



Fire Administration
(310) 253-5900

FIRE DEPARTMENT
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232

Fax
(310) 253-5901

KENNETH POWELL
Fire Chief

WWW.CULVERCITY.ORG

ROGER BRAUM
Assistant Fire Chief

December 1, 2021

TO: John Nachbar, City Manager
FROM: Kenneth Powell, Fire Chief
SUBJECT: Employee Recognition

I'm requesting employee recognition of Firefighter Spencer Henry. Spencer has played a vital role with the design, construction, testing and department training of our new Firefighter Survival Prop, located at our training facility. This was a work program project for Fiscal Year 2021/22. Spencer contributed to the completion of this project by:

- 6-7 weeks, 4 hours a day on shift construction of the prop.
- Running through different scenarios with his crew in preparation for department wide training.
- Helping the Training Officer facilitate the Department wide training.
- Traveling with the Training Officer to other agencies to determine the design and specifications of the prop.
- Working on certain parts of the prop at home, on his own time.
- Saving the Department and City significant amounts of money in its construction.

I would like to give Spencer one shift off (24 hrs. of paid time), referencing the Firefighter's MOU (Article 5, VI., D., 1.) and the Civil Service incentive program (Civil Service Rule 15). I believe this recognition would fall under the following criteria:

1. Extraordinary Performance (Single Act).
2. Performance Improving Workplace Environment.

The Prop is designed to save Firefighters lives. I believe the examples I have mentioned show Spencer's highest dedication to the City and the Department. Your consideration of time off is greatly appreciated.

A handwritten signature in blue ink, appearing to read "John Nachbar".

City Manager Approval