTQIA+ Pride Block Party with Affiliated Organization FireFlag/EMS in front of NYC Fire Museum.
17. Published an article in the FDNY Insider showcasing the Pride block party and FireFlag/EMS.

Training:

- **Unconscious Bias:** Conducted live in-person training provided at Fire Academy and EMS Academy to each probationary class. (Approximately 1138 members)
- **LGBTQIA+:** Conducted live training provided at Fire Academy and EMS Academy to all probationary classes, (Approximately 1138 members)
- **Inclusive Leadership training:** Conducted live training provided to FDNY Officers Management Institute (FOMI) classes and Fire Academy Instructor Orientation (Approximately 60 members)

Community Affairs:

During the 2022 fiscal year the FDNY participated in and facilitated the following community events:

- Fire Prevention Week occurred October 9- October 15. Tabling events were coordinated throughout NYC and promoted via community/elected email blasts and social media. As part of Fire Prevention Week, FDNY Fire Safety Education Unit coordinated a virtual event at the Fire Zone for citywide youth on October 11. The week culminated with Open House on October 15th and October 16. Over 200 firehouses open their doors and 4,500 residents learned 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 coordinated over 25 public events citywide in target communities for Change Your Clock, Change Your Battery Safety campaign that occurred October 31- November 5 leading up to Daylight Saving Time.

- Fire Safety Education collaborated with digital media team and school aged children to be featured in the FDNY Smart.
- Educational reach for 2022 on social media platforms was to more than 1.2 million followers, with a total reach of more than 18 million.
- The New York City Department of Housing Preservation and Development (HPD) and FSE launched a citywide fire safety campaign titled “Keeping Homes Fire Safe,” to educate New Yorkers on six key fire safety recommendations for residents and property owners. At various event, FDNY and HPD outreach staff handed out new pamphlets with fire safety tips and spoke with New Yorkers about the importance of self-closing doors and smoke detectors, among other important fire safety tips.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 17,427 [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

1. [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 2023, 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:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- 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.
- In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2. [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.]

- 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 Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (Equal Employment Opportunity Office and Chief Diversity and Inclusion Office)

Quarterly Semi-Annually Annually Other _____

- 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 2023

[State below the central goals of your strategy for FY 2023 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.]

The Office of Diversity and Inclusion works with external stakeholders and community organizations to bridge gaps and continue to collaborate on ways to support each other.

The FDNY's Office of Community Affairs ("OCA") will continue to be an active member in the communities we serve. The FDNY's goal is to ensure that every individual feels their culture, identity and experiences are valued and respected. OCA continues to educate more New Yorkers on how to reduce safety risks. Fire and life safety education is an essential mission of the Department. Daily OCA works to educate the public about safeguarding themselves, their family, homes, property, friends, and neighbors from fire and other hazards. The FDNY has an extremely dedicated Fire Safety Education and Mobile CPR Training Units comprised of active and retired firefighters and EMTs who conduct thousands of community-based outreach programs tailored specifically to each community's needs.

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- Fire Prevention Week occurred October 9- October 15. Tabling events were coordinated throughout NYC and promoted via community/elected email blasts and social media. As part of Fire Prevention Week, FDNY Fire Safety Education Unit coordinated a virtual event at the Fire Zone for citywide youth on October 11. The week culminated with Open House on October 15th and October 16. Over 200 firehouses open their doors and 4,500

residents learned 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 coordinated over 25 public events citywide in target communities for Change Your Clock, Change Your Battery Safety campaign that occurred October 31- November 5 leading up to Daylight Saving Time.
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- Educational reach for 2022 on social media platforms was to more than 1.2 million followers, with a total reach of more than 18 million.
- The New York City Department of Housing Preservation and Development (HPD) and FSE launched a citywide fire safety campaign titled "Keeping Homes Fire Safe," to educate New Yorkers on six key fire safety recommendations for residents and property owners. At various event, FDNY and HPD outreach staff handed out new pamphlets with fire safety tips and spoke with New Yorkers about the importance of self-closing doors and smoke detectors, among other important fire safety tips.

Since the beginning of the pandemic, 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. Notably, after the tragic Twin Parks fire in the Bronx, Community Affairs released a wide-reaching "Close the Door" public service announcement.

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.

Similar to fire safety education, throughout 2022 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 CY22, the following activities were 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. There more than 10 pop up locations throughout the five boroughs.
- Promoted Burn Awareness information on all social media platforms for the month of February.
- FDNY Community Affairs continued to work with the NYC Department of Education to coordinate high school- based outreach.

M/WBE

In Fiscal Year 2023, 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 (see below), 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 both M/WBE Noncompetitive Small Purchase Methods, (\$500K - \$1Mil), implementing the Recovery for All Initiative and working closely with the Department of Small Business Services and the Mayor's Office of M/WBE to ensure fulfillment of City requirements.

During Fiscal Year 2023, the FDNY M/WBE Unit attended several events:

1. On July 27, 2022, the M/WBE Unit virtually attended the annual Meet the Agency Workshop Series: FDNY, hosted by the Small Business Services – SBS. FDNY presented a PowerPoint presentation on How to do Business with the FDNY and answered numerous questions from the approximately 90 registered M/WBE vendors in attendance.
2. September 22, 2022, the M/WBE Unit, Deputy Commissioner of Budget & Finance, ACCO, members of our Bureau of Technology Development and Systems Unit and purchasing agents all attended the 2022 Citywide M/WBE Procurement Fair hosted by Small Business Services. We met with over a hundred M/WBE vendors, collected capability statements, and increased the amount of viable M/WBE vendors in our internal M/WBE Database.
3. November 4, 2022, the M/WBE Unit participated in the LaGuardia Business Services: Fall Government & Business Expo, hosted by LaGuardia PTAC
4. December 1, 2022, the M/WBE Unit participated in the NYC M/WBE Bronx Borough Forum hosted by Small Business Services – SBS

The M/WBE Unit is tentatively scheduled to facilitate networking events in which more NYC agencies will be encouraged to join. In addition, the M/WBE Unit is presently researching how we can best reach out to the M/WBE community via social media sites such as - Facebook and Instagram.

Youth Workforce & Pipeline Programs

The FDNY continues 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 (9th Grade), Emergency Management (10th Grade), EMS 101 (11th Grade), and FDNY Prep (12th 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.
- **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 170 active Explorers. Explorers participate in Post Meetings, monthly trainings at the FDNY Fire Academy and

FDNY EMS Academy, represent the FDNY in community events including 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 to alumni of the FDNY High School and the FDNY Exploring Program, we have been able to expand and now offer this opportunity to young men and women in New York City between the ages of 17 and 27. In 2022, 90 Youth earned their New York State EMT Basic Certification through YEMSA. We currently have 33 youth enrolled in the Winter EMS Academy (WEMSA 23) and are projected to have 80 youth enrolled in the Summer EMS Academy (SEMSA 23) beginning in July. Through YEMSA, the FDNY has achieved the following:
 - **491 FDNY Youth certified as NYS EMTs**
 - **120 hired by the FDNY**
 - **26 promoted to Firefighter**
 - **6 promoted to Paramedic**
 - **90 serving as EMTs**

FDNY Fire Cadet Academy: The FDNY is currently processing candidates to begin the Fire Cadet Academy in April 2023. This two-year apprenticeship program is designed for our 100 Cadets to become familiar with the operations of the Fire Department and to provide leadership training. Cadets will receive significant classroom, field and fitness education. Cadets will also attend weekend classroom training, field training and fitness conditioning on Saturdays and Sundays. Fire Cadets will 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.

❖ **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)]
 - EEO assisted with assignment of probationary firefighters to ensure equal opportunity and compliance with legal mandates. Conducted after-analysis confirming equity in assignments.
 - The CDIO through its educational initiatives, training opportunities, cultural events and collaboration with affiliated organizations will continue to expand on its racial inclusion and equity initiatives.

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, 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 2023. 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.]

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.
- 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
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

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

Agency Diversity Council is in existence and active

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

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

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

The CDIO team will continue to create cultural events, educational articles in its internal publication (the Insider) and collaborate and meet with the affiliated organizations.

The team will continue to create storytelling initiatives such as those in the WE ARE FDNY campaign to uplift members of the FDNY and to educate as to the diversity of its members.

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 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

The CDIO will continue to partner with other city agencies through citywide equity initiatives in the Mayor’s Office of Equity. The CDIO team will continue to participate in panels and other educational initiatives around DEI throughout the City.

Youth Workforce & Pipeline Programs

FDNY Youth Workforce & Pipeline Programs works actively with the Alumni of our programs to recruit new members for our programs:

- Alumni of the FDNY Captain Vernon A. Richard High School (FDNY High School) attend Citywide and Borough-Specific High School fairs to recruit for incoming freshmen. In addition, this past year we also attended High School Recruitment Fairs at the following schools/programs:

MIDDLE SCHOOLS
EAST NEW YORK MIDDLE SCHOOL OF EXCELLENCE, 605 SHEPARD AVENUE
FT. GREENE PREPARATORY ACADEMY
STEPHEN DECATUR MIDDLE SCHOOL, 272 MCDONOUGH STREET
MS 61, 400 Empire Boulevard Brooklyn, 11225
THE LINDEN RENAISSANCE
BCMS A&T High School,85 Watkins Street (Gymnasium), Brooklyn, NY 11212
HARRY VAN ARSDALE CAMPUS in D14, 257 N. 6th St
MS 582 THE UPPER ACADEMY
ROLAND HAYES - JHS 291, 231 Palmetto Street, Brooklyn, NY, 11221

- Alumni of the FDNY Youth EMS Academy (YEMSA) participate in recruiting for future YEMSA cohorts by attending recruitment events and giving presentation at New York City High Schools. This past year, those schools included:

HIGH SCHOOLS
Academy for Health Careers
Benjamin Cardozo High School
Boys Club Of New York

Bronx Health Sciences High School
Clara Barton High School
East New York Family Academy
Excelsior Prep
Francis Lewis High School
H.E.R.O. (Health, Education, and Research Occupations High School)
Health Opportunities High School
High School for Health Careers and Science
High School for Health Professions and Human Service
Hillcrest High School
Holy Cross High School
Institute for Health Professions at Cambria Heights
International High School for Health Sciences
John Bowne High School
Martin Van Buren High School
Maxwell High School
Midwood High School
Mott Haven Community High School
Newtown High School
Queens Gateway to Health Sciences Secondary School
Queens High School of Teaching, Liberal Arts and the Sciences
Richmond Hill High School
Spring Creek Educational Campus (Academy for Young Writers)
Springfield Educational Campus
The Urban Assembly School for Emergency Management
Townsend Harris High School
W.A.T.C.H (World Academy for Total Community Health)
Youth Community Development at EHall

- In addition, our alumni continue to recommend potential students for our program. Our Alumni Referral Program has led to many successful candidates matriculating into YEMSA and also has the added benefit of keeping our alumni engaged with our programs after they have graduated.

D. Equity, Inclusion and Race Relations Initiatives

The CDIO team continues to implement and facilitate training on numerous topics related to racial inclusion such as implicit bias, microaggressions, religious diversity, and inclusive leadership. The CDIO works closely with the affiliated organizations of the under-represented groups on educational and cultural initiatives. Likewise, the CDIO team will continue to expand on its WE ARE FDNY messaging campaign; a campaign including posters and screen savers showcasing the diverse members throughout the Department with a storytelling component.

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 and civil service exams internally and externally, 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 also 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 provides Structured Interviewing and Unconscious Bias training for hiring managers to assist with the recruitment and hiring process.

The agency will implement the following recruitment strategies and initiatives in FY 2023:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- Review underutilization in job groups to inform recruitment efforts.
- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile applications, and social media presence related to EEO protection and rights.
 - Currently in operation.

- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
 - Everybody Matters EEO and Diversity and Inclusion Training
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

Additional Strategies, Initiatives and Comments:

The Office of Recruitment and 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 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 eligible for upcoming exams.

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.

Fire Suppression

- **FDNY Mobile Academy (FMA)** – The FMAs were designed to engage Firefighter Candidates prior to their list number being reached by DCAS and their participation in the CPAT Prep Program. The FMAs offer the Firefighter Candidates the opportunity to participate in a scaled version of the DCAS CPAT Exam Evolutions. The FDNY Fitness Unit and ORR Uniformed Recruiters are available to assess the Candidates fitness levels and answer their questions during a Q&A session at the end of the FMA sessions. 11 Sessions were held throughout the city and were offered to Firefighter Candidates with an Adjusted Final Average (AFA) of 99 and 98 from July 2021 thru August 2022.
- **CPAT/FFCMP Prep Program Information Sessions** – The Information Sessions are held at the Probationary Firefighter School on Randall’s Island. These sessions are offered to Firefighter Candidates once their list numbers are reached for processing. At the sessions the Firefighter Candidates are introduced to the Fitness Unit and are given a tour of the Fire Academy and the CPAT Prep Course. Sessions were offered to Fire Firefighters Candidates with an AFA of 99 from May 16, 2022, thru May 21, 2022.
- **CPAT Prep Program** – The CPAT Prep Program are in-person sessions at the Fire Academy on Randall’s Island and is “invitation only” to Firefighter Candidates who have passed the DCAS written exam and whose list numbers have been reached by DCAS to be processed for the DCAS CPAT physical exam. It is offered as a 12-week training program. During the program Firefighter Candidates learn hands on techniques to master and pass their physical exam which consists of 8 evolutions. The evolutions consist of the Stair Climb, Hose Drag, Equipment Carry, Ladder Raise & Extension, Forcible Entry, Search, Rescue Drag and Ceiling Breach & Pull. The FDNY Fitness Instructors are assigned to the CPAT Prep Program and work with the Firefighter Candidates for the entire duration of the Prep Program. Remedial Sessions are offered to Firefighter Candidates during the DCAP CPAT Exam Period. Sessions are currently being offered to E7001 Firefighter Candidates with an AFA of 99. Sessions started on May 31, 2022, and are still running to cover the testing cycle of the DCAS CPAT Exam which will end on February 4, 2023.
- **Firefighter Candidate Mentorship Program (FFCMP)** – The FFCMP is a voluntary partnership designed to ensure that Firefighter Candidates successfully complete the hiring process and become New York City Firefighters. The FFCMP is an “invitation only” program available to Firefighter Candidates who have passed their written exam and whose lists numbers have been reached by DCAS for further

processing. All reached Candidates are encouraged to participate. The Firefighter Candidates (Mentees) are partnered with a uniform member (Mentor) who is in contact with the Mentee on a bi-weekly basis. The Mentors are a valuable resource for information and the hiring and training process. The Mentors give the Mentees guidance and serve as a positive role model of someone who has gone through the hiring process and may have faced some of the challenges the Mentee may have during the hiring process. The Mentor/Mentee partnership spans throughout the Firefighter Candidates' time during CPAT Prep Program, Fitness Awareness Program and, should the Firefighter Candidate be appointed, through their time at the Fire Academy. The partnership ends (should the Firefighter Candidate become a Probie and graduates the Fire Academy) 30 days after the entry into their respective firehouses. The current program participation includes: 35 Senior Mentors, 554 Mentors and 1,699 Mentees. In addition to the program, the FFCMP has created a Mentor Tracking Application that monitors the partnerships to make data driven policy decisions on how a Mentor can best support their Mentee. The Mentor Tracking Application was launched in April 2022.

- **ORR Outreach Coordinators (OOC)** – OOCs are detailed uniform members who are assigned a group of Firefighter Candidates to provide support to the African American, Hispanic, Asian, Female and Veteran Firefighter Candidates. Candidates receive weekly communications via phone, text, and email.
- **Fitness Awareness Program (FAP)** – The FAP is a 12 Week Session that allows Firefighter Candidates to participate in 4 Baseline Evaluations: Sit-Ups, Push-Ups, Pull-Ups and a Timed Run. The program is offered after the Firefighter Candidates have passed their CPAT Exam. Fitness Instructors put the Firefighter Candidates through the paces of a challenging session of calisthenics that will get them closer to their fitness goals and provide them with an example of how they should be working out to make sure they show up on Day 1 of Proby School “fit for the Academy”.
- **Stairmaster Training Program (STP)** – The STP is offered to Firefighter Candidates who passed their DCAS CPAT Exam. The STP assists Candidates with the Stairmaster component of their Medical Exam. If Candidates have passed their Stairmaster component, they are encouraged to still participate in the STP to help them reach their fitness goals for the Fire Academy.

- **Probationary School Preparation Program (PSPP)** – The PSPP is a training program offered to Firefighter Candidate who have passed their DCAS CPAT Exam, completed their Medical Exams, Candidate Investigation Division (CID) process and are under consideration for placement in a Probationary Firefighter Class. During the month-long program, Firefighter Candidates receive academic and physical support where they meet with Fire Academy Instructors. The PSPP program was offered twice during FY2022 (March 2022 and September 2022) which preceded the respective probationary classes in March 2022 and October 2022.

Emergency Medical Services (EMS)

- **EMS Mobile Academy (EMSMA)** – EMS Mobile Academy was designed to engage EMS Candidates and members of the public that have expressed interest in a career in FDNY EMS. Candidates and applicants take part in EMS Vehicle tours, CPR, Bleeding Control, Oxygen administration, Stair Chair and Stretcher operations and a Q & A session. Two (2) EMSMA sessions were held during FY-2022.
- **EMS Information Application Filing Sessions (EMS IAFS)** – EMS Information Application Filing Sessions take place during the civil service filing for FDNY EMT and EMS Trainee. Applicants that have expressed interest in FDNY EMS are invited to an IAF session and are instruction on how to properly submit the DCAS Education and Experience Exam (EEE) along with information on the FDNY Pre-employment process. In total 21 sessions were held during FY-2022.
- **EMS Academic Preparation (EMS AP)** – EMS Academic Preparation was created to give the EMS Trainee candidate a headstart on the basic knowledge necessary to successfully complete the EMS Academy. The resource documents located under “EMS Resources” on the Join FDNY website include Medical Terminology, basic Anatomy & Physiology, Topographical Anatomy and the Skeletal System. Each section has reading materials and associated worksheets and a quiz.
- **EMS Physical Ability Test Preparation Program (PATPP)** – The PATPP is an ongoing 3 Segment program designed for EMT and EMS Trainee Candidates to improve their EMS PAT (Physical Ability Test) pass rate. Candidates practice the actual events of the EMS PAT and are given workout plans designed to assist with successful completion of the PAT. In total 44 sessions were held during FY-2022.

The EMS PATPP consists of the following 3 Segments.

Segment 1 – Initial Fitness Assessment (IFA) – Candidates take part in 8 evaluation events, Step Mill, Arm Ergometer, Arm Curl, Dead Lift, Static Plank, Push-ups, Squats and Flexibility. Scores are recorded and candidates receive a “Q” (Qualified) or “NQ” (Not Qualified). Candidates height and weight are taken to establish if they meet FDNY EMS BMI standards.

Segment 2 – Workout Planning Session (WPS) – Candidates that “NQ” Segment-1 are invited to this Segment-2 where progress is measured, weight is retaken, a reassessment is given on Step Mill, Arm Ergometer, Dead Lift and Arm Curl. An evaluation of the candidate’s workout plan is performed, and any needed adjustments are made.

Segment 3 – Ongoing Assessments (OAs) – Candidates that “NQ” Segment-2 are invited to this Segment-3 where evaluation of workout plans, exercise and diet habits and additional assessments are performed.

- **BMI Target Training (#Workout Wednesdays)** – BMI Target Training (BMITT) is a 12-week program specifically designed to assist EMS candidates that do not meet the Department’s Body Mass Index (BMI) standard. During each session day, candidates take part in several Circuit Training Evolutions (CTEs) designed to bring the body into Free Fatty Oxidation (FFO) to assist with lipid loss. Each session day also includes a lecture on logging food intake for the week and any gains or setbacks. Candidates are weighed and new BMIs are calculated. The goal of this program is to move as many eligible candidates from the “medical hold” list as possible into the EMS Academy. Eleven (11) sessions were held during FY-2022.
- **EMS Academy Information Sessions (EMS AIS)** – EMS Academy Information Session invites are sent to EMS Candidates that have successfully completed the EMS PAT, Comprehensive Character and Background Investigation, Medical and Psychological and have accepted the invitation to begin the EMS Academy. Candidates, via WebEx, receive information on best practices on ways to successfully complete the EMS Academy. Six (6) sessions were held during FY-2022.

Additional Strategies, Initiatives and Comments:

The FDNY’s ORR website JoinFDNY.com continues to highlight the following:

- Uniform and Civilian Employee Profiles
- Women in the FDNY
- Veterans in the FDNY
- We are FDNY

- Career Paths (Firefighter, EMS, Paramedic, Fire Alarm Dispatcher, Fire Protection Inspector, Fire Cadet and Civilian)
- Current Job Openings (Civilian)
- Candidate Resources (Fire and EMS)

The FDNY's ORR JoinFDNY YouTube Channel continues to highlight the following:

- Recruitment Videos
- Exam Messaging Videos
- Candidate Physical Preparation Videos
- Motivational Videos

ORR regularly utilizes dashboards developed by the Department's Management Analysis and Planning ("MAP") Unit to identify racial and gender disparities for Firefighter candidates throughout the hiring process. This platform has provided real-time access in the following areas:

- Firefighter Candidate Portal – The portal was designed to provide Firefighter Candidates with access to the programs and information that they will need to navigate the FDNY hiring process. Information available on the portal are the Candidates personal information, Mentor assignment, Training & Programs, Appointments (CID & BHS), Background Investigation, Medical Questionnaires, Medical Exam Discharge Report and FDNY Resources as it pertains to the Candidates hiring process. A "Progress Status Bar" is also available to Candidates to show them what part of the hiring process is completed and what has not been completed. Candidates are offered access to the portal once their lists numbers are reached for processing. Candidates with Adjusted Final averages of 100-124, currently have access to the portal.
- EMS Candidate Portal – Currently Under Construction – Once completed, the EMS Candidate Portal will be offered to EMS Candidates (EMT and EMS Trainee). Accessibility will mimic the Firefighter Candidate Portal.

Youth Workforce & Pipeline Programs

As previously mentioned, the Department provides more pathway opportunities for students through the FDNY Captain Vernon A. Richard High School, the FDNY Exploring Program, the FDNY Youth EMS Academy, and the FDNY Fire Cadet Academy. The FDNY also hosts **Youth Leadership Academies** 3 times per year to further develop the leadership skills and character of FDNY High School students and FDNY Explorers. At the Mid-Winter, Spring and

Summer Leadership Academies, youth participate in physical training, drill and ceremony training, character development training, and classroom leadership curriculum.

The FDNY hopes to launch a **Workplace Internship Program with the New York City Fire Museum** tentatively scheduled to begin Summer 2023. The Internship would be offered to students rising Seniors from the FDNY High School who have completed the FDNY Curriculum Track to that point.

Through our partnership with the FDNY Command Tactical Unit who serve as Advisors for the **FDNY High School Robotics Club** we plan to offer three small scholarships to graduating Seniors who have participated as members of the club.

B. 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, Army PAYS Program
5. Various partnerships with community organizations and political officials
6. Online Recruitment Efforts- JoinFDNY.com, Social media handles @joinFDNY (Facebook, Instagram, Twitter and YouTube

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

C. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2022 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2023. 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 2022:

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

D. 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.
- 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 0 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

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, Justin Richards and/or Jeff Assisi regarding career counseling needs.

[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.]

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 2023, 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. (For specific titles)
- 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.]*

- 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 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- 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.
- 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 Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	17,173	March 31, 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	N/A	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	6,517	August 31, 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	10,656	August 31, 2023
5. LGBTQ – Power of Inclusion (e-learning)	Probationary Firefighters and EMS personnel	900	600 by Feb 2023 300 by Spring 2023
6. LGBTQ+ – Power of Inclusion (e-learning)	FDNY healthcare cohort	300	June 2023
7. Disability Awareness and Etiquette		17,173	ongoing
8. Unconscious Bias (classroom/live webinar)	Probationary Firefighters and EMS personnel	900	600 by Feb 2023 300 by Spring 2023
9. Inclusive Leadership Principles	Fire and EMS Officers and Instructors at the Fire Training Academy	100	June 2023
10. Other (specify)			

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:

- 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.
- 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.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____ Agency Attorney Matthew Talty _____
- The designee reports directly to the Agency Head.
- 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

¹ 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.

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

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

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

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

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

- 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.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. 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 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.

E. Local Law 101 (2018): Climate Survey

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[Note: DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

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 EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC 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

The agency continues to be subject to oversight by the Court Monitor, as set forth in the Intentional Discrimination Settlement and Modified Remedial Order resulting from United States v. City of New York, 07-cv-2067.

- Within the last two years the agency was involved in an audit conducted by the EEPC 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 Kavanagh

Print Name of Agency Head



Signature of Agency Head

6/6/23

Date

Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Don Nguyen	Don.Nguyen@fdny.nyc.gov	718-999-1450
2.	Agency Deputy EEO Officer [if appointed]	Vacant		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Dr. Kwame Cooper	Kwame.Cooper@fdny.nyc.gov	718-999-2106
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	David Francis	David.Francis@fdny.nyc.gov	718-999-2334
5.	ADA Coordinator	Valerie Loubriel	Valerie.Loubriel@fdny.nyc.gov	718-999-5189
6.	Disability Rights Coordinator	Valerie Loubriel	Valerie.Loubriel@fdny.nyc.gov	718-999-5189
7.	Disability Services Facilitator	Valerie Loubriel	Valerie.Loubriel@fdny.nyc.gov	718-999-5189
8.	55-a Coordinator	Tricia Singh	Tricia.Singh@fdny.nyc.gov	718-999-1026
9.	EEO Investigator(s)	Kaitlyn McKenna Nicolette Douglas Roxanne Tabar Sonia Hanson	Kaitlyn.McKenna@fdny.nyc.gov Nicolette.Douglas@fdny.nyc.gov Roxanne.Tabar@fdny.nyc.gov Sonia.Hanson@fdny.nyc.gov	718-999-1446
10	Career Counselor(s)	Justin Richards	Justin.Richards@fdny.nyc.gov	
11	EEO Training Liaison(s)	Sabrina Jiggetts	Sabrina.Jiggetts@fdny.nyc.gov	718-999-0683
12	EEO Counselor(s)			

Appendix B: 2020 Climate Survey Action Plan

[Please provide a detailed description your agencies plan to address the target areas and objectives identified by DCAS. For each target area and objectives, include the planned actions, initiatives, programs or policies, the intended reach, and the office responsible for implementation. More than one initiative is encouraged to address a target area and objective.]

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - Example: The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - Example: All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - Example: EEO Office

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

