

January 7, 2022

**VIA ONLINE PORTAL AND EMAIL**

Shawn Williams  
Records Access Officer  
City of Boston  
1 City Hall Square, Room 615  
Boston, MA 02201  
[Shawn.williams@boston.gov](mailto:Shawn.williams@boston.gov)

**Re: Public Record Request from Lawyers for Civil Rights**

Dear RAO Williams:

This letter constitutes a request under the Public Records Law, G.L. c. 66, § 10, for public records in the custody of the Boston Fire Department (“BFD”). As used in this request, “record” and “records” are defined as in the Public Records Law; “Non-civil service” is defined as a civilian employee; “Station” refers to fire stations or firehouses operated by BFD; “Rank” is defined as the title or position within BFD; “Division” refers to divisions within BFD. Unless otherwise stated, the time period for which records are requested is January 1, 2018, to present day.

I hereby request copies of the following documents:

1. All records referring to, indicating or reflecting the overall demographics by gender and race of all civil service employees of the BFD, disaggregated by Station and/or Division and by rank and/or grade.
2. All records referring to, indicating or reflecting the overall demographics by gender and race of all non-civil service employees of the BFD, disaggregated by department, station, and/or division and by job title, including but not limited to records reflecting who serves in any supervisory and/or management position.
3. All records drafted, used, or referenced to create employee training for diversity, cultural competency, and/or implicit bias, including, but not limited to, information regarding the various facilitators and/or companies that facilitate the trainings.
4. All records pertaining to BFD’s diversity, equity, and inclusion initiatives and/or goals, including, but not limited to, BFD trainings, recruitment, hiring, promoting and/or retention of BFD employees.
5. All records pertaining to language access, including, but not limited to, 1) the department’s Language Access Plan (LAP); 2) all vendors used for translation and interpretation services; and 3) all policies and procedures pertaining to requests for and the provision of translation and interpretation into languages other than English.

6. All records indicating or reflecting a communication and/or request by BFD to the Commonwealth of Massachusetts' Human Resources Division (HRD) to consider language skills in the hiring process for BFD employees.
7. All records indicating or reflecting a communication and/or response by HRD to BFD regarding a request to consider language skills in the hiring process for BFD employees.
8. The most recent BFD organizational chart.

As this request involves a matter of public concern, we ask that all fees associated with this request be waived pursuant to 950 C.M.R. 32.06(5). The purpose of this request is to gain information about the diversity of a public agency and its efforts to ensure diversity, equity, and inclusion across personnel and policy. The information will not be used for any commercial purpose. If the waiver is denied and you expect the fee to exceed \$10.00, please provide a detailed fee estimate.

The Public Records Law requires that you comply with this request within 10 days following receipt. If your response to any portion of the request is that any record or portion of it is not public, please set forth in writing the specific reasons for such denial, including which specific exemption you believe applies.

I can be reached at the contact information below with any questions or concerns regarding this request. Thank you for your time and attention to this request.

Sincerely,

Sara L. Wilson, Esq.  
Legal Fellow  
(781) 627-5119  
swilson@lawyersforcivilrights.org

cc:

**Mayor Michelle Wu**  
Mayor@Boston.gov  
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Boston, MA 02201