



**MEMORANDUM**

June 10, 2022

TO: Honorable Board of Directors  
Jeffrey V. Smith, County Executive

FROM: Suwanna L. Kerdkaew, Fire Chief DS  
SK

SUBJECT: IDEA Committee Workplan

During the May 19, 2022 Housing, Land Use, Environment and Transportation committee meeting, the Fire District was directed to provide, off agenda, the current workplan of the Fire District's Inclusion, Diversity, Equity and Accountability (IDEA) Committee. As requested, the IDEA Committee's workplan is attached.

It should be noted that this workplan was developed in April 2021 and does not include some of the more recent activities of the IDEA Committee that were determined to be priority items. These items include significantly increasing school outreach activities and researching/analyzing potential Firefighter Paramedic development programs.

To date, the IDEA Committee has made significant progress related to its initial work plan goals as follows:

- Restructuring the Fire District's Firefighter recruitment process to allow for the interviewing of up to 500 candidates, greatly increasing our ability to bring more candidates into the process, which increases the likelihood of more diverse candidates making it into the process and potentially being selected.
- Developing of recruitment/promotional videos for use on social media that highlight the District's inclusion, diversity, and equity values.
- Developing promotional recruitment materials such as a postcard.
- Developing videos demonstrating physical fitness exam components to potentially promote a higher exam passing rate.
- Development of opportunities to partner with and support the Norcal Girls Fire Camp.
- Establish contact with and receive guidance from the Santa Clara County Office of Women's Policy and the Santa Clara County Office of LGBTQ Affairs.

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cc: Chief Board Aides  
Miguel Márquez, Chief Operating Officer  
James R. Williams, County Counsel  
Tiffany Lennear, Clerk of the Board  
Kasey Halcón, Deputy County Executive  
Doug Baker, Personnel Services Director

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## IDEA Committee Areas of Focus 2021-2023

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### **Inclusion, Diversity, Equity and Accountability Committee Areas of Focus for 2021 - 2023**

#### **The IDEA Committee's Planned Topics for Study, Research, and Proposals for Recruitment Outreach, Recruitment Process, Training, and Mentorship**

- Provide guidance and recommendations related to ensuring the maintenance and dissemination of best practices for diversity, equity, and inclusion in institutional policies, teaching, training, hiring, and retention of staff.
- Ensure recruitment practices promote inclusion, diversity, equity and accountability.
- Develop strategies to increase the diversity of Firefighter candidate pools and selected candidates.
- Evaluate and recommend solutions where institutional inequities may possibly exist.
- Develop strategies as needed to improve and bolster mentorship within the Department.
- Research/determine desired goals/outcomes of effective mentoring programs.
- Leverage partnership with other fire agencies and consultants to minimize redundancy of explorative effort.