

BULLETIN

NO: 23-133  
DATE: August 10, 2023  
TO: All Fire Captains  
FROM: David Gerboth, Assistant Fire Chief, Emergency Operations  
Michelle Yamamoto, Deputy Director, Fiscal/Payroll  
SUBJECT: Fire Captain Procurement Cards (P-Cards) – Permanent Activation

Per Bulletin 20-184, procurement cards (p-cards) were issued to all Fire Captains to financially support our crews while on a strike team and were activated only during the deployment period. In determining that the p-cards could also be used by the Fire Captains to purchase meals for their crews and eliminate the need for meal reimbursement through petty cash, the Department of Finance has approved the permanent activation of all Fire Captain p-cards. Therefore, effectively immediately, all Fire Captain p-cards have been permanently activated, and cardholders shall adhere to the p-card requirements below.

- Any meal reimbursements shall adhere to SDFD Operations Manual Special Instruction 6, Section 18 which reads in part:

*“The Department will provide compensation for meals when personnel will be out of their regular quarters for an extended time period encompassing the lunch period (beyond 1330 hours) or dinner period (beyond 1830 hours). Meals will also be compensated when kitchen appliances or utilities are inoperable, making it impractical or unsafe to prepare meals. Other justified reasons will also be considered. On occasions when the work shift is extended beyond 0900, breakfast may be provided.*

*Any meals provided by the Department will be considered a replacement meal rather than a supplementary meal. All meal requests will be routed through the incident commander or battalion chief.*

*Reimbursement amounts are listed in the General Services Administration (GSA) per diem rates for the City of San Diego ...”.*

GSA meal rates are currently set as follows (per person):

- Breakfast: \$17
- Lunch: \$18
- Dinner: \$34

Link to current GSA rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

- P-card shall only be used by the Fire Captain (cardholder)
- P-card purchases may include: deployment expenses (including meals), incident meals, and other approved operational expenses

- Newly promoted Fire Captains can request a new p-card by completing a *Procurement Card Program Participation Form* located at the following link: [P-Card Program Participation](#). Select Michelle Yamamoto as the approver (Appointing Authority).
- New cardholders are required to take the p-card training conducted by the Department of Finance (DoF). This training will be scheduled by DoF once the Participation Form is received by them. Note: The p-card training video in Vector Solutions is no longer valid since the Captain p-cards are now permanently activated.
- Link to current P-card Refresher Training can be found here: <https://citynet.sandiego.gov/sites/default/files/pcard-refresher-training.pdf>  
Existing cardholders do not need to retake the p-card training for this activation.

Questions may be directed as follows:

- Contact your chain of command with questions regarding Department-related usage
- Contact the P-card Billing Official (for Captain p-cards only), Joida Hebreo, at [JHebreo@sandiego.gov](mailto:JHebreo@sandiego.gov) for Works and allocation related questions
- Contact Department of Finance P-card Administrator, Araceli Vazquez at [AraceliV@sandiego.gov](mailto:AraceliV@sandiego.gov) with any training related or p-card issuance questions