

# SAN FRANCISCO FIRE COMMISSION

**Fire Commission Regular Meeting**  
**Wednesday, November 13, 2019 - 9:00 a.m. – 12:00 p.m.**

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

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## 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 October 23, 2019

**4. MEMORANDUM OF UNDERSTANDING BETWEEN CITY COLLEGE OF SAN FRANCISCO AND THE SAN FRANCISCO FIRE DEPARTMENT *[Discussion and possible action]***

Discussion and possible action to approve a new five-year Memorandum of Understanding (MOU) between the Fire Department and City College of San Francisco.

**5. UPDATE ON EMS-6 PROGRAM *[Discussion]***

Dr. Clement Yeh and Captain Simon Pang to provide an update on the EMS-6 Program.

**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 October 23, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS, DEPUTY CHIEF VICTOR WYRSCH

Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, Homeland Security and Airport Division.

**7. FIRE COMMISSION MEETING CALENDAR 2020** *[Discussion and possible action]*

Discussion and possible action to adopt the 2020 Fire Commission Regular Meeting calendar.

**8. COMMISSION REPORT** *[Discussion]*

Report on Commission activities since last meeting on October 23, 2019.

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

Discussion regarding agenda for next and future Fire Commission meetings.

**10. PUBLIC COMMENT ON ITEM 11**

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

**11. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS AND EXISTING PRE-LITIGATION**

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

The Commission may hear Item 11(b) regarding existing pre-litigation in closed session if it votes to invoke the attorney client privilege (Government Code § 54956.9; Administrative Code § 67.10(d))

**b. CONFERENCE WITH LEGAL COUNSEL – EXISTING PRE-LITIGATION.**

Conference with legal counsel to discuss and possibly approve settlement of existing pre-litigation Charge No. CA-2018-00027-20-G, Clinton Bailey v. City and County of San Francisco, filed with the Veterans' Employment & Training Service of the U.S. Department of Labor, in exchange for payment by the City of \$49,076.68 pursuant to Government Code Section 54956.9(a), (c), (d), and Administrative Code Section 67.10(d)(1). *[Action item]*

**12. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION** *[Discussion and possible action]* as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

**13. 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]*

**14. ADJOURNMENT**



**FIRE COMMISSION REGULAR MEETING  
DRAFT MINUTES**

Wednesday, October 23, 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:

[https://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=180&clip\\_id=34363](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=34363)

President Nakajo called the meeting to order at 5:00 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	Arrived at 5:27
Chief of Department	Jeanine R. Nicholson	Present
Victor Wyrsh	Deputy Chief -- Operations	
Jose Velo	Deputy Chief -- Administration	
Sandy Tong	EMS	
Dan DeCossio	Bureau of Fire Prevention	
Dawn DeWitt	Support Services	
Michael Cochran	Homeland Security	
Joel Sato	Training Division	
Assistant Chiefs		
Lorrie Kalos	Division 2	
Steven Bokura	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
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 October 9, 2019.

Commissioner Cleaveland Moved to approve the above meeting Minutes. Vice President Covington Seconded. Motion to approve the above Minutes was unanimous with Commissioners that were present. (Nakajo, Hardeman, Covington, Cleaveland)

There was no public comment.

**4. CERTIFICATE OF APPRECIATION PRESENTATION *[Discussion]***

San Francisco Fire Department to present Certificate of Appreciation to Dino Medardo Rosso for donating time to teach Spanish to SFFD Members, thereby enabling our First Responders to continue to carry out the Department's mission of serving All San Franciscans and San Francisco Waldorf School for donating classroom space so that members of the SFFD can learn Spanish, thereby enabling our First Responders to continue to carry out the Department's mission of serving All San Franciscans.

Chief Nicholson presented the Certificates to Mr. Rosso on behalf of himself, and Andrea on behalf of the Waldorf School. Chief Nicholson thanked them and told them that they appreciate their time and with helping the Department do a better job of being able to serve everybody in the city. Mr. Rosso thanked the Department for the acknowledgment and as well as the Los Bomberos for sponsoring him to do the work. He also thanked Ingleside Police Station for continuing to offer them space to hold their weekly classes and Lt. Baxter for being the champion for the program. He explained how his program is to provide great language tools that first responders use when connecting with the community. Andrea stated that it's great to have a meaningful collaboration between the school and the city and she hopes to continue to build bridges, not only with each other but with all members of the city and the community.

Commissioner Cleaveland thanked them for what they are doing and mentioned that when he became a commissioner, one of the things that he thought was super important was that the members that the Department hires should be multi-lingual, and that they have as many languages spoken in the Department as are represented on the streets and having this program is critically important. He also acknowledged Lt. Baxter for the marvelous job he's doing of getting the word out about this program.

VPC thanked them for bringing this program to the members and mentioned that when she was on the Board at Fort Mason Foundation the Waldorf School was at Fort Mason and that this kind of involvement is very much in line with the Waldorf philosophy.

Commissioner Hardman thanked them both for what they do and suggested that the Department find someone that could teach Chinese, Mandarin, and Cantonese.

President Nakajo thanked them and mentioned that it was one of the more beautiful exciting happy occasions of being a commissioner and with the Department as it's not unusual to strive and have relationships with the citizens of the City and County of San Francisco. He added that very often, these kinds of relationships happen with this kind of activity. Part of the longevity that he had was part of the consent decree and part of that was a representation of diverse members of our community in the Fire Department. But equally, in terms of that, with the percentage of members of the public that do not speak English as their first language, he's learned over the years that if you are in trouble or if you need some help, it's reassuring when you can hear a firefighter or a paramedic or member of the department come to you and have some language familiarity just to kind of engage and to feel some comfort zone.

He acknowledged his appreciation to Los Bomberos, Lieutenant Baxter and the Police Department.

**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 October 9, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Nicholson's report covered events and activities since the last meeting on October 9, 2019. Regarding academies, she mentioned that 12 members of Station 49 started in the suppression academy this week. On October 11, 2019, she and several of her staff, including Chief Tong and Chief Tangherlini met with the San Francisco General Hospital Foundation to discuss Psych Emergency Services and how they can better work together and collaborate on EMS Prevention on treating people that don't necessarily need a hospital or an emergency room. Other events she attended included a meeting with Dr. Yeh about community paramedicine, a meeting with Local 798 to discuss all sorts of issues, and an EMNS labor-management meeting. She went to the community health needs assessment breakfast, the welcome kickoff for the International Association of Firefighters Human Relations Committee Conference, the Great Shakeout at Rosa Parks School, where she thanked Vice President Covington for also attending and the Loma Prieta event that was held in the Marina Green and she was happy to see retired member Jerry Shannon also there. She also mentioned that she attended the 30-year NERT drill anniversary.

The following questions and answers were presented:

COMMISSIONER CLEAVELAND: Chief, you mentioned that you are having conversations with Local 798 regarding EMS and some of the initiatives that you are going to be putting together. Can you elaborate without divulging any confidences a little bit on what some of these initiatives might be with Local 798?

CHIEF OF DEPARTMENT NICHOLSON: We are working with them and looking at the entire system and how it impacts. They're concerned with the members, as I am as well, but I'm also concerned about being able to carry out our mission effectively, and some of that does include making sure our members are squared away. So, again, we're looking at the entire system from the time of the call that comes into dispatch to response time, to on-scene time, to the time it takes us to get to the hospital. We know, traffic is getting worse. And so we're using all these sorts of data and statistics to really drill down on our case in terms of what our resource ask will be. And it's been a helpful collaboration in hearing what, they're hearing from their member. We are going out to the stations and talking to folks, but we want to figure out how we can make sure we have a resilient workforce at Station 49.

COMMISSIONER CLEAVELAND: Do you see this impact in the MOU or augments to the MOU?

CHIEF OF DEPARTMENT NICHOLSON: No. This would be if we determined that we actually do need more resources, it would be an ask in the budget. And so we just want to dial down on all the data, all the details so if and when we do go to ask, we are solid and we know exactly,

COMMISSIONER CLEAVELAND: Just to the controller together?

CHIEF OF DEPARTMENT NICHOLSON: Yeah, exactly.

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's report covered the Month of September. He highlighted some of the incidents contained in the attached comprehensive report. <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/oct%20admin%20report.pdf>

Chief Velo touched on some of the highlights of his report which included continue to attend meeting with workgroups and committees to get the feedback to the administration's view and vision of the work that is going, he attended a career truck workgroup which came up with really good positive ideas that they are going to dial down, the Water Supply Committee, the Action Review Committee, the Mutual Aid Committee and a very positive meeting with 798 on Health Check where they discussed good ideas of what the hurdles were in the past and how they are going to move forward. He mentioned that they are focusing a lot on succession planning management training. He is also continuing to visit stations where there is a good opportunity to get firsthand information from the members and see what their actual experiences and issues are, and he is getting positive feedback.

Chief Velo touched on Training, NERT, Homeland Security, Research and Planning Bureau, and Support Services, where he was able to announce that the Pier at Station 35 is gone and no more delays for that. He mentioned that a bid for two jet skis will go out soon and six more engines have been ordered and are in the preconstruction phase. He touched on the hose tower removals that were not seismically safe. He stated that Chief Parks has been busy in her new position as the Chief of Health, Safety and Wellness Division. He thanked Commissioner Veronese and his Foundation for the Peer Support Training Class they sponsored. He described the injury analysis and data they are collecting to try and reduce injuries. He also mentioned the Health Fair, where they gave out flu shots, nutritional information and came up with some additional ideas moving forward, such as working with the Cancer Foundation, doing blood pressure testing and diabetes testing. He touched on the Mission High School EMS program and the NorCal Fire Girls Camp.

The following questions and answers occurred:

COMMISSIONER VERONESE: Can you pull up the chart that had the pie chart? Is it possible to go back to that? And while you find it, have we ever done that before? Have we done this analysis in the past or is this the first time we're doing this?

CHIEF VELO: Not that I know of.

COMMISSIONER VERONESE: It's incredible. I think it's great that you guys are doing this because I love the fact that we're gathering data to figure out what the problems are. You probably saw this coming, but one of the injuries that I don't see on there that I think is important is post-traumatic stress injury. And I'm curious as to if it's at all possible at some

point in the future to see a chart like this that drills into the type of things that cause that or the type of incidents that the Fire Department responds to that are triggering that type of injury. And I think that will tell us a lot about how we reactor how the Stress Unit should react to certain calls. Now, I know it's probably going to be obvious. Right? It's going to be children dying. It's going to be stuff like that. But I think it's worth digging into. And I'm sure that data is probably out there somewhere already, but I'd be curious to see if the same stuff is happening here in San Francisco.

CHIEF VELO: Well, I think the Chief mentioned, and I mentioned too is one of the things we're doing is asking the Stress Unit, and now they have a light-duty person assisting them that used to be in the Stress Unit helping them gather this, the information. As you know, and we talk about this before, a member reporting a PTSD injury on an actual report, it's very rare. But how many times is the Stress Unit is actually helping those folks out there? And that's the data we achieve, and I want to make sure that we get. And also, anonymous, no names, but how many times this or that person, length of time, types of injuries, cause and effect of particular events. We had a tragic event on Monday where two infants died, eight-month-old. So we already addressed that. We want to see what the effects for that is for those folks at Station 19 that went to that. So absolutely. It's just hard for members to report that on an injury report. But we do get into some of that data from the Stress Unit and taking care of that. So part of our process with them, and we had that meeting the other day, is asking them to provide that and track that information for us so we can have an idea of what we're doing and who are they helping, what are the issues that are coming up. And again, no names. Nothing. Just facts, like you said.

COMMISSIONER VERONESE: Great. Yeah. I know that's great. Thank you, Chief. I appreciate that.

COMMISSIONER CLEAVELAND: Thank you, Mr. President. I'd like to echo Commissioner Veronese's comments regarding the, you know, the training of our people in terms of what are the injuries out there and how are they being injured? And the more information we gather and the more data we have, the better prepared we are to instruct them on what not to do so they won't become injured. And I agree you need to add the PTSD to that as a -- as a type of injury -- that our members get. I'd also like to commend you for setting up, along, I assume, with Lieutenant Baxter, health fairs. I think that's incredibly important for our members. And I appreciate the station visits that you and the Chief are doing and the other brass, you know, reaching out to the rank and file on a regular basis just means a lot to them. More than you probably realize yourself. I appreciate it personally as Commissioner. And one question. You talked about the Mission High School EMS program. What would it take to add a high school, another high school in town to an EMS training program?

CHIEF OF DEPARTMENT NICHOLSON: So what's happening right now is a pilot program. And so we need to see sort of the success of that. And this is just one class, one, you know, topic that they're working on this semester. Next semester is another more EMS involved. So this is the pilot school.



COMMISSIONER CLEVELAND: I didn't realize it was a pilot. Sorry.

CHIEF OF DEPARTMENT NICHOLSON: So we really need to sort of see how that works, but there is -- I mean, there's certainly willingness from the school district and City College, so we'll just have to see in the future.

COMMISSIONER CLEVELAND: I think it's terrific, so thank you. Thank you, Chief, for your report.

CHIEF VELO: Thank you.

COMMISSIONER HARDEMAN: Thank you, President Nakajo. As usual, these are great reports. We love them. The trouble is with you teaching Spanish, my son was very fortunate when he was in high school at Sacred Heart to -- it was just before he was entering his senior year to go on a trip to school to the University of Salamanca. And when he came back, I think he got a B plus, which shocked me because they were having a pretty good time over there. But a 17-year-old, and anyway, so they studied. They did good. But he says, "Dad, I didn't learn how to speak Spanish at Sacred Heart." So I guess the Castilian or whatever they teach you over there is a much different language than they learn. But anyway, that's just a joke. It was a comment that I'm sure you spoke a lot different Spanish when you came here coming from the country, just as people from London, they come here and probably can't understand us. Interesting, looking at that pie chart, I look all the years I was involved with accidents and people being injured and health and welfare. Matter of fact, I'm still a trustee. I came back from the biggest conference held each year in the United States for medical and pension down in San Diego. I think the number is like 7 or 8,000 of us that have the annual conference. And so I do know an awful lot about injuries. But the back, shoulder, knee, exactly the same as my union if I go over to yours. I could probably come within an eyelash of the percentages being the same. And I know when I was a sign painter, I was in the most fantastic shape at 33 when I became -- switched over to become a union rep. I remember the last thing, getting a -- having a lower back and reaching, lifting. We did a lot of heavy lifting. In those days, we had to block and tackle when you're painting signs, not the elect stuff they have now. I actually rolled them with a computer, practically. But so sometimes the back injuries are just unavoidable, especially a firefighter reaching around, lifting stuff. You could actually feel your back going. I remember just thinking about that one incident. And everybody in my shop, it's like you took turns whose back was out that week or that month, or some people just had a really bad back and it just almost never ended. So, yeah, that's an interesting chart. Some of the other things wouldn't be related to building trades or my union I can see, but specific to this. Thank you. I agree with the other commissioners, that's a great chart. So happy you and the Chief put it together. Thank you.

CHIEF VELO: And if I may, Commissioner. Some of the things that we're identifying too are our lifting of patients. Station 49, our members were helping a Station 49 unit lift patients. So those are the things that we can drill them. Obviously, there are things we can't help, but it goes with the job, the difficult situation where we find ourselves in hallways or whatever in the fires.

But where we can, we can address them and give them training and proper techniques and teach them a little bit how do save themselves for injuries. So that's our goal.

VICE PRESIDENT COVINGTON: Thank you, Mr. President. Thank you so much, Chief Velo, for your report. And I think the graphics are wonderful. Everything looks great. It's very, very easy to follow. I'm looking at your document and I see on page 21, there -- I'm talking about your division report. There on page 21, there is an injury by rank column, and I see H-2 firefighters by far have the most injuries. Is that because they are more numerous in the Department or is there something related to that particular position that leads to those numbers?

CHIEF VELO: Yes, they're the most numerous members of the Department. And also, they're the ones that are doing most of these trainings and hard work when it comes to fighting fires and lifting objects, heavy objects too. So not that our members of Station 49 don't, but they are particularly the highest number of members in the Department in H-2 rank. Yeah.

VICE PRESIDENT COVINGTON: Okay. And the back injuries, again, are being addressed how?

CHIEF VELO: So now that we have this information, this data, now we can address the training. So Chief Parks is working with Tony Boone, our occupational health specialist, with Stephanie Phelps, identifying maybe some training videos, some e-mails going to the members addressing proper techniques so we can put that into their hard drive, basically, and just start using those techniques to help themselves. Education is where we're looking for them to be able to address that and let them know that we have this data, and showing that the data, and then these are the things we can do to help ourselves for that.

VICE PRESIDENT COVINGTON: Well, that's very important because once you have a back injury, you always have a back injury. It's never gone. You know, you can accommodate it and you can work with it, but it never actually heals to the point where your back is what it felt like previously. So I'm sure that those of us of a certain age will remember that when you were working in tandem with someone else on a physical task, people would say, "Put your back into it. Put your back into it." And that is the exact wrong thing to do. So maybe the campaign can be called, "Don't put your back into it." Just to let everybody know, you know, to remind everyone that it can lead to a debilitating situation. So, all right. And then on page 24, the ESER bond for 2010. I see that there's an amount of liquidated damages that goes up to 489 thousand dollars. Do those damages, any part of those damages come to the Department?

CHIEF VELO: Unfortunately, no. It goes to Public Works for the cost.

VICE PRESIDENT COVINGTON: Since it is the bond that resulted in the Department being given that money, again, I'm really trying to understand why that money doesn't then come to us.

CHIEF VELO: So we had a meeting with them. Was it three weeks ago with Public Works? And explained to us that some of those -- they can use for other bond work, and some of it has

to go to them to pay for their services, salaries, and so forth that are associated with the work at the station and particular to, so --

VICE PRESIDENT COVINGTON: Okay. I would like to dig deeper into this with you because this has come to us before. And I suspect that accumulatively, we may be losing millions of dollars. And we need the money.

CHIEF VELO: We do.

VICE PRESIDENT COVINGTON: Okay. So that's page 24. And then on page 25, some time ago when PG&E announced that they would be having these blackouts, I asked how the Department might be impacted. And so that leads me to the question regarding the emergency generators for Station 14. Do all of our stations have emergency generators and are they solar-powered or are they powdered by some other means?

CHIEF VELO: All our stations have generators. They're powered by diesel engines. And they can last up to three days in a row without refueling. And then we have measures in place to if that goes longer, we can refuel them back and keep going.

VICE PRESIDENT COVINGTON: Right. So I assume, then, that they are exterior generators?

CHIEF VELO: Most of them are, some are on roofs. It depends on the facility. And some are exterior. Because they have to have an exhaust system and a fuelling system as well.

VICE PRESIDENT COVINGTON: Very good. And you say three days. Is that full light, refrigeration, everything?

CHIEF VELO: Everything in the station working for three days, uninterrupted. That's the level of fuel we have. And again, many of the stations have fuel pumps. And we have methods now because of the threat that we have now with the power shutdowns. Now we have device methods to refuel those generators, you know, before three days happen, so we are one of the main departments that need to fuel. So one of the discussions with city agencies, that we need the fuel first. But we do have ways to get fuel from our stations into the generators if needed.

VICE PRESIDENT COVINGTON: That makes me feel very comfortable. I'm wondering if there is a way to find out how many individual homes have generators because there was a huge article in the newspaper just a couple of days ago regarding regular citizens getting these generators for their homes. Just because there needs to be some kind of information that goes out to the public regarding how these generators can lead to other, other problems.

CHIEF VELO: Correct.

VICE PRESIDENT COVINGTON: Yes. Okay. Thank you. And, let's see. Page 28, ESER Bond. I can -- I can skip that. Due to time, I will skip that one. So I don't know which page this is, but it's from human resources the H-30 Captain position. There are all of these positions, and then it says no vice. And then there's a person's name after that, designation. What is the definition of vice in this particular context?

CHIEF VELO: So if a member has either retired or promoted to a higher rank, leaves a vacancy for that particular spot. So every vacancy, every filled spot, to fill a vacancy, that's how we relate it. So that person is coming in to replace this person that left that spot open. So in this case, you'll see Chief Rivera, his official rank, which H-30. So now we have a new captain taking that spot for per the positions that were authorized by the city.

VICE PRESIDENT COVINGTON: And that's why it was confusing to me, because it said Anthony Rivera, and I was like, okay. Am I missing something? All right. So this is --

CHIEF VELO: His said rank was captain. But he was actually acting as an assistant deputy chief. But official rank. Yeah.

VICE PRESIDENT COVINGTON: So, and then the first name is the person who is currently with the Department who replaced him --

CHIEF VELO: Yes.

PRESIDENT NAKAJO: Thank you very much, Vice President Covington. Commissioner Veronese?

COMMISSIONER VERONESE: Chief, Commissioner Covington reminding me of something. On the issue of, you know, in the past, I've said in these meetings that the Department needs to do a better job of advocating for themselves. And I think that we're leaving millions and millions of dollars on the table by not doing that. And the Station 16 thing, while that ship may have sailed because that's a contract that we, the city got into years ago, it's a very good example of a half a million dollars that could go to buy an engine, probably even a couple of engines. Right? So if we have somebody that in this new administration that is in charge of advocating for the Department when those contracts come up, that would be amazing. And one of the things you had mentioned earlier is PG&E. So PG&E is doing these rolling blackouts. Right? When these rolling blackouts happen, that's basically them handing off a huge expense to this department. Right? These are intentional acts where they decide to shut off the power. Now, it doesn't -- the last two haven't affected the city and county of San Francisco, but can I tell you, if I was on the -- on the Fire Commission in Sonoma, I would be asking PG&E to pay the Fire Department and all those city services for the damages that are occurring for the expenses that are occurring in -- in the cities because there are increased expenses. There are additional calls that were going on because people are stuck in elevators. There are all sorts of stuff that's happening. And so I think it's important that if PG&E is going to do these rolling blackouts and they are going to decide to intentionally do this, that part of that intention should be that they set aside some money to pay the city for

the expenses that it is incurring. And I think that needs to be a part of those conversations that you're having with PG&E. It's a reasonable ask. It's not an unreasonable ask. These are non-emergency shutoffs. These are intentional acts that are saving them money down the line because places aren't burning down or whatever reason. So on the advocacy issue, we need to do a better job. And at some point, I'd also, maybe in the Chief's report, like to get an update on the ambulances that are sitting on hospitals as well. I mean, that's another advocacy issue. We could be charging, and perhaps there's a mechanism to do that. If there isn't a mechanism, maybe this commission should be asking the Board of Supervisors to come up with one. But I'm sure if we charge a patient for an ambulance ride, we can charge a hospital for sitting on a hospital, you know, while we're waiting for someone to take the handoff with the patient. And I just think that in 2020, these are things that we need to be thinking about as a Commission, and super advocating for ourselves, because I can tell you, DPW does a damn good job advocating for themselves. Right? They manage somehow to get a half a million dollars out of the Fire Department's hands that are going into their hands for a job that's a Fire Department job. Maybe we should hire that guy over at DPW because he's doing a bang-up job to come over here and advocate for us. So I'm hoping in 2020 that -- that we do a better job at this, and that we as a Commission start to see this stuff. Thanks, Chief.

PRESIDENT NAKAJO: Thank you very much, Commissioner Alioto Veronese. Chief Velo, very much, thank you for your comprehensive report. I just have two things. There was a NERT drill on Saturday, October the 19th at Saint Ignatius. Did you want to comment on how well that drill went or some remarks in terms of it?

CHIEF VELO: That's the semi-annual drill they do. It coincides with both of the earthquakes that we have had in the history in San Francisco. Very well attended. Chief Nicholson, Chief Wyrsh, myself, other command staff. And the director of DM was there as well too. A lot of volunteers were there. 798 provided lunch for the volunteers. It was a very well attended event. And also, we were able to almost get a commitment from SI to continue to do this over there. They were very happy to do it there. They were very pleased with that. They actually approached us to kind of get the idea of getting NERT into their school and how we can do that, so we're going to meet with them in the future and have ideas there for, but having that relationship with SI and having that large campus, at least to be able to do drills in separate locations and NERT volunteers simulate going from house to house instead of, you know, doing it live. They have a large campus that we can do that, so it was a great drill.

PRESIDENT NAKAJO: Thank you very much. I was very, very pleased to hear that Saint Ignatius offered up their facility knowing how beautiful and how big that campus is. And so I'm very much appreciative. The press was very, very impressive. The papers' articles, pictures. Pretty much a full page on the backside. So, again, I wanted to get some feedback on that, and I want to thank all of the NERT volunteers and the members who went out there that day. The only other remark is I wanted to show our appreciation. I know jointly from this commission to you, Commissioner Alioto Veronese, for your support to the wellness program, thank you so much for that.

There was no public comment.

**6. COMMISSION REPORT [Discussion]**

Report on Commission activities since last meeting on September 11, 2019

President Nakajo announced that the retirement ceremony is scheduled for 11/18/19 at 4:00 p.m. at Headquarters. He also acknowledged the great job Chief Anita Pratley did on her speak at the Marina Green during the Loma Prieta event. He was very inspired by her comments.

VPC thanked Commissioner Veronese for his ongoing support regarding the Stress Unit and she thinks it's very admirable and that he is quite tenacious in his pursuit of monies and training for the peer support group. She added that the commemoration of the 30th anniversary of Loma Prieta was outstanding and very uplifting. You would think that it might be a somber event, but actually, we laughed a lot and the Saint Francis fireboat was there. The mayor did a wonderful job as MC. Supervisor Stephanie was there as well. She added that there were people who had previously been in the Department who had time to speak as well and it was absolutely heartwarming.

Commissioner Veronese stated the Fire Department hosted a Peer Support training, and there were about 30 members from the Department and the training was put on by the International Association of Firefighters. He added that they flew in for the training and his foundation, the National First Responders Fund, paid for it. He mentioned that it's a great program and he stopped in at the very beginning of the program to say hello and he looks forward to doing as many of these as possible.

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.

- EMS-6 Presentation
- Grant Writer update
- Closed session settlement

There was no Public Comment.

**8. PUBLIC COMMENT ON ITEM 9**

Public comment on all matters pertaining to Item 9 (b) below, including public comment on whether to hold Items 9 (b) in closed session.

*There was no public comment.*

**9. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS**

**a. VOTE ON WHETHER TO CONDUCT ITEMS 9(b) IN CLOSED SESSION [Action]**

The Commission may hear Item 9-(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

*Commissioner Cleaveland made a motion to conduct item 9(b) in Closed Session. Vice President Covington seconded, and the motion was unanimously approved. (5-0; Nakajo, Hardeman, Cleaveland, Covington, Veronese)*

*The Commission went into closed session at 6:17 p.m. and cleared the room. Also present was Deputy City Attorney Cecelia Mangoba.*

**b. CONTINUATION OF DEPARTMENT PHYSICIAN PERFORMANCE EVALUATION  
[Discussion and possible action]**

Pursuant to Admin. Code section 67.10(b); Govt. Code section 54957(b), Govt. Code section 54957.1(a)(5), the Commission may hold a closed session to discuss *and vote to approve* the performance evaluation of Department Physician, Ramon Terrazas

**10. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION [Discussion and possible action]** as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

*The Commission reconvened in Open Session at 7:01 p.m.*

**11. 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]**

*Commissioner Hardeman Moved not to disclose discussions held in Closed Session. Vice President Covington Seconded. The motion was unanimous.*

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





MASTER AGREEMENT  
BETWEEN  
CITY COLLEGE OF SAN FRANCISCO  
AND  
THE SAN FRANCISCO FIRE DEPARTMENT FOR  
THE CITY AND COUNTY OF SAN FRANCISCO

This Master Agreement ("Agreement") is made and entered into this 13<sup>th</sup> day of DECEMBER, 2019, by and between the City College of San Francisco ("DISTRICT") and the City and County of San Francisco ("CITY"), acting by and through the San Francisco Fire Department ("SFFD"), for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses for SFFD personnel.

**WITNESSETH**

**Whereas**, District provides educational courses, programs and instruction and training ("educational courses") to public and private organizations within its jurisdictional boundaries; and

**Whereas**, Title 5, section 58058 of the California Code of Regulations allows a Community College to contract with a public or private Agency to provide instruction; and

**Whereas**, SFFD desires to provide training to its employees in support of employee development and organizational effectiveness; and

**Whereas**, District occasionally needs, and the SFFD can provide, certain skilled personnel (Instructor/s of Record) to assist in the delivery of training to students of DISTRICT; and

**NOW, THEREFORE**, DISTRICT and SFFD ("the Parties") mutually agree as follows.

**I. RESPONSIBILITIES OF DISTRICT**

- A. DISTRICT shall offer mutually agreed upon and approved educational courses to the public as contained in Appendix A.
- B. DISTRICT shall assist identified SFFD personnel with student registration and other ancillary support services including: counseling, guidance and academic placement assistance related to the provided educational courses in this Agreement. DISTRICT is not responsible for providing books and instructional materials required for educational courses.
- C. DISTRICT shall review and approve the selection of Instructor/s of Record recommended by the SFFD based on the State's community college faculty minimum qualifications and requirements for other similar courses given at DISTRICT. SFFD Instructor/s of Record meeting DISTRICT faculty minimum qualifications will be paid by SFFD.
- D. DISTRICT will evaluate the quality of instruction to ensure that it meets the needs of the students and other requirements of DISTRICT. The Instructor/s of Record shall adhere to District policies regarding professional conduct, student confidentiality, and instruction.
- E. The Instructor/s of Record shall enter into a written contract with DISTRICT in accordance with Title 5 Section 58058(b) of the California Code of Regulations. DISTRICT shall assure that applicable provisions of Title 5, Section 58056, are followed in the conduct of the courses and classes.
- F. DISTRICT has the primary duty to evaluate, control and direct the activities of the Instructor/s of Record as to the courses in Appendix A. DISTRICT shall demonstrate control and direction of the Instructor/s of Record by providing the Instructor/s of Record with an orientation and

instructor manual, course outlines, curriculum materials, testing and grading procedures, policies and procedures governing instruction by DISTRICT and any other materials and services DISTRICT would provide to its part-time instructors.

- G. Records of student attendance and achievement will be maintained by the Instructor/s of Record who will submit such documents to DISTRICT on a timeline developed by DISTRICT. The parties agree such records are student/education records subject to applicable state and federal laws.
- H. DISTRICT shall ensure that course offerings meet all applicable requirements of Title 5 of the California Code of Regulations ("Title 5") and the California Education Code ("Education Code"). All registered SFFD students who satisfactorily complete an approved educational course offered under this Agreement shall receive the appropriate number of units, as listed in Appendix A.
- I. DISTRICT shall invoice SFFD as a third party to pay all costs of enrolled personnel as students. The DISTRICT will follow policy on residency requirements as stated in the State of California Education Code. California residence policy is published in the college catalog and is the official policy of the DISTRICT. Effective the date of this MOU, in order to establish residency, a person must pair his or her physical presence in California with the following provisions: 1) objective evidence of physical presence (one year and one day prior to the first day of instruction for the term for which he/she has applied as a student; and 2) intent to make California the home for other than a temporary purpose.
- J. The Parties acknowledge that DISTRICT is responsible for delivery of the educational courses.
- K. DISTRICT declares and certifies that it does not receive full compensation for direct education cost of the courses in Appendix A from any public or private agency, individual or group.
- L. Appendix A details the Parties' Agreement with regard to the following:
  - 1. Approximate date courses will be offered
  - 2. Enrollment period
  - 3. SFFD student enrollment fees
  - 4. Number of class hours per course
  - 5. Supervision and evaluation of all students
  - 6. Withdrawal of any student prior to completion
  - 7. Ancillary and support services

## II. RESPONSIBILITIES OF SFFD

- A. SFFD shall provide classroom and lab space (including maintenance, utilities and janitorial services) at the SFFD Division of Training, 2310 Folsom Street, San Francisco, CA 94110 and other appropriate SFFD facilities to deliver instruction detailed in Appendix A and provided by DISTRICT under this Agreement. Such facilities shall be in compliance with all applicable local, state, and federal laws, rules, and regulations, and SFFD shall exercise all necessary precautions for the safety of its employees, enrolled students, and District personnel. SFFD shall provide use of said facilities for the times specified in Appendix A. All classes offered in such facilities shall be open to all admitted students who meet the established prerequisites in accordance with Title 5 and the Education Code.
- B. Except as set forth in Section I, SFFD shall provide the Instructor/s of Record, materials, access to equipment, day-to-day management support, and all other related overhead necessary to conduct DISTRICT's educational programs under this Agreement.
- C. SFFD shall cooperate with DISTRICT to ensure that all personnel, equipment and materials used in carrying out DISTRICT's responsibilities under this Agreement conform to the Education Code and Title 5 mandated standards governing instructional programs, including

faculty minimum qualifications for the instructor of record.

- D. SFFD shall ensure DISTRICT is paid all enrollment fees associated with the class offerings under this Agreement.
- E. Records of student attendance and achievement for students will be maintained by the Instructor/s of Record, who will submit such documents to DISTRICT on a schedule developed by DISTRICT or upon immediate completion of each course. The Parties agree such records are student/education records, subject to other state and federal laws.
- F. SFFD declares and certifies that the direct educational cost of the instructional activity to be conducted under this Agreement will not be fully funded by other sources.
- G. SFFD shall retain and make available to DISTRICT any and all books, materials, records, and other documentation ("materials") pertaining to requirements of DISTRICT under the terms of this Agreement except for those materials that SFFD considers intelligence information or security procedures.
- H. When requesting that DISTRICT schedule a class specified in Appendix A, SFFD shall give DISTRICT notice no later than 45 days prior to the planned class start date. Any new course will require a longer curriculum approval process. New courses are subject to DISTRICT and State approval. DISTRICT cannot guarantee a timeframe when it involves external approval.

III. PAYMENT FOR SERVICES

- A. If District receives full base funding from the State for courses under this Agreement, DISTRICT shall pay SFFD the following rates per student per course hour:

Fire Science 110, Basic Fire Academy (credit instruction)	\$3.50
Fire Science 108, Firefighter Work Experience	\$2.00

If DISTRICT does not receive full base funding from the State, DISTRICT shall pay SFFD at a rate proportionate to the amount of funding received, e.g., if DISTRICT receives 50% of full base funding, DISTRICT shall pay SFFD 50% of the stated rate.

- B. If State funding to DISTRICT is increased or decreased, the Parties agree to negotiate a revised rate for payment for services within sixty (60) days of notice.
- C. The payment under this Section is the only financial reimbursement that DISTRICT will provide to SFFD (DISTRICT will provide other support as outlined in Section I of this Agreement). The enrollment will be verified by DISTRICT once all student and class records have been properly completed and submitted by end of course. Payment shall be made by check based upon proper receipt of an invoice for services no later than 45 days after receipt of class records shown above. All funds generated by virtue of State apportionment from this course will be retained in their entirety by DISTRICT.

IV. MISCELLANEOUS

- A. SFFD and DISTRICT shall each work in good faith to implement this Agreement, and shall use best efforts to resolve any disputes informally.
- B. If any of the provisions of this Agreement are found to be, or become contrary to State law or regulations or court decisions, DISTRICT and SFFD agree that the Parties shall attempt to renegotiate said provision in good faith, without affecting the remaining portions of this Agreement.

## V. INDEMNITY

- A. DISTRICT shall defend, indemnify and hold harmless SFFD, its officials, directors, officers, employees, and agents, from and against all liabilities, losses, expenses, claims, actions, or judgments (including attorney fees) recovered or made against SFFD for any damage, injury, or death to persons or damage to property caused by the negligent or intentional acts or omissions of DISTRICT, its trustees, officers, employees, or agents related to DISTRICT's performance under this Agreement. DISTRICT's indemnification of SFFD shall not apply to damage, injury, or death caused by the sole negligence or willful misconduct of SFFD, its officers, directors, employees, or agents.
- B. SFFD shall defend, indemnify and hold harmless DISTRICT, its trustees, officials, directors, officers, employees, volunteers, and agents, from and against all liabilities, losses, expenses, claims, actions, or judgments (including attorney fees) recovered or made against DISTRICT for any damage, injury, or death to persons or damage to property caused by the negligent or intentional acts or omissions of SFFD, its officers, employees, or agents related to SFFD's performance under this Agreement. SFFD's indemnification of DISTRICT shall not apply to damage, injury, or death caused by the sole negligence or willful misconduct of DISTRICT, its officers, directors, employees, volunteers, or agents.

## VI. INSURANCE

The City is self-insured and self-funded for the following insurance programs which cover the City, its officers and employees:

Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 General Aggregate limit for bodily injury, property damage, and personal injury to third parties for liability arising out of the City's negligence in performance of this agreement. Workers' Compensation in statutory amounts with Employer's Liability of \$1,000,000 per accident, injury or illness. Automobile Liability combined single limit per accident for bodily injury and property damage in the amount of \$1,000,000 per accident.

With respect to Workers Compensation, the City of San Francisco and San Francisco Fire Department agree to waive their right of subrogation against DISTRICT, its Trustees, officials, employees, volunteers, and agents with respect to any losses paid under the terms of the workers' compensation and employer's liability insurance policy which arise from activities performed by SFFD under this agreement.

- VII. TERMINATION FOR CAUSE. Notwithstanding any other provision in this Agreement, no termination for cause may occur during the courses set forth in Appendix A. This Agreement may be terminated for cause (failure to perform satisfactorily any of the Agreement terms, conditions, and work items) by either party upon 90 days written notice.
- A. DISTRICT: This Agreement may be terminated by DISTRICT upon 90 days written notice to SFFD for cause. The following events constitute cause: Continuing failure of SFFD to perform any services required to be performed hereunder in a timely and professional manner; or SFFD not properly carrying out the provisions of this Agreement in their true intent and meaning. Then, in such case, notice of immediate termination, in writing, will be served upon SFFD.
- B. SFFD: This Agreement may be terminated by SFFD upon 90 days written notice to DISTRICT for cause. The following events constitute cause: Continuing failure of DISTRICT to perform any services required to be performed hereunder in a timely and professional manner; or DISTRICT not properly carrying out the provisions of this Agreement in their true intent and meaning. Then, in such case, notice of immediate termination, in writing, will be served upon DISTRICT.

- C. NOTICES. All notices or demands of any kind required or desired to be given by DISTRICT or SFFD must be in writing and shall be deemed delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein:

DISTRICT: Chancellor  
 City College of San Francisco  
 50 Frida Kahlo Way  
 San Francisco, CA 94112  
 Phone: 415-239-3303

SFFD: Deputy Chief of Administration  
 San Francisco Fire Department  
 698 Second Street  
 San Francisco, CA 94107  
 Phone: 415-558-3401

- D. WAIVER/SEVERABILITY: Waiver of any default or breach under this Agreement by District does not constitute a waiver of any subsequent default or a modification of any other provisions of this Agreement. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.
- E. NON-DISCRIMINATION. District agrees that no person shall be subject to unlawful discrimination based on race; color; gender; age; religion; national origin; U.S. military veteran status; marital status; sexual orientation; disability; source of income; or political affiliation in programs, activities, services, benefits, or employment in connection with this Agreement. SFFD agrees to comply with its City's non-discrimination policies. Both Parties further agree not to discriminate in their employment or personnel policies.
- F. RELATIONSHIP. The Parties hereby acknowledge that they are separate and independent legal entities; and SFFD, its officers, employees, and agents shall not be considered officers, employees or agents of DISTRICT, except to the extent provided in Title 5, Section 58058. The parties further acknowledge that DISTRICT, its Board of Trustees, officers, employees and agents shall not be considered officers, employees or agents of SFFD. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties hereto.
- G. RESPONSIBILITY. As part of the Agreement for facility usage, DISTRICT shall not be responsible for damage by fire, earthquake, lightning, explosion, acts of God, the elements, or enemy attack, including any action taken by the military, naval, or air forces of the United States.
- H. CONTROLLING LAW / VENUE. This Agreement shall be interpreted according to the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of the Agreement shall be in San Francisco.
- I. AMENDMENTS / RENEWAL. This writing, and any subsequent written amendments signed by both Parties, constitutes the entire Agreement between the Parties. This Agreement may not be modified or amended unless in writing and signed by both Parties. The Parties may renew this Agreement by their signed, written instrument.
- J. CONFIDENTIALITY. SFFD hereby acknowledges that certain records and information maintained by DISTRICT, or by SFFD on behalf of DISTRICT, are protected by law and shall not be released to third parties without express authorization from DISTRICT. Such records include, but are not limited to, student records (i.e., any item of information relating to an

identifiable student) and personnel records. Both Parties agree that state law and the California Constitution protect from disclosure certain student records and certain personnel records. For the purposes of this Agreement, such documents shall be considered "Official Information" under the California Evidence Code 1040. In addition, all ideas, memoranda, plans, strategies, and documents shared with SFFD by DISTRICT in connection with the performance of this Agreement, not generally known to the public, shall be held confidential by SFFD to the extent the SFFD may do so without violating the Public Records Act and the San Francisco Sunshine Ordinance. SFFD agrees that information acquired by SFFD during meetings with DISTRICT'S administrative team, or during closed session Board discussions are deemed confidential to the extent that such confidentiality does not conflict with the Public Records Act and the San Francisco Sunshine Ordinance. SFFD agrees to notify the District whenever there is a request for documents to allow the District Except to the extent required by law, SFFD shall not share that information with third parties without express authorization from DISTRICT.

- K. TERM. The term of this Agreement shall be for the period of time commencing December 13, 2019 through December 31, 2024, for the courses mutually agreed upon by the Parties and contained in Appendix A. Both Parties may terminate this Agreement for convenience and at any time upon 180 days advanced written notice to the other party.

IN WITNESS WHEREOF, The parties hereby have executed this Agreement in triplicate on the dates specified herein.

SAN FRANCISCO COMMUNITY  
COLLEGE DISTRICT

SAN FRANCISCO FIRE  
DEPARTMENT

\_\_\_\_\_  
Mark Rocha, Chancellor

\_\_\_\_\_  
Jeanine Nicholson, Chief of Department

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
Sarah Crowley, Deputy City Attorney

## Appendix A

### Fire Science (FSC) 110 Basic Fire Academy.

The course runs approximately 20 weeks, 40 hours a week, comprised of 232 total lecture hours/ 412 total lab hours, not to exceed a total of 647 instructional hours. Students receive 21 units upon successful completion of the course.

### Fire Science (FSC) 108 – Firefighter Work Experience.

2-8 units, units determined according to supervised hours, e.g. 8 units= 600 hours of paid training.

Changes may occur based upon mutual Agreement of both Parties and approval of curriculum by DISTRICT and State. Upon request of SFFD, DISTRICT can provide additional courses to current SFFD firefighters and develop additional courses for SFFD personnel.

If District receives full base funding from the State for courses under this Agreement, DISTRICT shall pay SFFD the following rates per student per course hour:

Fire Science 110, Basic Fire Academy (credit instruction)	\$3.50
Fire Science 108, Firefighter Work Experience	\$2.00

### Enrollment Fees

Currently, the enrollment fee at California Community Colleges is \$46.00 per unit, Web Registration User Fee \$3.00, Health Fee is \$20.00, the Voluntary Student Representation Fee is \$1.00 per semester, and the Voluntary Student Activity Fee is \$5.00. The Health fee is subject to change as allowed by State legislature. No enrollment fees are collected for noncredit instruction. DISTRICT will collect unit and other fees at these rates, unless and until fees officially change by notice of the California Community College Chancellor's Office. Parties agree that fee increase or decrease will apply automatically. If a new fee, or increase is announced, DISTRICT will notify SFFD immediately. The nonresident tuition fee of an additional \$243.00 per unit+ \$7.00 enrollment fee per unit will apply to SFFD members who do not meet residency requirements as described in section I.I in the MOU.

### Enrollment Period

All students must be enrolled no later than the business day before the class census day, which will be determined when a class is scheduled, based on the first day of the course.

### Prerequisites

All students must satisfy all prerequisites stated in the published DISTRICT Course Outline of Records. SFFD will assist DISTRICT to ensure the qualification of all students.

### Supervision and Evaluation

Supervision and evaluation of students will be provided by the Instructor of Record. DISTRICT will provide ancillary and support service per Section I.A of the Agreement.

### Student Withdrawal

Students may withdraw from the class prior to completion. The last day to qualify for an enrollment fee refund and/or non-resident tuition fee refund is based upon the length of the course. DISTRICT will notify SFFD in writing on the withdrawal deadline for each course offered under this Agreement, within five (5) business days of DISTRICT finalizing the course schedule. Non-completers have the ability to re-enroll with a grade of W, EW or F on their transcripts. EW is recommended because it has the least impact on academic progress policies, as referenced in the DISTRICT Academic Policies in the college catalog.

### Academic Counseling

DISTRICT will make available academic and career advising services as requested by SFFD.





**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, October 24, 2019 7:56 AM  
**Subject:** General Order 19 A-75, Vacancy List  
**Attachments:** 19 A-75 Attachment A - Vacancy List.pdf; 19 A-75 Attachment B - Position Qualifications.pdf

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-

75

October 24, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Vacancy List  
**Reference:** Rules & Regulations, Section 3953  
**Enclosure:** Attachment "A" – Vacancy List  
Attachment "B" – Position Qualifications

Officer Endorsement:  
Section 1108 – R. & R. \_\_\_\_\_

1. Vacancy bidding for Firefighters (H2), Firefighter/Paramedics (H3 Level 3), Incident Support Specialists (H10), Officers, (H20 & H30), EMS Captains (H33) and Battalion Chiefs (H40) will begin at 1200 hours, Friday, October 25, 2019. Members will select from a list of positions, save their selections in order of preference, and print a copy of their bid. All bidding shall be done in the Fire Portal. The deadline for close of this vacancy bid is 1200 hours, Tuesday, November 5, 2019. Bids will not be accepted past this deadline.
2. The vacancy list will be posted on AO Reports, and positions will be marked either VACANT or OWNED. Members may bid for ANY position within rank, vacant or owned, on the premise that someone who owns a position may move, thereby creating a new vacant position. IMPORTANT – Applicants must ensure that their bid-required qualifications / certifications / licenses are current in the Fire Portal. Members who do not maintain the qualifications for the position shall be assigned to Vacation Relief status. Refer to Enclosure "B", *Position Qualifications*, for specific requirements of positions.
3. Positions advertised with an asterisk (\*) are positions owned by a member that is working in another assignment. If the member was to return to their original assignment, the member who made the asterisk assignment will be assigned to Vacation Relief status. If the original member was to vacate the assignment, the member who made the asterisk assignment would then own that assignment.
4. H-2 Firefighters must have completed probation in their Permanent Civil Service rank in order to bid. Members in Acting Assignments may bid in the rank of their Permanent Civil Service classification. Officers are not allowed to apply for vacancies in Companies where they were permanently assigned as Firefighters within the last two years.
5. Only Chief Officers or Company Captains may contact the Assignment Office regarding the vacancy list.

Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Friday, October 25, 2019 2:35 PM  
**Subject:** General Order 19 A-76, Urban Search & Rescue Program, Search Dog

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-76  
October 25, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Urban Search & Rescue Program, Search Dog  
**Reference:** Rules and Regulations, Section 402  
G.O. 13 A-08 Urban Search and Rescue Canine Program  
**Enclosure:** None

Officer Endorsement:  
Sec.1108-R.&R. \_\_\_\_\_

1. The San Francisco Fire Department is entering into the next phase of the development of the Urban Search & Rescue (USAR) Search Dog resource. The Department is seeking to assign 2 trained search dogs from the National Disaster Search Dog Foundation (NDSDF) with qualified Department members.
2. Eligible members are those who have attended the Canine informational meetings on July 8-9, 2019, or those who have attended a minimum of one SFFD/USAR/CATF3 training day following the informational meetings.
3. The selection process will include an interview. Final selection of candidates shall be made by the NDSDF. Proof of citizenship is also required by FEMA and must be presented at the interview.
4. Members who receive trained search dogs shall be required to fulfill the following: Maintain a deployable status with California Task Force 3, the FEMA USAR Task Force in Menlo Park, and be able to deploy with the USAR Task Force as documented in the mutual aid agreement. Questions regarding the commitment can be addressed by contacting A/Lt. Eli Thomas, Station 25.
5. Members interested in being considered for selection to receive a trained USAR search dog shall submit a General Form to the Deputy Chief of Operations by Friday, November 8, 2019.
6. Qualified members will be contacted by the SFFD Canine Coordinator for their interview date and time.

Nicholson

Jeanine

R.

Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, October 30, 2019 11:41 AM  
**Subject:** General Order 19 A-77, Special Projects Officer

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-77  
October 30, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Special Projects Officer  
**Reference:** Rules and Regulations, Section 23  
**Enclosures:** None

Officer Endorsement:  
Sec. 1108 – R&R \_\_\_\_\_

1. The Department is advertising for the position of Special Projects Officer. This position reports directly to the Deputy Chief of Administration. This position is a 40-hour per week position.
2. Duties and responsibilities include, but are not limited to, the following:
  - Manage special projects as assigned: develop proposals, budgets, timelines, and action plans
  - Research, create reports and present findings as assigned
  - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
  - Act as a liaison with outside departments and other external entities for related projects
  - Apply Department policies in a consistent and uniform manner
  - Perform other duties as assigned
3. Desired Skills:
  - Ability to work with common Microsoft Office software products, such as Microsoft Word, Excel and PowerPoint
  - Excellent organizational, interpersonal and written communication skills
4. Application Process:
  - Provisions stated in G.O. 00 A-8 apply to this position. All interested Permanent H-20 Lieutenants or H-30 Captains shall submit a General Form Report and updated Personal Qualification Form (PQF) to the Deputy Chief of Administration by close of business on Friday, November 8, 2019.

Jeanine R. Nicholson  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, October 30, 2019 11:55 AM  
**Subject:** General Order 19 A-78, San Francisco Firefighters in Safety Education (SFFISE) Program

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-

78

October 30, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** San Francisco Firefighters in Safety Education (SFFISE) Program  
**Reference:** Rules and Regulations, Section 402  
**Enclosure:** None

Officer Endorsement:  
Sec.1108-R.&R. \_\_\_\_\_

1. At the request of the San Francisco Unified School District Board, the San Francisco Fire Department and the Alisa Ann Ruch Foundation (AARBF) will be providing Fire/Burn Prevention presentations at all SFUSD elementary schools on an annual basis.
2. The SFFD and AARBF have been partners since 2001, developing and presenting information from a rigorously developed, multi-lingual educational program, reaching between 9,000 and 15,000 students per year, with only 9 dedicated volunteers.
3. The Department is continuing to reinforce the program, which is in keeping with our Mission, to prevent fires through prevention and education programs.
4. All Stations will be responsible for providing the program presentations to their neighborhood elementary schools, resulting in 1 to 2 presentations per year.
5. Captains shall identify/select at least one regular member of their Station, preferably a volunteer, to attend a one-hour, on-duty, Certificated SFFISE presentation training and, who will give the pre-scripted, 30-minute presentation at their neighborhood elementary school(s) while on-duty. VR members are encouraged. Station Officers who volunteer can only present in an off-duty status.
6. Members interested but wishing to know more about the program before deciding to volunteer may contact FF DeWayne Eckerdt at (415) 531-3586.
7. Captains shall submit the name(s) of the member(s) who have been identified/selected to the Chief of Department, through the Chain-of-Command, no later than Friday, November 8, 2019, in order to accommodate training to be held on November 14 and 15, 2019 and December 9 and 10, 2019 at DOT.

## **Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Friday, November 1, 2019 10:16 AM  
**Subject:** General Order 19 A-80, H-32 Captain, Fire Prevention or Fire Investigation Application Filing  
**Attachments:** 19 A-80 H-32 Captain, Fire Prevention or Fire Investigation Job Announcement.pdf

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 19 A-80  
November 1, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** H-32 Captain, Fire Prevention or Fire Investigation Application Filing  
**Reference:** Rules and Regulations, Section 402  
**Enclosure:** Job Announcement

Officer Endorsement:  
Sec. 1108 – R & R \_\_\_\_\_

1. Applications for H-32 Captain, Fire Prevention or Fire Investigation are being accepted through an online process only beginning today, Friday, November 1, 2019. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to begin the application process by creating an account as follows:
  - Click and select the H-32 Captain, Fire Prevention or Fire Investigation job announcement
  - Click on "Apply" and read and acknowledge the information
  - Click on "I am a New User" (members who previously applied for an exam through JobAps should click on "I have Registered Previously")
  - Follow the instructions provided on the screen
  - When you get to the Experience section of the application, you only need to list your work history as a uniformed member of the San Francisco Fire Department

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, for use by the public to apply for City jobs. The hours of operation are from 8:00 AM to 5:00 PM, Monday through Friday. You may also access the on-line application from any computer with an Internet connection.

A completed application must be submitted online by 4:00 PM on Friday, November 15, 2019. **Failure to submit the completed application online by 4:00 PM on Friday, November 15, 2019 will result in exclusion from the examination process.**

2. The attached job announcement contains details regarding minimum qualifications and relevant information. The job announcement and link to apply may also be accessed by visiting:

**<https://www.jobapscloud.com/SF/sup/bulpreview.asp?R1=CBT&R2=H032&R3=902614>**

3. It is anticipated that the 2019 H-32 Captain, Fire Prevention or Fire Investigation examination will consist of a role play exercise and a written in-basket exercise. Both exercises are tentatively scheduled to be administered week of December 30, 2019. Specific dates will be announced, and preparation materials will be provided by the Department of Human Resources' Public Safety Team to all qualified candidates who submit timely applications.

Jeanine R. Nicholson  
Chief of Department

## **Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Tuesday, November 5, 2019 9:36 AM  
**Subject:** General Order 19 A-82, Secondary Employment  
**Attachments:** 19 A-82\_Attachment A\_Rule 318 Conflict of Interest.pdf; 19 A-82\_Attachment B\_Additional-Employment-Request-Form.pdf

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 19 A-82  
November 5, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Secondary Employment  
**Reference:** Rules & Regulations, Sec. 402  
**Enclosure:** Attachment "A" – Civil Service Rule 318 / 118: Conflict of Interest  
Attachment "B" – Additional Employment Request

Officer Endorsement:  
Sec 1108 – R. & R. \_\_\_\_\_

1. All City and County of San Francisco (City) employees must receive approval from the Chief of Department and the Department of Human Resources (DHR) Human Resources Director before engaging in any employment beyond their job with the City. Under this Policy, "Employment" includes working for another entity, being a business owner, consultant, or independent contractor, either in or out of City service, and receiving any form of compensation.
2. This requirement is governed by San Francisco Campaign and Governmental Conduct Code Article 3, Chapter 2 (<http://sfgov.org/civilservice/san-francisco-campaign-and-governmental-conduct-code>) and laid out in Civil Service Commission Rule Series 018. The entire text of Rule Series 018 (118, 218, 318, and 418) can be found on the rules page of the Civil Service Commission website (<https://sfgov.org/civilservice/rule-118-conflict-interest>).
3. Pursuant to this policy, employees must complete the attached form to request permission for additional employment at least two weeks BEFORE the employment begins, if there is a change in the conditions of your additional employment, or 12 months after the date of the original or most recent previous approval. Each approval is valid for one year. Therefore, if the additional employment continues, employees must submit the request annually.
4. Pursuant to DHR procedures for review, the request must adhere to the following requirements:
  - Shall be in advance of the start date of the Additional Employment and not retro-active;
  - Shall indicate an actual or anticipated work schedule and approximate number of hours per week for the Additional Employment;

- Shall include the detailed duties the Member will be performing for the Additional Employment; and
  - Shall include a statement that the Additional Employment will not conflict with the Member's employment with the San Francisco Fire Department.
5. Members that have secondary employment and have not submitted the additional employment request form have until December 31, 2019 to submit it.

Jeanine R. Nicholson  
Chief of Department



**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, November 6, 2019 11:00 AM  
**Subject:** General Order 19 A-83, Change of Telephone Numbers, Station 51 and Support Services

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-83  
November 6, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Change of Telephone Numbers, Station 51 and Support Services  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** None

Officer Endorsement:  
Section 1108 - R. & R. \_\_\_\_\_

1. On Friday, November 15, 2019 at 17:00 hours the telephone number of Support Services and Station 51 will change.
2. Station 51's telephone number will change to (415) 558-3251.
3. Support Services' telephone number will change to (415) 558-3250.
4. Please update your company records and review this General Order with all members.

Jeanine R. Nicholson  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, November 7, 2019 9:19 AM  
**Subject:** General Order 19 A-84, Vacancy Awards  
**Attachments:** 19 A-84\_Enclosure (A) List of Vacancy Awards 2020.pdf

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 19 A-84  
November 7, 2019

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Vacancy Awards  
**Reference:** Rules & Regulations, Section 3953  
**Enclosure:** (A) List of Vacancy Awards

Officer Endorsement:  
Section 1108 - R. & R. \_\_\_\_\_

1. Successful applicants for the vacancies contained in General Order 19 A-75 are listed in Enclosure (A).
2. Members who have been awarded a position will be required to complete all special requirements as specified in General Order 19 A-75, San Francisco Fire Department Rules and Regulations, and any other pertinent General Orders.
3. Assignment changes will take effect January 2020.

Jeanine R. Nicholson  
Chief of Department



# SAN FRANCISCO FIRE COMMISSION

## FIRE COMMISSION REGULAR MEETING DATES – 2020

**Location: San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**

**2<sup>nd</sup> and 4<sup>th</sup> Wednesday's of the Month**

**2<sup>nd</sup> Wednesday of the Month at 9:00 a.m. in Room 416**

**4<sup>th</sup> Wednesday of the Month at 5:00 p.m. in Room 400**

<b>January 8</b>	<b>January 22</b>
<b>February 12</b>	<b>February 26</b>
<b>March 11</b>	<b>March 25</b>
<b>April 8</b>	<b>April 22</b>
<b>May 13</b>	<b>May 27</b>
<b>June 10</b>	<b>June 24</b>
<b>July 8</b>	<b>July 22</b>
<b>August 12</b>	<b>August 26</b>
<b>September 9</b>	<b>September 23</b>
<b>October 14</b>	<b>October 28</b>
<b>November 11</b>	<b>No meeting November 25</b>
<b>December 9</b>	<b>No meeting December 23</b>