

**Additional Information
Submitted by Appellant**

To the Civil Service Commission,

I am writing this letter to express my gratitude for accepting my appeal towards applying for the H30 Captains test. I would like to further explain the circumstances that lead to my failure to sign up for the exam in a timely manner with a timeline found below, commencing in March 2023.

- I started the recertification process of the Fire Department's Hazardous Materials apparatus and equipment through Cal OES in the Spring of 2023.
- Recertification is a State certification for continuity of equipment and preparedness statewide for Hazardous Materials responses. It consists of three parts: Training Records, Self-Inspection and Site inspection by Cal OES.
- A site inspection was conducted by Cal OES on September 26, 2023.
- At the end of Summer, I was assigned to identify equipment needs on the Fire Department's Hazardous Materials Unit by the Battalion Chiefs assigned to Battalion 02. Due to funding, this equipment was to be secured through homeland security grants.
- The identified equipment is vital to the City and County of San Francisco maintain a dedicated Hazardous Materials Response Unit. Furthermore, this certification was vital in the City and County's efforts to support the Secret Service for the upcoming Asia Pacific Economic Cooperation.
- During the recertification process, the second Lieutenant assigned to Engine 36/Hazardous Materials 1 was assigned to the Division of Training in June of 2023 to assist with the 132nd Recruit Academy.
- Station 36 was left with their Captain and myself as the only Lieutenant. The Battalion Chiefs and Officers left began a search for a qualified relief Lieutenant who posed the minimum qualifications of 240 hours of Hazardous Materials Specialist Training. The Hazardous Materials Specialist Training is not offered or provided by the City and County of San Francisco. Furthering your knowledge in HazMat is a voluntary endeavor for San Francisco Firefighters.
- I was assigned to assist in the planning of any and all potential Hazardous Materials incidents for the Asia-Pacific Economic Cooperation (commonly referred to as APEC).
- APEC was the 75th National Special Security Event in the history of the Secret Service and the first ever National Security Event held on the West Coast.
- In October 2023, in the planning for APEC response, the Captain of Engine 36/HazMat 1 was diagnosed with an aggressive cancer and immediately left the field to seek treatment.
- The responsibility to maintain awareness and to prepare for APEC with multiple agencies now fell on the one officer assigned to Engine 36/HazMat 1.
- In their absence, I continued to work on the planning for APEC and helped identify a relief Lieutenant who was qualified to work on the Hazardous Materials Unit
- Alongside these responsibilities, I still met the day-to-day Fire Department operations of working in one of the busiest firehouses in the San Francisco Fire Department.
- In the weeks leading up to APEC and during the actual event, the Battalion Chiefs at Station 36, the Assistant Deputy Chief of Homeland Security would review potential response plans for all the unimaginable circumstances we could come up with.
- As APEC kicked off, Station 36 was the lead for the Joint Hazards Assessment Team (JHAT) and CAL OES HazMat Teams on deployment from Fresno Fire, Los Angeles City Fire and San Diego Fire Rescue.
- Day to day operations included check-in and monitoring of the JHAT and constant communication with the pre-staged CAL OES HazMat teams.

- The day-to-day workload of being at one of the Fire Department's busiest houses in the city and working on Hazardous Materials projects, for the Department and in preparing and implementing plans for APEC, I overlooked the application period for the H30 Captains test.
- In December 2023, the H30 Captains test was postponed for approximately three weeks; from mid-January 2024 to early February 2024.
- The application period was not reopened to reflect the three-week delay.
- Currently, I am starting my 22nd year with the San Francisco Fire Department. I spent my first 18 of those years as a H2 Firefighter.
- I was assigned LWLP for some time and in May of 2021, I was given an Acting Lieutenant assignment at Engine 36/HazMat1.
- I received a conditional appointment in October 2021 and subsequently completed my six-month Lieutenant probation without any issue.

I am grateful for the appeal process set forth by the Commission and I appreciate your time and consideration for my application to sit for the 2024 H30 Captain Examination. I respectfully request that you consider my years of commitment to the City and County of San Francisco and my dedication to work on a specialized unit in the San Francisco Fire Department. Thank you for your time and consideration to my request.

Respectfully,

LT Dugan, Christopher
San Francisco Fire Department