

**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
<u>FISCAL SERVICES</u>		
Deputy Director	Oversees all fiscal and payroll 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; provides final approval and recommendations on expenditures, procurements, reimbursements, and Capital Improvement Programs for the Department; serves as the custodian of fiscal records for the Department.	2
Program Coordinator (Fiscal Services)	Oversees the development and monitoring of the annual operating budget; manages the Department's fiscal support functions (i.e., billing, accounts payable, accounts receivable); coordinates the preparation of audit responses; compiles and analyzes complex payroll data involving various special pays; assists the Deputy Director in establishing section goals and priorities; develops department-wide internal controls; and formulates and administers standard operating procedures.	2
Supervising Management Analyst (Capital)	Manages the cost recovery rates for San Diego Fire-Rescue; oversees all reimbursement activities for the Department; manages the budget for CIP, grants and contracts.	2
<u>EMERGENCY COMMAND & DATA CENTER</u>		
Deputy Fire Chief, Emergency Command and Data Center	Manages, plans and directs the operations and overall Emergency Command & Data Center inclusive of Dispatch Communications. Has overall responsibility for purchase of supplies and services for the Division.	2
Program Manager, Computer Aided Dispatch (CAD)	Oversees the operations and maintenance of the Computer Aided Dispatch (CAD) system and CAD-related agreements and contracts.	2

Program Coordinator, Information Systems Manager	Responsible for the direction, health and maintenance of all information systems within the Fire-Rescue Department. Works frequently with Department of Information Technology concerning the procurement of relevant hardware and software systems, current City technology vendors and other Fire-Rescue technology vendors to support all related efforts. Contributes significantly to fiscal planning and procurement decisions for technology.	2
Program Coordinator, Information Technology Manager	Primarily responsible for the tracking and development of Fire-Rescue Information Technology budget. Monitors performance of contracts and procurement of materials and work under all IT contracts. Serves as the division point of coordination for development of new and in process contracts.	2
Program Coordinator, Quality Management Coordinator/System Status Manager	Responsible for the review of the Emergency Medical Services system management to include ambulance system reporting, system health and response parameters, basis for purchase of system ambulance unit hours and review of ambulance contract performance parameters.	2

EMERGENCY MEDICAL SERVICES

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 a liaison with the contracted ambulance provider on issues related to field operations and /or training, education, and quality assurance/quality improvement.	2
Program Manager, Project Heartbeat	Oversees all public and private access defibrillation (PAD) contracts; prepares the Project Heartbeat program's budget; manages the Project Heartbeat grant assistance program; procures program equipment.	2
Fire Captain, Emergency Medical Services	Plans, directs and administers the City's EMS-related contracts; monitors response time compliance of the City's contracted ambulance provider and Fire-Rescue first responders; has overall responsibility for requests for proposal for EMS services and consultants.	2
Quality Management Coordinator	Identifies and investigates clinical issues which may affect patient care; acts as a 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
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SPECIAL OPERATIONS

Deputy Fire Chief, Special Operations	Oversees and directs the operations of the Special Operations Division; manages the Bomb Squad, Unmanned Aerial Systems (UAS), Community Emergency Response Team (CERT), Metro Arson Strike Team (MAST), Hazardous Materials Incident Response Team (HIRT), Emergency Management, Special Events, Air Operations, and the All Hazard Incident Management Team (AHIMT); responsible for planning, coordinating, and ensuring the efficiency and effectiveness of these specialized units; administrative management and overall responsibility for the procurement of supplies and services necessary for the division's operations, ensuring that all units are equipped and prepared to respond to various emergencies throughout San Diego County.	2
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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 a liaison to Cal EMA and FEMA emergency operations center.	2
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Fire Battalion Chief, HazMat	Manages the Hazardous Incident Response Team contract; provides daily oversight and compliance of the Hazardous Incident Response Team (HIRT) Joint Powers Agreement (JPA) contract with the County of San Diego.	2
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Air Operations Chief	Directs and administers the Air Operations Division (helicopter program) under the direction of the Deputy Fire Chief.	2
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CERT Program Manager	Directs and administers the Community Emergency Response Team (CERT) Program.	2
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LIFEGUARD SERVICES

Lifeguard Chief	Manages operations of Lifeguard Services; plans, directs and recommends procurement of equipment and supplies.	2
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Marine Safety Captain	Assists with the planning and administration of the Lifeguard Services under the direction of the Lifeguard Chief.	2
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Marine Safety Lieutenant	Assists with the planning and administration of the Lifeguard Services under the direction of the Marine Safety Captain and Lifeguard Chief.	2
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COMMUNITY RISK REDUCTION

Deputy Fire Chief, Fire Marshal	Manages, plans and directs the operations of the Community Risk Reduction Division. Has overall responsibility for purchases of supplies and services for the Division.	1
Assistant Fire Marshal	Assists in administering the Community Risk Reduction Division; performs fire and building code enforcement and provides code interpretation. Recommends procurement of supplies and services.	2
Fire Prevention Supervisor	Supervises code interpretation; performs code enforcement and fire inspections; recommends procurement of supplies and services.	2

EMERGENCY SERVICES

Deputy Fire Chief, Shift Commander	Manages, plans and directs the Emergency Services, Operations Division. Has overall responsibility for purchases of supplies and services.	2
Fire Captain, Airport Authority	Oversees the contract between the City and Airport Authority for Aircraft Rescue and Fire Fighting (ARFF).	2

LOGISTICS

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 II	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
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 of 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

EMPLOYEE SERVICES

Deputy Fire Chief, Employee Services	Manages, plans, and directs the operations of the Employee Services Division. Has overall responsibility for purchases and supplies for the Division.	2
Fire Battalion Chief, Training and 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
Fire Battalion Chief, Wellness Program	Directs and administers the Department's Wellness Program that provides medical services to fire fighting personnel.	2

CONSULTANTS/NEW POSITION

Consultant/New Position	<p>Consultants/new positions shall disclose pursuant to the broadest Disclosure category in the code, subject to the following limitation:</p> <p>The Fire Chief or designated authority determine in writing that a particular consultant/new position, 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/new position's duties and, based upon that description, a statement of extent of the disclosure requirements. The Fire Chief's 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.</p>	3
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**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/New positions 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/new position, 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/new position’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.