

**SAN DIEGO FIRE-RESCUE DEPARTMENT  
 CONFLICT OF INTEREST CODE**

**APPENDIX A**  
**DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>MANAGEMENT</u>		
Fire Chief	Administration of the San Diego Fire-Rescue Department.	1
Assistant Fire Chief	Assists the Fire Chief in administration of the San Diego Fire-Rescue Department.	1
Media Services Manager	Plans, directs and coordinates the operations of the Department's Public Information Office; responds to the most difficult and sensitive inquiries and complaints from the public.	2
<u>FISCAL SERVICES</u>		
Assistant to the Fire Chief, Administrative Services	Oversees all administrative functions for the Fire-Rescue Department; serves as the primary Appointing Authority for the Department on behalf of the Fire Chief; serves as the business systems manager for the Department; serves as the custodian of records for the Department.	2
Information Systems Administrator	Manages all grants for San Diego Fire-Rescue; evaluates new technologies for the Department; manages the Regional Command and Control Communications Network for public safety agencies in the region.	2
Fiscal and Management Services Manager	Administers fiscal operations of the Department; approves and recommends decisions regarding Department expenditures; plans, directs and recommends procurement of equipment and supplies.	2
Capital and Emergency Services Manager	Manages the cost recovery rates for San Diego Fire-Rescue; oversees all reimbursement activities for the Department; manages the budget for CIP and Lifeguards; approves all Division expenses.	2
<u>HUMAN RESOURCES</u>		
Human Resources Manager	Administers operations of the Human Resources Division; coordinates the hiring and promotional process; manages all personnel records; has overall responsibility for purchase of supplies and services for the Division.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>TRAINING AND EDUCATION</u>		
Deputy Fire Chief, Training & Education	Manages, plans and directs the operations of the Training and Education Division. Has overall responsibility for purchases of supplies and services for the Division.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>COMMUNICATIONS</u>		
Communications Manager	Manages, plans and directs the operations of the Communications Division. Has overall responsibility for purchases of supplies and services for the Division.	2
Information Systems Analyst IV	Supervises Information Systems staff. Reviews and makes recommendations on requests for proposals; administers contracts.	2
Information Systems Analyst III	Analyzes and recommends data and communications systems needs as assigned; provides technical interpretation to Department staff.	2

<u>EMERGENCY MEDICAL SERVICES</u>		
Deputy Fire Chief, Emergency Medical Services	Manages operations of the Emergency Medical Services Division. Has overall responsibility for purchases of supplies and services for the Division.	2
Fire Battalion Chief, Emergency Medical Services	Assists in administering the Emergency Medical Services Division; acts as liaison with the San Diego Medical Services, Enterprise, LLC (SDMSE) partner on issues related to field operations.	2
Quality Management Coordinator	Identifies and investigates clinical issues which may affect patient care; acts as liaison with the City Medical Director, County EMS and Medical Community in San Diego County to continually assess performance of paramedics and EMTs.	2
Medical Education Manager	Assures quality and certification of training instructors; assures compliance with State Fire Training requirements; develops and coordinates paramedic continuing education.	2
Wellness Program Manage	Directs and administers the Department's Wellness Program that provides medical services to fire fighting personnel.	2

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
<u>SPECIAL OPERATIONS</u>		
Deputy Fire Chief, Special Operations	Manages, plans and directs the operations of the Special Operations Division (MAST, HazMat, Emergency Management, and the Helicopter Program). Has overall responsibility for purchases of supplies and services for the Division.	2
Fire Battalion Chief, USAR	Manages FEMA/Urban Search and Rescue Cooperative Agreement; manages personnel and logistical cache and readiness for local, state and national emergency responses; acts as liaison to Cal EMA and FEMA emergency operations center.	2
Fire Battalion Chief, HazMat/MAST	Manages the Hazardous Incident Response Team contract; provides daily oversight of the following programs: Arson, bomb squad, CERT and Emergency Management Planning.	2
Air Operations Chief	Directs and administers the Air Operations Division (Helicopter Program) under the direction of the Assistant Fire Chief.	2
CERT Program Manager	Directs and administers the Community Emergency Response Team (CERT) Program.	2
<u>LIFEGUARD SERVICES</u>		
Lifeguard Chief	Manages operations of Lifeguard Services; plans, directs and recommends procurement of equipment and supplies.	2
Marine Safety Lieutenant	Assists with the planning and administration of the Lifeguard Services under the direction of the Lifeguard Chief.	2
<u>FIRE PREVENTION BUREAU</u>		
Deputy Fire Chief, Fire Marshal	Manages, plans and directs the operations of the Fire Prevention Bureau. Has overall responsibility for purchases of supplies and services for the Division.	1
Assistant Fire Marshal	Assists in administering the Fire Prevention Bureau; performs code enforcement and provides code interpretation; recommends procurement of supplies and services.	1
Fire Prevention Supervisor	Supervises code interpretation; performs code enforcement and fire inspections; recommends procurement of supplies and services.	1
Fire Prevention Inspector	Conducts inspections of occupancies for compliance with fire and life safety codes; reviews building construction and fire appliance plans for appropriate fire and life safety systems and equipment.	1

POSITION

DUTIES

EMERGENCY SERVICES

Deputy Fire Chief, Operations	Manages, plans and directs the Emergency Services, Operations Division. Has overall responsibility for purchases of supplies and services.	2
Deputy Fire Chief/ Shift Commander	Assists in administering the Emergency Services, Operations Division.	2

SUPPORT SERVICES

Deputy Fire Chief, Logistics	Administers the operations of the Logistics Division. Plans, directs and recommends procurement of equipment and supplies; recommends site selection, facilities, and apparatus and equipment specifications.	2
Fleet Liaison Officer	Manages the fire fleet and stores, purchases and repair parts; interfaces with apparatus manufacturers and repair shops that contract with the Department.	2
Project Officer I	Manages fire station repair; arranges for purchase of furnishings; coordinates with other City departments for construction of new fire stations and selection of architects.	2
Building Maintenance Supervisor	Assists the Project Officer in management of fire station repair, and purchase of furnishings; coordinates with other City departments for construction of new fire stations and selection of architects.	2
Construction Estimator	Assists with facilitating fire station repair and purchase of furnishings; coordinates with other City departments for construction of new fire stations and selection of architects.	2
Equipment Manager	Develops specifications, makes recommendations for purchase, contacts vendors, and determines suitability of bids for all fire and personal protective equipment; manages the replacement of all equipment.	2
Facility Maintenance Officer	Evaluates and oversees contracted vendors to ensure required repairs or modifications are performed appropriately; participates in the review of new constructions and remodel plans; ensures the Department's regulatory compliance with various governing agencies and policies.	2

POSITION

DUTIES

CATEGORY

CONSULTANTS

Consultant

Consultants shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Fire Chief or Assistant Fire Chief may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of extent of the disclosure requirements. The Fire Chief's or Assistant Fire Chief's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

3

**SAN DIEGO FIRE-RESCUE DEPARTMENT  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
DISCLOSURE CATEGORIES**

**CATEGORY 1:**

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interest in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

**CATEGORY 2:**

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

**CATEGORY 3:**

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Fire Chief or designated authority may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Fire Chief or designated authority's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.