



**Pacific Gas and
Electric Company.**

LETTER AGREEMENT NO. 05-03-PGE

IBEW



PACIFIC GAS AND ELECTRIC COMPANY
INDUSTRIAL RELATIONS DEPARTMENT
2850 SHADELANDS DRIVE, SUITE 100
WALNUT CREEK, CALIFORNIA 94598
(925) 974-4104

INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, AFL-CIO
LOCAL UNION 1245, I.B.E.W.
P.O. BOX 2547
VACAVILLE, CALIFORNIA 95696
(707) 452-2700

STEPHEN A. RAYBURN,
DIRECTOR AND CHIEF NEGOTIATOR

PERRY ZIMMERMAN,
BUSINESS MANAGER

January 26, 2005

Mr. Perry Zimmerman, Business Manager
Local Union No. 1245
International Brotherhood of
Electrical Workers, AFL-CIO
P.O. Box 2547
Vacaville, CA 95696

Dear Mr. Zimmerman:

In order to protect our employees while conducting initial damage assessments when entering indoor substations that are on fire or suspected of being on fire, the Company and Union discussed the new Fire Entry Procedure for Indoor Substations outlined in the Utility Operations Standard S3102 (draft attached) and the impact. This Standard addresses the requirement of wearing a respirator for first responders to emergencies caused by fires in the Company's indoor substations. The Company proposes the following to address the Fire Entry Procedure and the impact on employees.

1. Identification of Respirator Users - Emergency Responders

While all employees in certain classifications must be clean shaven and wear respirators when assigned certain tasks that are part of their normal job duties (e.g., Title 300 Painters), only a limited number of employees in other classifications need to be clean shaven and prepared to wear respirators in order to respond to emergency situations (e.g., fire in indoor substation).

For the reasons noted above, twenty five (25) percent of TSM&C Substation Maintenance employees in the Substation Maintenance classifications at the Martin, McMaude, Moss Landing, Oakport and Stockton Substation Headquarters will be required to wear a respirator in order to provide immediate response to an emergency situation. Employees identified as emergency responders will be required to be clean shaven at all times.

The Company will solicit volunteers to serve as emergency responders from the following classifications: Apprentice Electrician, Electrician, Apprentice Electrical Technician, Electrical Technician and Electrical Maintenance Crew Lead. All employees qualified as emergency responders will be fitted for respirators and available for emergency response.

The Company will not limit the number of employees volunteering to serve as emergency responders.

However, if there are an insufficient number of volunteers, the Company will appoint employees in the Substation Maintenance Electrician E L and H classification as emergency responders using reverse seniority. When it becomes necessary to appoint an employee due to insufficient volunteers, the Company will initially appoint the employee with the least Company service at that headquarters. In the event that Company may be required to expand the number of employees required to wear a respirator at the above noted headquarters or at other unnamed headquarters, prior notification will be provided to the Union.

2. Emergency Overtime

Employees qualified as emergency responders will be the first called out during emergency overtime situations when a respirator may be required.

3. Job Bidding

The Company will consider the status of volunteers to serve as emergency responders before filling positions through the Title 205 Job Bidding and Transfer System.

In the event there are insufficient volunteers in the headquarters and classification, the job will be filled with the senior bidder who volunteers to serve as an emergency responder and remain clean shaven.

4. Accommodation

In the event an employee is in a classification that requires that they wear a respirator as part of their normal job duties or if they are involuntarily designated as an emergency responder and they cannot medically be qualified to wear a respirator, the Company and Union will discuss accommodation on a case-by-case basis.

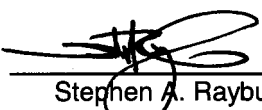
Review

The parties agree to meet and discuss any issues which may arise out of this agreement within two weeks of one party providing the other party written notice.

If you are in accord with the foregoing, and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

Very truly yours,

PACIFIC GAS & ELECTRIC COMPANY

By: 

Stephen A. Rayburn
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL
BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO

April 29, 2005

By: 

Perry Zimmerman
Business Manager



UO Standard S3102

ISSUING DEPARTMENT: **Substation Engineering**
UO SPONSOR: **T/S M&C**

EFFECTIVE DATE: **12-04**
REVIEW DATE: **12-04**
PAGE NO.: **1** OF **4**

TITLE: Fire Entry Procedure for an Indoor Substation

Purpose

The purpose of this standard is to formalize entry procedures and implement an Incident Command System (ICS) for Pacific Gas and Electric Company (Company) employees who encounter an indoor substation that is on fire or suspected of being on fire.

Safety

In compliance with Utility Standard Practice (USP) 22, this standard provides safe entry procedures for Company first responders who encounter an indoor substation that is on fire or suspected of being on fire.

**Implementation
Responsibilities**

The senior vice president (SVP) of Transmission and Distribution (T&D) is responsible for approving, distributing, and revising this standard.

The SVP delegates authority to the director of Substation Engineering (SE) to revise and reissue the attachments to this standard.

The directors of the departments and functional organizations listed below implement this standard:

- Substation Engineering
- Information Systems Technology Services (ISTS), Information Technology Infrastructure (ITI)
- Information Systems Technology Services (ISTS), Information Technology User Support Services (ITUSS)
- Transmission/Substation Maintenance and Construction (T/S M&C)
- Electric Control Center Operations (ECCO)
- Operations, Maintenance and Construction (OM&C)
- Project Services

The managers, superintendents, and first line supervisors of the departments and functional organizations listed above are responsible for ensuring that employees who are authorized access to substation facilities, read, discuss, understand, and comply with this standard.

Roles and Responsibilities

PG&E Incident Commander (IC): A Company employee who is responsible for the managing all incident operations. During normal working hours, the IC will be the local substation supervisor. During non-working hours, the primary IC will be the substation on-call supervisor and the backup will be an OM&C electric on-call supervisor. The first responder will perform the IC duties until relieved. His/her responsibilities include:

- Obtaining available information regarding the facility before the arrival of the fire department (pre-fire plans).
- Stay with, and communicate to, the senior fire department authority present during an incident.
- Advise the on-scene fire employees of the electrical, material, and general hazards associated with the facility.
- Obtain and use Company resources to accommodate requests from the senior fire department authority to safely enter, to perform search and rescue, and to extinguish any fires within Company facilities.

First Responder: A Company employee who has been dispatched to meet with the fire department due to a report of smoke or fire. This person must be familiar with the facility and equipment. The first responder will be the acting IC until relieved.

Employee On-Site During Normal Course of Business: Any employee who is authorized access to an indoor substation and, while during the normal course of business, encounters smoke or fire.

Electrical Control Center Operations (ECCO): Contacts 911 and requests fire department response to the indoor substation facility. During normal working hours, contact the local substation supervisor. During non-working hours, contact the substation on-call supervisor. If the substation supervisor is not available, contact the OM&C electric on-call supervisor.

Obtain information from on-scene personnel (the primary source should be the PG&E first responder or IC) on the location and extent of the fire and, when requested, take necessary action to de-energize whatever facilities are necessary to fight the fire.

Compliance

This standard clearly defines a procedural requirement that shall be implemented consistently in order to ensure the safety of employees and Company facilities.

General Information

The procedures outlined in Attachment 1 shall apply when employees encounter an indoor substation that is on fire or is suspected to be on fire.

- Procedures** The detailed procedures are contained in Attachment 1.
- Training** Training is required to support this standard. The training details are outlined in the Implementation Plan. All training is to be entered into the Company training database under TECH-0072.
- Attachments**
- Attachment 1, "Detailed Procedures"
 - Attachment 2, "Emergency Response Flowchart"
 - Attachment 3, "PG&E Incident Command Organizational Chart"
 - Attachment 4, "Incident Command Roles and Responsibilities"
 - Attachment 5, "Qualifications and Preference Matrix for First Responder"
 - Attachment 6, "Indoor Substation Locations"
- Definition of Terms**
- Incident Command System:** Combination of facilities, equipment, employees, procedures, and communications operating as a common organizational structure with responsibility for managing assigned resources to effectively accomplish stated objectives pertaining to an incident.
- Indoor Substation:** A building containing oil-filled equipment that is energized at 4 kilovolts (kV) or above.
- Operations Emergency Center (OEC):** This is the local facility from which T&D emergency activities are coordinated. These include such integral activities as corporate communications, planning, transmission, and distribution operations.
- Pre-Fire Plans:** A plan that shows the layout of the building, by floor, that includes the layout of major electrical equipment and station batteries. It shows all access routes and exits. These plans are kept in a binder that is housed in a cabinet, mounted on the wall inside the station, located near the designated door to be used for access.

Date Issued/Updated

Effective: December 2004

Review Date: December 2009

Signed,

Terry A. Morford
Senior Director

DRAFT - NO FOR ISSUE

Attachment 1 – Detailed Procedures

1. Upon receipt of a fire, smoke, or heat alarm at an indoor substation, or if a report of fire or smoke is received, the ECCO operator will immediately call 911, then contact and dispatch the first responder and Company incident commander.
2. If arriving at a station during the normal course of work, and smoke or fire is visible from the outside of an indoor substation (i.e., emanating from the doors, windows, ventilation system, etc.), no person shall enter the building. Any employee observing smoke or flames coming from an indoor substation shall immediately contact ECCO, report the details of the situation, and request that the fire department be dispatched.
3. When the first responder arrives at an indoor substation, the employee **shall not** enter the indoor substation building. The employee shall:
 - a) Assume the role of the incident commander until relieved.
 - b) Prepare for the arrival of the fire department if not already on the scene.
 - c) Prevent any non-fire department employees from entering the indoor substation.
 - d) Request fire department employees to obtain the pre-fire plans from the red cabinet located inside the substation entrance.
 - e) Discuss the indoor substation pre-fire floor plans with the senior fire department person present and advise him or her of the potential hazards (i.e., energized equipment, toxic smoke, asbestos, mineral oil, polychlorinated biphenyls (PCBs), compressed gases, batteries, etc.) within the indoor substation.

 **WARNING**

If smoke is seen or smelled during the investigation, evacuate immediately. Do not enter the station until the atmosphere has been tested with a Company-approved four (4) gas monitor.

4. Once a fire or smoke-related incident is extinguished and the fire department has released the station to PG&E, the following conditions shall be met before any employees are allowed to enter the building:

- a) From the door, test the interior atmosphere for oxygen, carbon monoxide, hydrogen sulfide, and combustibles with a Company-approved four (4) gas monitor using a remote wand. If the results of the air test are within acceptable limits, entry can be made while wearing an air purifying respirator (APR) with a cartridge to protect against potential asbestos and PCB exposure while carrying a 4-gas monitor to continually evaluate the atmosphere.

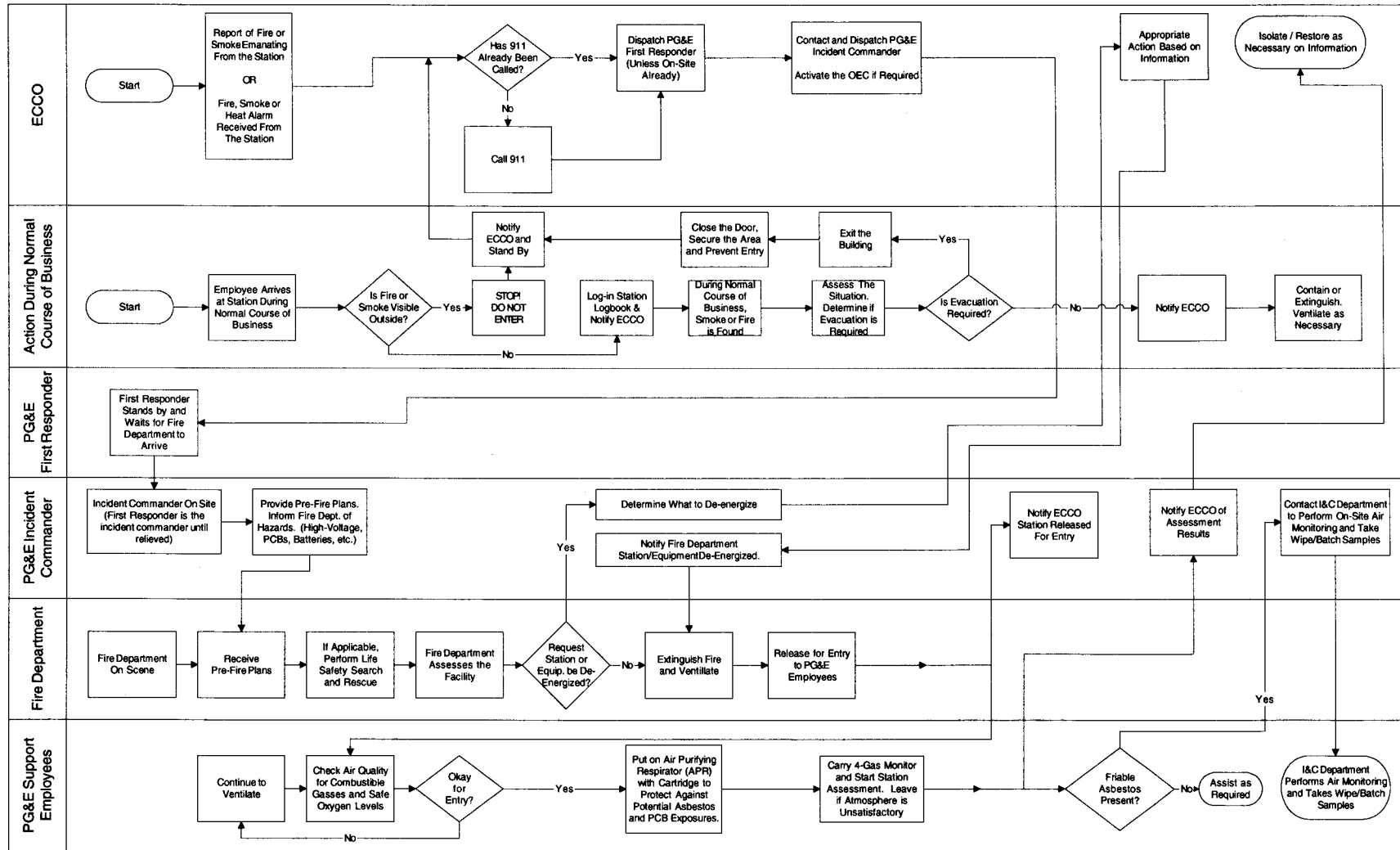
**WARNING**

Leave if the atmosphere is unsatisfactory! Continue to ventilate.

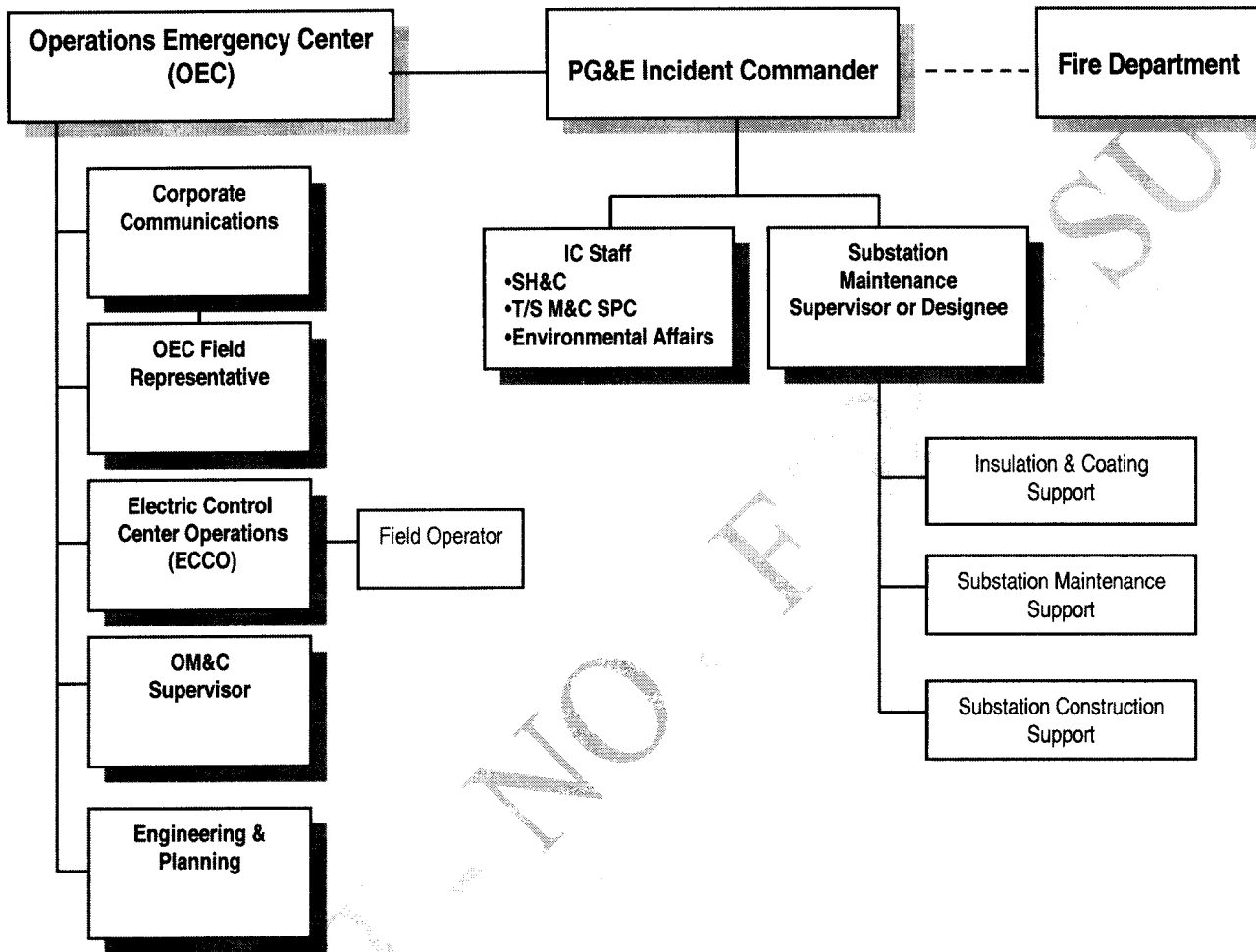
- b) During the station evaluation, look for asbestos containing materials (ACM). ACM may be present after an explosion of any nature occurs during a fire. If ACM is discovered, the incident commander shall contact the Insulation and Coatings department to perform air monitoring and to take wipe and batch samples.
- c) The incident commander shall not let nonessential employees enter the station until all hazards or other issues have been clearly identified and eliminated or controlled.

Attachment 2 – Emergency Response Flow Chart

Emergency Response Procedures for Fires at "Indoor" Substations. (See Attachment 6)
 (An Indoor Substation is Defined as a Building Containing Oil-Filled Equipment Energized at 4kV and Above)



Attachment 3 -- PG&E Incident Command System Organization



Attachment 4 – PG&E Incident Command System (ICS) Roles and Responsibilities**Incident Command System (ICS)**

ICS is a system consisting of a combination of facilities, equipment, employees, procedures, and communications. It operates as a common organizational structure with responsibility for managing assigned resources to effectively accomplish stated objectives pertaining to an incident.

PG&E Incident Commander (IC)

This is a PG&E employee who is responsible for managing all incident operations as follows:

- Secures as much information as possible regarding the facility before the fire department arrives (pre-fire plans, station condition, what is energized, what is not).
- Stays and communicates with the fire department incident commander.
- Advises the fire department incident commander of energized/de-energized electrical circuits, hazardous materials, and general hazards associated with the facility.
- Assists the fire department in assessing and re-assessing the incident.
- Coordinates and uses PG&E resources as necessary to support the incident.
- During normal working hours, the IC will be the local substation supervisor. During non-working hours, the primary IC will be the substation on-call supervisor and the backup will be an OM&C, electric on-call supervisor.

IC Staff

This is a group of Environmental Health and Safety (EH&S) management employees assisting the incident commander with EH&S issues. This group consists of Safety, Health and Claims (SH&C), the T/S M&C Safety Program coordinator, and Environmental Affairs.

Substation Maintenance Supervisor

The substation maintenance supervisor is a management employee who has responsibility for all substation equipment. This position will oversee all necessary work, grounding, switching activities, etc. All Company and contract employees supporting the incident will fall under his/her jurisdiction.

Operations Emergency Center (OEC)

This is the local facility from which Transmission and Distribution (T&D) emergency activities are coordinated. These include such integral activities as corporate communications, planning, transmission and distribution operations, and OM&C support representatives.

Electric Control Center Operations (ECCO)

This department is responsible for operating the electric T&D system.

First Responder

This is a PG&E employee who has been dispatched to meet with the fire department because of a report of smoke or fire. This person must be familiar with the facility and equipment. The first responder will be the acting incident commander until relieved.

OM&C Support

This is a group of division and General Construction employees who provide emergency support in the repair/replacement of distribution assets.

EOC Field Representative

This is an employee who acts as the field liaison between the PG&E incident commander (IC) and the Emergency Operations Center (EOC).

Field Operator (T&D)

This is an ECCO employee(s) directed to support any field restoration/switching activities.

Engineering and Planning

Engineering and Planning is an organization that is responsible for managing the condition of the T&D system, outside the substation fence, to ensure that the facilities are available to provide safe and reliable electric service.

Corporate Communications

The Corporate Communications department is an organization that clearly and accurately disseminates public information through media and other channels.

Attachment 5 – Qualification and Preference Matrix for First Responders

| San Francisco | Oakland and Other Outlying Areas |
|---|---|
| <p>1. Substation electricians are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • Most familiar with the facility and equipment. | <p>1. Substation electricians are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • Most familiar with the facility and equipment. |
| <p>2. Operators are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • 24x7 work schedules. • Familiar with the facility and equipment. | <p>2. Substation electrical technicians are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • Familiar with the facility and equipment. |
| <p>3. Substation electrical technicians are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • Familiar with the facility and equipment. | <p>3. Troublemen are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Substation switchman, trained. • Familiar with the facility and equipment. |
| <p>4. Cablemen are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Not substation switchman trained. • Familiar with the facility and equipment. • 24x7 work schedules. | <p>4. Operators are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Typically do not perform substation switching. • 24x7 work schedules. • Familiar with the facility and equipment. |
| <p>5. Troublemen are:</p> <ul style="list-style-type: none"> • Qualified electrical workers (QEW). • Not substation switchman trained. • Not familiar with the facility and equipment. | |

Attachment 6 – Listing of Indoor Stations

| Bay Area | | | | |
|-----------------------|----------------------|-----------------------|-----------------|-----------------|
| | Station | Maintenance HQ | Division | TYPE |
| 1 | BANK OF AMERICA | MARTIN | SAN FRANCISCO | Indoor |
| 2 | SF Y | MARTIN | SAN FRANCISCO | Indoor |
| 3 | SF F | MARTIN | SAN FRANCISCO | Indoor |
| 4 | MOSCONE | MARTIN | SAN FRANCISCO | Indoor |
| 5 | POTRERO PP (STA "A") | MARTIN | SAN FRANCISCO | Indoor |
| 6 | SF E | MARTIN | SAN FRANCISCO | Indoor |
| 7 | SF G | MARTIN | SAN FRANCISCO | Indoor |
| 8 | SF H (MARTIN) | MARTIN | PENINSULA | Indoor |
| 9 | SF I | MARTIN | SAN FRANCISCO | Indoor |
| 10 | SF J | MARTIN | SAN FRANCISCO | Indoor |
| 11 | SF K | MARTIN | SAN FRANCISCO | Indoor |
| 12 | SF L | MARTIN | SAN FRANCISCO | Indoor |
| 13 | SF M | MARTIN | SAN FRANCISCO | Indoor |
| 14 | SF N | MARTIN | SAN FRANCISCO | Indoor |
| 15 | SF X (MISSION) | MARTIN | SAN FRANCISCO | Indoor |
| 16 | SF Z (EMBARCADERO) | MARTIN | SAN FRANCISCO | Indoor |
| 17 | BERKELEY F | OAKPORT | EAST BAY | Indoor |
| 18 | BERKELEY T | OAKPORT | EAST BAY | Indoor |
| 18 | OAKLAND, C | OAKPORT | EAST BAY | Indoor |
| 20 | OAKLAND D | OAKPORT | EAST BAY | Indoor |
| 21 | OAKLAND J | OAKPORT | EAST BAY | Indoor |
| 22 | OAKLAND K | OAKPORT | EAST BAY | Indoor |
| 23 | OAKLAND L | OAKPORT | EAST BAY | Indoor |
| 24 | OAKLAND X | OAKPORT | EAST BAY | Indoor |
| 25 | RIDGE | OAKPORT | EAST BAY | Indoor |
| 26 | VALLEJO, B | MCMAUDE | NORTH BAY | Indoor |
| 27 | BANCROFT | OAKPORT | EAST BAY | Indoor/Unit Sub |
| 28 | BECK STREET | OAKPORT | EAST BAY | Indoor/Unit Sub |
| 29 | BROOKSIDE | OAKPORT | EAST BAY | Indoor/Unit Sub |
| 30 | OAKLAND I | OAKPORT | EAST BAY | Indoor/Unit Sub |
| Non - Bay Area | | | | |
| | Station | Maintenance HQ | Division | TYPE |
| 31 | ALPINE | STOCKTON | STOCKTON | Indoor |
| 32 | STOCKTON, "A" | STOCKTON | STOCKTON | Indoor |
| 33 | BLAINE STREET | MOSS LANDING | CENTRAL COAST | Indoor |
| 34 | CARMEL | MOSS LANDING | CENTRAL COAST | Indoor |
| 35 | CALWATER | BAKERSFIELD | KERN | Indoor/Unit Sub |
| 36 | RENFRO | BAKERSFIELD | KERN | Indoor/Unit Sub |
| 37 | PINEDALE | FRESNO | FRESNO | Indoor/Unit Sub |