SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting
Wednesday, June 12, 2019 - 9:00 a.m. – 12:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416 ■ San Francisco ■ California ■ 94102

AGENDA

Item No.

1. ROLL CALL

President	Stephen A. Nakajo
Vice President	Francee Covington
Commissioner	Michael Hardeman
Commissioner	Ken Cleaveland
Commissioner	Joe Alioto Veronese
Chief of Department	Jeanine Nicholson

2. GENERAL PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction and does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Discussion and possible action]*
Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 22, 2019

4. UPDATE FROM THE DIVISION OF SUPPORT SERVICES
Assistant Deputy Chief Anthony Rivera to provide an update on the Division of Support Services.

5. OVERVIEW OF FIRE DEPARTMENT BUDGET *[Discussion]*
Update and overview from Director Mark Corso on the current budget.

6. CHIEF OF DEPARTMENT'S REPORT *[Discussion]*
REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON
Report on current issues, activities and events within the Department since the Fire Commission meeting on May 22, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public and update on Department Drone Program.

REPORT FROM OPERATIONS, DEPUTY CHIEF VICTOR WYRSCH
Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, and Airport Division.

7. COMMISSION REPORT *[Discussion]*
Report on Commission activities since last meeting on May 22, 2019.

8. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS *[Discussion]*

Discussion regarding agenda for next and future Fire Commission meetings.

9. CORRESPONDENCE RECEIVED

- Email from Dalf Jackson

10. PUBLIC COMMENT ON ITEM 11

Public comment on all matters pertaining to Item 11 below, including public comment on whether to hold Item 11(b) (c) and (d) in closed session.

11. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

a. VOTE ON WHETHER TO CONDUCT ITEMS 11(b) (c) and (d) IN CLOSED SESSION *[Action]*

The Commission may hear Item 11(b) (c) and (d) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

b. CASE NO. 2018-01: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL, FOR VIOLATIONS AS FOLLOWS: *[Discussion and possible action]*

The appeal is from a three-calendar day suspension for violation of the Rules and Regulations as follows:

Section 3901 - Unauthorized Use of Department Name
Section 3902 - Unauthorized Use of Uniform
Section 3905 - Familiarity with the Rules
Section 3914- Unauthorized Visit to Places of Amusement
Section 3923 -Acts Detrimental to the Welfare of the Department

At the Commission's meeting on December 12, 2018, the Commission deliberated and decided member's appeal of a 3-day suspension imposed by the Chief of Department and by a unanimous vote the Commission the Commission denied Paramedic Ashe's appeal and upheld the Chief's 3-day suspension. The Commission is now considering proposed Findings of Fact in relation to that decision.

c. CASE NO. 2018-04: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL, FOR VIOLATIONS AS FOLLOWS: *[Discussion and possible action]*

The appeal is from a ten-calendar day suspension for violation of the Rules and Regulations as follows:

Section 3909 – False Reports
Section 3921 – Inattention to Duty
Section 3929 – First Alarm Areas
Section 3941 – Use of Department Vehicles

At the Commission meeting on January 9, 2019, the Commission deliberated and decided member's appeal of a 10-day suspension imposed by the Chief of Department and by a vote of 3-2 (Ayes: Cleaveland, Nakajo, Hardeman, Nays: Covington, Alioto-Veronese), the Commission upheld the charged rule violations and reduced the penalty from a 10-day suspension to a 4-day

suspension. The Commission is now considering proposed Findings of Fact in relation to that decision.

d. CASE NO. 2018-05: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL, FOR VIOLATIONS AS FOLLOWS: *[Discussion and possible action]*

The appeal is from a ten-calendar day suspension for violation of the Rules and Regulations as follows:

Section 2808 – Welfare of Subordinates
Section 3909 – False Reports
Section 3921 – Inattention to Duty
Section 3941 – Use of Department Vehicles

At the Commission meeting on January 9, 2019, the Commission deliberated and decided member's appeal of a 10-day suspension imposed by the Chief of Department and by a vote of 3-2 (Ayes: Cleaveland, Nakajo, Hardeman, Nays: Covington, Alioto-Veronese), the Commission upheld the charged rule violations and reduced the penalty from a 10-day suspension to a 4-day suspension. The Commission is now considering proposed Findings of Fact in relation to that decision.

e. IF CLOSED SESSION HELD, RECONVENE IN OPEN SESSION.

i. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

ii. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION, as specified in San Francisco Administrative Code Section 67.12(a). ***[Action]***

12. ADJOURNMENT

FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES

Wednesday, May 22, 2019 – 5:00 p.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400, San Francisco, California, 94102

The Video can be viewed by clicking this link:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=33241

President Nakajo called the meeting to order at 5:03 p.m.

1. ROLL CALL

Commission President	Stephen Nakajo	Present
Commission Vice President	Francee Covington	Present
Commissioner	Michael Hardeman	Present
Commissioner	Ken Cleaveland	Present
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Jeanne Nicholson	Present
Victor Wyrsch	Deputy Chief -- Operations	
Jose Velo	Deputy Chief --Administration	
Sandy Tong	EMS	
Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Michael Cochran	Homeland Security	
Joel Sato	Training Division	
Assistant Chiefs		
Bob Postel	Division 2	
Lorri Kalos	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Clement Yeh	Medical Director	
Olivia Scanlon	Communications and Outreach	

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF THE MINUTES *[Discussion and possible action]*

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 8, 2019.

Commissioner Cleaveland Moved to approve the above meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

4. PRESENTATION FROM THE PORT OF SAN FRANCISCO PERTAINING TO THE MOU WITH THE SFFD *[Discussion]*
Jamie Hurley to present the MOU between the Port and SFFD.

Jamie Hurley, project manager with the Port of San Francisco explained the newly created Memorandum of Understanding between the Port and the San Francisco Fire Department. He presented the following PowerPoint: https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Port%20MOU%20Fire%20Commission%20May%2022%202019_Final2.pptx

He mentioned that SFFD staff and Port staff have worked together to develop the MOU over the past several months and that the Port Commission is poised to approve at their next Port Commission meeting on May 28th. He added that it was a collaborative effort by three sister agencies, the Port, SFFD and Public Works, with the connection being the project at Fire Station 35 and the MOU. He provided a description of the work to be performed, including the removal of the pile-supported marginal wharf, a new structure that will contain a ramp that connects the Embarcadero to the new station and a pedestrian bridge that will connect the new floating fireboat station to the historic Station 35. He stated that an MOU functions similar to a lease and that there are several different parcels within the MOU, the historic firehouse, the marginal wharf, and submerged land. He stated that the terms of the agreement correspond with the design life of the new facility, which they estimate at 50 years and it allows for the construction of the project which will be about two years, and operations out of the new facility once it is completed. It provides for the payment of rent to the Port by the Fire Department of approximately $14,000 a month, which would not commence until after the project is completed and the new facility is occupied and will contain rent credits of approximately 15 years. He provided more detailed information on the attached MOU, as well as the compliance with CEQA: https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/SFFD-PORT%20MOU.pdf.

Chief Nicholson thanked Mr. Hurley for presenting the information and said that she is in support of the MOU as they have put a lot of work into it.

Commissioner Cleaveland asked how they established market rate rent. Mr. Hurley responded that the Port Commission approves parameter rent rates for different types of Port property, such as submerged lands, improved open land and unimproved land are examples of set rates.

Commissioner Veronese thanked Mr. Hurley for his presentation and confirmed that the Port charges the Police Department rent as well as other City agencies that have buildings on Port property. Mr. Hurley added that all of the project costs will be paid through the 2014 ESER Bond money and the Port will not be contributing to any of the project costs for Station 35. Chief Rivera stated he did not have the cost breakdown of demolition for Pier 22 and Pier 24, but there was an evaluation done prior to the condition of the existing pier as a whole and that the north section will eventually have to be reinforced at some point and he believes the cost to be approximately a million dollars to repair that north area. Mr. Hurley confirmed that the demolition for the whole project will be paid for by ESER 2014. Commissioner Veronese confirmed that the historic firehouse will be used to store turnouts, PPE's, Engine 35 and wash extractor for the turnouts and that the new station is going to have cooking facilities, a

communications room, and sleeping quarters. Director Corso confirmed that the Fire Department currently has a work order with the Port where the Port pays for the officer of the fireboat, the pilot and the engineer, and that those positions are staffed 24 hours a day, in addition to some fire prevention personnel for Plan Review and the Port Fire Marshal and dedicated fire inspector.

Vice President Covington thanked Mr. Hurley for his presentation and thought it was eye opening. She also thanked everyone who participated in hammering out the MOU and thinks it's a very good MOU. Vice President Covington informed Mr. Hurley, the Commission and the audience that she is a former Redevelopment Commissioner and knows the Port has an incredible portfolio. She asked Mr. Hurley to talk more about the observation deck. Mr. Hurley explained that it will have public access areas pursuant to the BCDC permit and will allow members of the public an opportunity to interact with the art that is planned for that area as well as to be able to view the boats and activity that will be visible from the deck.

Commissioner Hardeman tanked Mr. Hurley for his report and noted that it sounds like his heart is in the project. He added that between his Port Commission and Fire Commission appointments he has been on top of the project, such as understanding the operation of Pier 35 and the fireboats and he's always had a soft spot in his heart for fireboats and he's happy they have Fireboat 3, the St. Francis. Commissioner Hardman confirmed that there shouldn't be much of a need for dredging unless in the future, due to some buildup of siltation underneath the float. He also confirmed that the float itself is being made overseas, but the actual firehouse will be built in San Francisco at Pier 1 and they are going to utilize local contractors to actually build the firehouse so there will be a lot of local enterprises working on it.

President Nakajo thanked Mr. Hurley for his report and confirmed that it is scheduled to be approved at the Port Commission meeting on May 28, 2019. He noted that folks have been working very hard on the MOU and he thinks it's ready to go.

5. CHIEF OF DEPARTMENT'S REPORT *[Discussion]*

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities and events within the Department since the Fire Commission meeting on May 8, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Nicholson announced that she promoted acting Assistant Chief Lorrie Kalos to Assistant Chief of Division 2 as well as Niels Tangherlini to Section Chief of Operations. She mentioned that she has reached out to all of the employee groups and she and her deputies will be meeting with them over the summer. She added that she, CD2 and CD3 attended the union membership meeting on May 9, where they spoke to the members and had a good reception of opening up the lines of communications so they can collaborate on how they can work together. She also had a productive meeting with the board members of Local 798. She added that she, Chief Velo and Chief Wyrsch continue to visit the fire stations to talk to all the members as well as a town hall meeting at Station 49, where they got good reception from the members. She touched on the budget, where they have submitted enhancement requests to the Mayor's Budget Office. She has met with Supervisors Fewer, Walton and Peskin about AWSS. She touched on other developments, such as testing schedules, meeting with the Bicycle Coalition, meeting with DEM and EMS partners. She concluded by announcing that she appreciates all the

hopeful people in the room and welcomes them at all meetings, but she and her command staff would not be meeting with them following the commission meetings.

Commissioner Cleaveland thanked her for her report and asked for clarification about the testing schedule. Chief Nicholson confirmed it relates to testing for promotional purposes, and the conversations are ongoing with DHR and Local 798. He also confirmed that the meeting she had with Hospital Council and David Serrano Sewell was a meet and greet type of meeting, and she thought there would be an opportunity for the commission to meet with them as well.

Commissioner Veronese acknowledged his appreciation of the Chief for her recent visits to the neighborhood stations as well as the town hall meeting at Station 49.

Commissioner Hardeman acknowledged how busy Chief Nicholson has been and congratulated her for bringing everybody in the Department together. He mentioned that he saw her and a number of members on SFGOV TV, getting commendations from the Board of Supervisors.

President Nakajo concurred with Commissioner Veronese's comments in terms of visiting the stations and the timeliness of that within her administration and he appreciates it and that he was sorry he could not make the town hall meeting at Station 49 with Chief Tong. He also acknowledged Chief Nicholson and her administration and his fellow colleagues in terms of the budget advocacy with the various supervisors. He congratulated Chief Kalos and Neils Tangherlini on their recent promotions.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF JOSE VELO
Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, Homeland Security, Training within the Department.

Chief Velo reported on events for the month of April. He thanked Chief Nicholson for selecting him for the job and never thought he would be so busy in his life. He confirmed the many meetings they have attended and stated he is happy to be part of this new team, moving the Department forward. He acknowledged all the great and hard work his Assistant Deputy Chief's do and noted that he really admires them, they work nonstop. He touched on the Training Division, where he mentioned that Chief Sato was in New York visiting the ULFDNY studies on fire alarm behavior and ventilation behavior. He added that the 125th academy is coming to a closure soon and graduation is scheduled for June 14, 2019, with 44 recruits expected to graduate. He touched on NERT, where they had a City-Wide drill, a surf rescue drill, plans for a high-rise drill and active shooter drill with the SFPD and updating the emergency response plan. He mentioned that the second wave of wildland training finished today, and he expects about 250 members will be trained for wildland fires. He announced that they are working with Jesus Mora of the IT Division to reduce paper waste and moving to electronic forms.

Commissioner Cleaveland thanked Chief Velo for his report. He confirmed that a grant writer has not been hired yet and they are having difficulties recruiting the right person. He was delighted to see they are doing the high-rise drill at 333 Bush Street as it's both residential and commercial. He also appreciated the fleet report that is included in Chief Velo's

comprehensive report, as he thinks it's important as commissioners to know how the fleet is aging when they talk to the Board of Supervisors and the Mayor, and they can better understand the need to continue to replenish the stock of engines, trucks and everything else.

Vice President Covington thanked Chief Velo for his initial report and she wished him much success in his new position. She confirmed with Chief Velo that the tsunami warning signs are handed out at various community outreach events. She also mentioned that she also really appreciates the fleet update being so detailed, particularly as they are in the active budget phase of the year.

Commissioner Hardeman was amazed at Chief Velo's report and noted all the work that went into it. He mentioned that it is the commission's responsibility to make another push for a fleet plan and was happy Chief Velo brought it to their attention. He acknowledged the increase of homelessness at the airport.

Commissioner Veronese was very enlightened by the vehicle report and stated it is helpful when talking to the Board of Supervisors. He would also like to know what other things the department is tracking.

President Nakajo thanked Chief Velo for his comprehensive report and noticed he has hit the ground running and stated he looks forward to hearing about all of the work in the future.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*
Report on Commission activities since last meeting on April 10, 2019

Vice President Covington stated that the meetings and conversations with the Supervisors regarding the upcoming budget have been very good and encouraging. President Nakajo acknowledged all of the commissioners in terms of budget advocacy.

Commissioner Hardeman attended the surf drill at Ocean Beach where he stayed at the catwalk but saw President Nakajo down on the shore getting his feet wet at the drill. He added that it was amazing to watch, and he enjoyed the helicopter. President Nakajo added that Chief Cochrane was also at the surf rescue drill as well as Chief Wyrsch and he thought it was also amazing and a privilege for him to walk with them on the beach and get educated in terms of how the department prepares for such a rescue. He thanked Olivia Scanlon and Director Corso for their budget advocacy and for making the data available and arrangements possible. He also mentioned that he attended an internal meritorious award meeting to discuss plans for revamping the committee and try to revitalize it in some ways.

There was no public comment.

7. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS *[Discussion]*
Discussion regarding agenda for the next and future regular meetings.

- Drone update

There was no public comment.

8. ADJOURNMENT President Nakajo adjourned the meeting at 7:02 p.m.

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19 A-30
May 20, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Strike Team Leader Refresher Course
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 - R. & R._____

1. The Department is offering a one-day Strike Team Leader Refresher course on Wednesday, June 5, 2019. This refresher course is for certified Strike Team Leaders or Strike Team Leader Trainees who have successfully completed the National Wildfire Coordinating Group (NWCG) classes S-130, S-131, S-190, S-290, S-234, S-330 or S-334, **AND** the 2019 Annual Wildland Training Refresher Course. Engine Officers who wish to be deployed this fire season are strongly encouraged to attend this course as well. New documentation procedures will be covered in detail.

2. This course will be held from 0900-1300 hours at the Division of Training located at 19th and Folsom Streets.

3. Interested members are to sign up via the "Appointments" tab on the Fire Station Application. This tab is located to the right of the calendar on the home page.
   - Go to the Home page
   - Click "Appointments"
   - Click "Add"
   - Select the location of the training: Division of Training
   - Select Appointment Type: Strike Team Leader Refresher
   - Select June 5, 2019
   - Click on "Create"

   A members' status will initially be shown as "enrolled". Once selected to attend the course, the status will change to "currently attending".

4. Compensation will not be granted to members attending class in an off-duty status. Members may not attend this training while working a trade (TRW). The deadline to sign up is 1200 hours on Friday, May 31, 2019.

5. Any questions relating to this General Order should be directed to the Division of Training at (415) 970-2000.

Jeanine R. Nicholson
Chief of Department

UPDATED TO INCLUDE ATTACHMENT

SAN FRANCISCO FIRE DEPARTMENT

GENERAL ORDER

File Code 19 A-31
May 21, 2019

From: Chief of Department
To: Distribution List "A"
Subject: SharePoint Fire Bulletin
Reference: Rules & Regulations, Section 402
Enclosure: SFFD SharePoint Site Instructions

Officer Endorsement:
Section 1108 – R & R_____

1. The Department has developed a new communication tool (Fire Bulletin) using the City's SharePoint services. This site is available for access to all SFFD employees through Office365 using the following link:

   https://sfgov1.sharepoint.com/sites/FIR-FireBulletin

2. Employees can access the Fire Bulletin using their individual Office365 account or the Fire Station Office365 account.

3. Members can access AO Daily Reports, Phone Directory, Fire Calendar, General Orders, Policies, and other SFFD documents from anywhere that they can log into with their Office365 account.

4. The Fire Bulletin will eventually replace AO Reports. However, both systems will be maintained during this transition.

5. Instructions on how to sign in from a desktop or a mobile device are included in the attached document.

6. Please direct any questions to the Fire IT Group at (415) 558-3601.

Jeanine Nicholson
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19 A-32
May 23, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Tactical Medical Technician Course
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 - R. & R._____

1. The Department is advertising for individuals in the rank of H3L2 interested in attending a 40 hour Tactical Medical Technician course.

2. This course is CA EMSA and POST approved and meets the requirements for Tactical Lifesaver/TEMS Technician. Completion of this course is one of the prerequisites in order to qualify for the SFFD TEMS Program.

3. The SFFD TEMS members provide rapid lifesaving interventions to officers, civilians and suspects in a tactical environment, as well as providing support to law enforcement operations.

4. Members must attend all 5 days of training (June 17-21) and successfully complete the written and practical portions of the class. Members working a regular day may request a detail. No OT will be granted.

5. Required Qualifications:
   - Licensed and accredited SF paramedic, total of three (3) years of experience
   - No actions taken against your State license in the past two years
   - Must be willing to work evening, day time and irregular shift hours under difficult conditions in a tactical environment, while functioning independently
   - Be willing to work overtime assignments during major events and holidays

6. Desired Qualifications:
   - Current Tactical Emergency Casualty Care (TECC) or Tactical Combat Casualty Care (TCCC) certificate of completion
   - Stop the Bleed Instructor
   - Past military or law enforcement experience
   - Participation in Urban Shield
   - 3 year commitment to the TEMS program

7. Interested members should send a General Form and PQF to ADC Sandy Tong by Friday, May 31, 2019.

Jeanine R. Nicholson
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19 A-33
May 28, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Updated Radio Failure Procedures
Reference: Communications Manual Section 4
Enclosure: Laminated "Radio Failure Procedure" Cards

Officer Endorsement:
Sec. 1108 – R. & R. _____

1. The Department has replaced all 700-800 mhz radios including portables, mobiles and control stations.
2. The new radio programming contained in these radios includes multiple back up systems in the case of radio failure.
3. A new radio failure procedure has been developed based on these systems and is effective with the issuance of this General Order.
4. Detailed instructions for the new radio failure policy are included on laminated cards with this General Order. Officers are to review the new radio failure procedures **with all members each watch** through June 28, 2019.
5. The enclosed small, double-sided laminated cards are to be placed in each apparatus in the accident pouch. The large, single-sided laminated card is to be placed in a visible location at the control station in the Communications room immediately, as well as in the Division and Battalion Offices.
6. The current Communications Manual does not reflect these changes. A revised Communications Manual will be forthcoming.

Jeanine R. Nicholson

Chief of Department

Conefrey, Maureen (FIR)

Subject: FW: RESENDING: General Order 19 A-34 Time Coming (TC) for Holiday Benefit
Attachments: Time Coming for Holiday Benefit Attachment.pdf

SAN FRANCISCO FIRE DEPARTMENT

GENERAL ORDER

File Code 19 A-34

May 31, 2019

From: Chief of Department
To: Distribution List "A
Subject: Time Coming (TC) for Holiday Benefit
Reference: San Francisco Firefighters' Union, Local 798
Unit 1 & II MOU Section 20
Enclosures: Form 418.4

Officer Endorsement:
Sec. 1108 – R. & R. _____

1. The San Francisco Firefighters Union, Local 798, Units I & II, Memorandum of Understanding (MOU) Section 21: Holidays 20 Subsection 21.2 Fire Suppression Personnel states:

   Twenty-four (24) hour fire suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid a holiday premium per pay period, excluding overtime compensation and premiums, as holiday compensation for the holidays specified in Section 21.1. Upon declaration by the Mayor of any holiday in addition to those specified in Section 21.1(b), twenty-four (24) hour suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid an additional holiday premium which will be calculated on a proportional basis by the Controller's office.

   Employees who utilize sick pay on the shift commencing on the day before, the shift commencing on the day of, or the shift commencing on the day after a specified holiday shall not receive the holiday premium for two pay periods. For the Thanksgiving holidays, a single continuous usage of sick pay by an employee during any or all of the shifts commencing on the day before Thanksgiving Day, Thanksgiving Day, the Day After Thanksgiving, or the day after the Day After Thanksgiving, will result in that employee not receiving the holiday premium for the two subsequent pay periods. Employees on disability leave and/or employees working a forty (40) hour per week schedule on a temporary modified duty assignment on any specified holiday shall not receive holiday premium for that one pay period.

The holiday premium for employees who are members of the Retirement System under Charter Section A8.598 ("New Plan" or "Tier II") shall be paid a six and a half percent (6.50%) holiday premium July 1, 2019 through June 30, 2020.

Notwithstanding the above, employees who are members of the Retirement System under Charter sections A8.585 and A8.596 ("Old Plan" or "Tier I") shall be paid a seven percent (7%) holiday premium.

2. To receive Time Coming in place of the holiday premium, members must submit form 418.4 to the Payroll Office. (A sample of this form is attached to this General Order.) Time Coming forms will be effective from the time received. **Only** forms received in the Payroll Office between **June 04, 2019 and June 29, 2019** will be accepted and processed. **Forms received *prior* to the issuance of this General Order (e.g., May 30, 2019 or earlier) or *after* June 29, 2019 will NOT be accepted and processed**, and will result in the member receiving holiday premium for Fiscal Year 2019-2020.

3. If a member experiences exigent circumstances during Fiscal Year 2019-2020 that may necessitate the change to/from holiday premium/Time Coming shall submit the request on the Department's General Form to the Deputy Chief of Administration, through the chain of command, for review and disposition. Such requests will be handled on a case-by-case basis.

4. The Suppression accrual rate for Time Coming taken in place of holiday premium is calculated as follows:

   - Tier I: multiply the number of hours worked per year, 2,532.40 by 0.07; then divide the sum by the number of pay periods, 26 to get 6.82 hours per pay period.
   - Tier II: multiply the number of hours worked per year, 2,532.40 by 0.065; then divide the sum by the number of pay periods, 26 to get 6.33 hours per pay period.

   Hours available for member's TC accounts will be rounded off to two decimal places.

5. The H-3 Level I and II accrual rate for Time Coming taken in place of holiday premium is calculated as follows:

   - Multiply the number of hours worked per year, 2,080 by 0.065; then divide the sum by the number of pay periods, 26 to get 5.20 hours per pay period.

   Hours available for member's TC accounts will be rounded off to two decimal places.

6. Directions for completing the form are as follows:

   - Indicate the total number of pay periods for the current Fiscal Year for which request the credit of the TC in place of Holiday Premium.
   - The TC hours will be accrued per pay period sequentially starting with the first pay period following receipt of this form by the Payroll Office.

7. H-3 Level I and Level II EMT/Paramedics Time Coming balances cannot exceed 240 hours. All other uniform personnel Time Coming balances cannot exceed 300 hours.

8. Attached is a copy of form 418.4 which can be found on the HRMS Portal under "Employee" and "Reports" tab.

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File

Code 19 A-35

May

31, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Department Workgroups and Committees
Reference: Rules & Regulations, Section 402
Enclosure: SFFD Workgroup and Committee Guidelines

Officer Endorsement:
Sec 1108 – R. & R. _____

1. In an effort to gain valuable input from SFFD members, the administration has established the following guidelines for Workgroups and Committees (see attachment).

2. The Department is accepting applications for the following Workgroups and Committees:

Department Workgroups
Career Track Workgroup
Communications Workgroup
Policies and Procedures Workgroup
Technology Workgroup

Department Committees
Accident Review Committee
Apparatus and Equipment Committee
Aquatic Rescue Committee
Behavioral Health Committee
Budget and Finance Committee
Community Outreach Recruitment Education Committee (CORE)
Disaster Committee
Emergency Water Supply Committee
EMS Leadership Committee
Hazardous Materials Committee
High Rise Committee
Meritorious Awards Committee
Mutual Aid Committee
Tactical EMS Committee
Technical Rescue Committee
Transit Committee
Uniform Committee
Vision Zero Committee

3. In addition, the Department is convening the Strategic Plan Review Committees as listed in the 2017-2021 San Francisco Fire Department Strategic Plan. These Committees will review the progress of the plan in each of their respective areas of focus and make recommendations to the Chief of Department.

4. Additional Workgroups or Committees may be formed as the needs of the Department dictate.

5. All interested members are to submit a General Form to the Chief of Department through the chain of command by close of business, June 17, 2019. Submittal should contain all qualifications and experience related to the Workgroups or Committees of interest. Members may apply to multiple Workgroups or Committees but may only be selected for a maximum of three. Members applying to more than three Workgroups or Committees shall submit a priority order for the committees. (Health and Safety Committee shall be formed according to section 36.2 of the M.O.U). Application does not guarantee a seat on a Workgroup or Committee. Battalion Chiefs and Captains are expected to participate in workgroups, committees, and the manual revision process.

6. All members currently assigned to a Workgroup or Committee and interested in possibly remaining on that Workgroup or Committee, must also submit a General Form for review.

Jeanine R. Nicholson
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File

Code 19 A-36

June 3,

2019

From: Chief of Department
To: Distribution List "A"
Subject: Time Coming (TC) for Holiday Benefit; Reissue of General Order
Reference: San Francisco Firefighters' Union, Local 798
Unit 1 & II MOU Section 20
Enclosures: Form 418.4

Officer Endorsement:
Sec. 1108 – R. & R. _____

1. This General Order replaces General Order 19 A-34 and becomes effective immediately.

2. The San Francisco Firefighters Union, Local 798, Units I & II, Memorandum of Understanding (MOU) Section 21: Holidays 20 Subsection 21.2 Fire Suppression Personnel states:

> Twenty-four (24) hour fire suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid a holiday premium per pay period, excluding overtime compensation and premiums, as holiday compensation for the holidays specified in Section 21.1. Upon declaration by the Mayor of any holiday in addition to those specified in Section 21.1(b), twenty-four (24) hour suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid an additional holiday premium which will be calculated on a proportional basis by the Controller's office.
>
> Employees who utilize sick pay on the shift commencing on the day before, on a shift commencing either within 2 calendar days before, on the day of, or within 2 days after a holiday, shall not receive the holiday premium for two pay periods. For the Thanksgiving holidays, a single continuous usage of sick pay by an employee during any or all of the shifts commencing either within 2 calendar days before Thanksgiving Day, Thanksgiving Day, the Day After Thanksgiving, or the day after the Day After Thanksgiving, will result in that employee not receiving the holiday premium for the two subsequent pay periods. Employees on disability leave and/or employees working a forty (40) hour per week schedule on a temporary modified duty assignment on any specified holiday shall not receive holiday premium for that one pay period.

The holiday premium for employees who are members of the Retirement System under Charter Section A8.598 ("New Plan" or "Tier II") shall be paid a six and a half percent (6.50%) holiday premium July 1, 2019 through June 30, 2020.

Notwithstanding the above, employees who are members of the Retirement System under Charter sections A8.585 and A8.596 ("Old Plan" or "Tier I") shall be paid a seven percent (7%) holiday premium.

3. To receive Time Coming in place of the holiday premium, members must submit form 418.4 to the Payroll Office. (A sample of this form is attached to this General Order.) Time Coming forms will be effective from the time received. **Only** forms received in the Payroll Office between **June 04, 2019 and June 29, 2019** will be accepted and processed. **Forms received *prior* to the issuance of this General Order (e.g., prior to June 4, 2019 or earlier) or *after* June 29, 2019 will NOT be accepted and processed**, and will result in the member receiving holiday premium for Fiscal Year 2019-2020.

4. If a member experiences exigent circumstances during Fiscal Year 2019-2020 that may necessitate the change to/from holiday premium/Time Coming shall submit the request on the Department's General Form to the Deputy Chief of Administration, through the chain of command, for review and disposition. Such requests will be handled on a case-by-case basis.

5. The Suppression accrual rate for Time Coming taken in place of holiday premium is calculated as follows:

   - Tier I: multiply the number of hours worked per year, 2,532.40 by 0.07; then divide the sum by the number of pay periods, 26 to get 6.82 hours per pay period.
   - Tier II: multiply the number of hours worked per year, 2,532.40 by 0.065; then divide the sum by the number of pay periods, 26 to get 6.33 hours per pay period.

   Hours available for member's TC accounts will be rounded off to two decimal places.

6. The H-3 Level I and II accrual rate for Time Coming taken in place of holiday premium is calculated as follows:

   - Multiply the number of hours worked per year, 2,080 by 0.065; then divide the sum by the number of pay periods, 26 to get 5.20 hours per pay period.

   Hours available for member's TC accounts will be rounded off to two decimal places.

7. Directions for completing the form are as follows:

   - Indicate the total number of pay periods for the current Fiscal Year for which request the credit of the TC in place of Holiday Premium.
   - The TC hours will be accrued per pay period sequentially starting with the first pay period following receipt of this form by the Payroll Office.

8. H-3 Level I and Level II EMT/Paramedics Time Coming balances cannot exceed 240 hours. All other uniform personnel Time Coming balances cannot exceed 300 hours.

9. Attached is a copy of form 418.4 which can be found on the HRMS Portal under "Employee" and "Reports" tab.

Conefrey, Maureen (FIR)

From: Ludwig, Theresa (FIR)
Sent: Monday, June 03, 2019 3:47 PM
Subject: General Order 19 A-37, Times Rolls for Close of Fiscal Year 2019

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19

A-37

June 3, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Time Rolls for Close of Fiscal Year 2019
Reference: Rules & Regulations, Section 402
Enclosures: None

Officers Endorsement
Section 1108- R. & R.

1. The San Francisco City and County's Controller's Office procedures for closing payroll transactions for Fiscal Year 2019 are outlined below:

PAY PERIOD DATES	CALENDAR DAYS	PAY WARRANT ISSUE DATE
June 15 – June 28	14	July 9
June 29 – June 30	2	July 23
July 1 – July 12	12	July 23

2. On Tuesday July 23, 2019, San Francisco Fire Department members will receive two paychecks for the above-listed pay periods. Both paychecks will total one's biweekly salary.

3. The deadline to submit Time Rolls to the Payroll Office for the period of **June 15, 2019 through June 28, 2019 is Friday, June 28, 2019 by 1000 hours.**

4. The deadline to submit Time Rolls to the Payroll Office for the two-day period of **June 29 and June 30, 2019 is Monday, July 1, 2019 by 1000 hours.**

5. The deadline to submit Time Rolls to the Payroll Office for the period of **July 1, 2019 through July 12, 2019 is Friday, July 12, 2019 by 1000 hours.**

6. The above-mentioned pay periods are available in HRMS/PeopleSoft. As a reminder, PeopleSoft Time Rolls must be entered and submitted according to standard procedures and authorizations.

Conefrey, Maureen (FIR)

From: Corso, Mark
Sent: Monday, June 03, 2019 5:17 PM
To: Michael Hardeman; Steve Nakajo; Ken Cleaveland; fcovington@aol.com; Joe Veronese
Cc: Conefrey, Maureen (FIR); Scanlon, Olivia (FIR)
Subject: SFFD budget update

Good evening Commissioners. With the Mayor finalizing her budget and presenting it to the Board of Supervisors last Friday, I wanted to give a quick overview of what the proposed budget means for the Fire Department specifically. I am happy to present at the next Fire Commission meeting, giving further information as well as answering any questions you may have. Thank you for your assistance and initiative in reaching out to various Supervisors, as we have a few more meetings to go before we have completed our rounds in advance of our budget hearings.

As you may recall from previous budget presentations, the Department requested enhancements surrounding three main areas: EMS (both ambulance staff and EMS6), Incident Support Specialists, and Equipment. While we did not receive an allocation for any restoration of Incident Support Specialists, we did receive allocations related to the other two areas.

For EMS, the Mayor's Office granted us funding enhancements to the EMS6 program, adding five additional FTEs to increase the operational coverage from 12 hours a day to 36 hours a day. In addition, the Mayor's Office upgraded the EMS administrator position to account for increased scope and policy requirements. While the Department stressed the need for additional EMS staff to the Mayor's Office, we were not allocated any additional funds for ambulance staff, but we will continue to monitor operational capabilities in light of increasing call volume and provide updates on these issues to the Mayor's Office.

As it pertains to equipment, the next two years represent years four and five of the Mayor's fleet and equipment plan. The commitment at the outset of the plan was for a minimum investment of $3 million in equipment for Fire in each year of the plan. For our allocations, the Mayor's Office increased the Department's allocation to $6.0 million in the first year, representing the purchase of five Fire Engines, two Aerial Ladder Trucks, as well as command vehicles and needed SCBA equipment. In addition, the Department was allocated $4 million for the purchase of four hose tenders in the first year. The Department was allocated $3.3 million in year two for the purchase of additional engines, trucks and command vehicles.

Outside of these allocations, the Department was given funding in a handful of other areas. The Department proposed a re-organization of the Bureau of Fire Prevention, to better assist with span of control and management of large-scale projects. This was accomplished by upgrading three positions, which was approved by the Mayor's Office. The Department also was allocated three new Fire Inspector positions, to help with the increased demands and work flow of the Bureau. The Prevention resources are 100% funded through projected revenue increases at the Bureau from additional activity. In Administration, the Department was funded for a new Health and Safety Assistant Deputy Chief, to manage such areas of the Department as cancer prevention and behavioral health. The Department was also allocated an EMS billing analyst and an additional position for administrative support.

The Department's budget hearings are scheduled as part of the City's budget process. We present at the Board's Budget and Finance meeting on **Thursday, June 13th**, at the Board Chambers where Chief Nicholson will give an overview of the Department and its budget and answer any questions that the Committee members may have. The Department's second hearing is set for the following **Thursday, June 20th**, where the expectation from the Board is that Departments will be in agreement with the Budget Analyst at that time. We will keep you posted on our progress with the Budget Analyst.

As always, I would like to thank the Commission for their continued support, and I am happy to answer any questions you may have.

Thank you.

Mark Corso
Finance Division
San Francisco Fire Department
Tel (415) 558-3417
Fax (415) 558-3455

Coalition for San Francisco Neighborhoods

www.csfn.net • PO Box 320098 • San Francisco CA 94132-0098 • Est 1972

May 28, 2019

TO: Mayor London Breed, San Francisco Board of Supervisors, San Francisco Planning Commission, San Francisco Public Utilities Commission, San Francisco Public Works, San Francisco Department of Building Inspection, San Francisco Municipal Transportation Agency, San Francisco Fire Department, City College of San Francisco Board of Trustees, City College Chancellor Mark Rocha, Joe Kirchofer of AvalonBay Communities LLC, Kearstin Dischinger of BRIDGE Housing Corporation, Jeremy Shaw of San Francisco Planning Department, Joaquín Torres Director of San Francisco Office of Economic and Workforce Development

FROM: George Wooding, President Coalition for San Francisco Neighborhoods

RE: Case #: 2018-007883ENV
Project Title: Balboa Reservoir Project

COALITION FOR SAN FRANCISCO NEIGHBORHOODS RESOLUTION REGARDING BALBOA RESERVOIR

Whereas, the SF Public Utilities Commission, in close cooperation with various San Francisco agencies, is proceeding with plans to build a private housing development on public land currently owned by the SF Public Utilities Commission (the "Development"); and,

Whereas, this Development is located on the section of the Balboa Reservoir that City College of San Francisco ("CCSF") has improved and leased from the PUC for decades; and,

Whereas, public land should remain in public hands for the public good; and,

Whereas, this Development would provide mainly market rate, not affordable, housing; and,

Whereas, this Development would eliminate parking with no corresponding improvement of transit alternatives, thereby limiting access for students who do not have other viable options; and,

Whereas, construction of this Development could delay or prevent completion of the CCSF Performing Arts and Education Center (the "PAEC") approved by voters in 2001 and 2005 bond measures; and,

Whereas, San Francisco public agencies must abide with State Surplus Land Statute 54222, which requires that any local agency disposing of surplus land shall send, prior to disposing of that property, a written offer to sell or lease the property . . . to any school district in whose jurisdiction the land is located; and,

Whereas, this Development would have significant environmental impacts in the surrounding area; and,

Be it resolved, the Coalition for San Francisco Neighborhoods (CSFN) asks the SF PUC to transfer this public property to City College of San Francisco; and furthermore,

Be it resolved, the CSFN urges the CCSF Board of Trustees to exercise their right as a public institution to ask the SF PUC to transfer this public property to CCSF so as to keep it forever in public hands for the public good, and furthermore,

Be it resolved, the CSFN urges the CCSF Board of Trustees to remain vigilant to ensure that the PAEC be built before any development on the Balboa Reservoir goes forward; and furthermore,

Be it resolved, in the event that the transfer of title to the property to CCSF does not take place, and the Development is pursued, the CSFN urges the CCSF Board of Trustees to remain vigilant to ensure that any loss of parking be mitigated before any development on the Balboa Reservoir goes forward so as not to limit the educational access of any student.

Commission, Fire (FIR)

From: dalf jackson <sffdvet1989@gmail.com>
Sent: Sunday, May 19, 2019 10:37 AM
To: Commission, Fire (FIR)
Subject: SFFD Fire Museum Concerns

I am contacting you because of my concerns for the apparatus located at the SFFD Fire Museum, 655 Presidio Ave, San Francisco, CA 94115.

Paul Berry (a GOTC founding board member) removed a piece of equipment that is city property from the museum and transported it to his personal business at: 6100 Cazadero Hwy, Cazadero, CA 95421

In it's place he placed a friend's personal vehicle in the museum. I'm not aware of the details of the agreement that GOTC has with the SFFD in regards to care for and running of the museum but I'm guessing that it doesn't allow for the removal and replacement of equipment within the museum. He has essentially stolen city property and is using city resources to house personal friend's property. This is a serious violation of the city's trust and should be treated as such. The callous disregard that certain members of GOTC have for the city's property and resources is appalling.

I would hope that the fire commission asks them to answer for their actions in a public commission meeting and that access to the city's valuable fire collection and resources be seriously re-considered in regards to certain long term members of the board of Guardians of The City.

Thank you for taking the time to hear my concerns.