

# SAN FRANCISCO FIRE COMMISSION

**Fire Commission Regular Meeting**  
**Wednesday, February 12, 2020 - 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           | Francee Covington   |
| Vice President      | Katherine Feinstein |
| Commissioner        | Stephen A. Nakajo   |
| Commissioner        | Ken Cleaveland      |
| Commissioner        | Tony Rodriguez      |
| 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 January 22, 2020

**4. PRESENTATION OF CERTIFICATE ACKNOWLEDGING MIHCAEL HARDEMAN AND JOSEPH ALIOTO-VERONESE FOR THEIR DEDICATED SERVICE TO THE SAN FRANCISCO FIRE DEPARTMENT**

Fire Commission and Chief of Department to Present Certificates of Appreciation to Michael Hardeman and Joseph Alioto-Veronese for their Dedicated Service to the SFFD

**5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS 2019 *[Discussion and possible action]***

Discussion and possible action regarding Fire Department Administrative Bulletins 2019.

The draft bulletins were posted on the Department's website <http://sf-fire.org/proposed-fire-department-administrative-bulletins-2019> for over 30 days in accordance with San Francisco Fire Code requirements, and the Department scheduled a public hearing on **January 28, 2020** to allow the public to provide input on the proposed bulletins. The bulletins under consideration at this meeting have been posted on the Department's website since **December 13, 2019**.

**6. DRAFT OPERATING BUDGET – FISCAL YEARS 2020-2021/ 2021-2022 *[Discussion and possible action]***

Discussion and possible action to adopt the Fire Department's Operating Budget for Fiscal Years 2020-2021/2021-2022.

**7. 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 January 22, 2020, 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.

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

Report on Commission activities since last meeting on January 22, 2020.

**9. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS**

*[Discussion]*

Discussion regarding agenda for next and future Fire Commission meetings.

**10. ADJOURNMENT**



**FIRE COMMISSION REGULAR MEETING  
DRAFT MINUTES**

Wednesday, January 22, 2020 – 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=34983](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=34983)

President Nakajo called the meeting to order at 5:02 p.m.

|                           |                                |          |
|---------------------------|--------------------------------|----------|
| 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       | Jeanine Nicholson              | Present. |
| Victor Wyrsh              | Deputy Chief -- Operations     |          |
| Jose Velo                 | Deputy Chief -- Administration |          |
| Sandy Tong                | EMS                            |          |
| Dan DeCossio              | Bureau of Fire Prevention      |          |
| Michael Cochran           | Homeland Security              |          |
| Khai Ali                  | Airport Division               |          |
| Dawn DeWitt               | Support Services               |          |
| Joel Sato                 | Training Division              |          |
| Assistant Chiefs          |                                |          |
| Brooke Baker              | Division 2                     |          |
| Bob Postel                | Division 3                     |          |
| Staff                     |                                |          |
| Mark Corso                | Deputy Director of Finance     |          |
| Olivia Scanlon            | Communications and Outreach    |          |

**2. PUBLIC COMMENT**

Nancy Wuerful, a community activist, a 55-year resident city, and a former member of the Park Recreation Open Space Advisory Committee for nine years stated the following: "Tonight, I am happy to welcome our new commissioners, Feinstein and Rodriguez, to the Fire Commission to augment the long time dedicated service of Commissioners Nakajo, Covington, and Cleaveland, to protecting our lives and property. To that end, I wish to remind all the commissioners that the city charter empowers you with specific powers and duties that you shall perform. For me, your most important duties and powers are that you, quote, "Formulate, evaluate, and approve goals, objectives, plans, and programs, and set policies consistent with the overall objectives of the city and county as established by the mayor and the Board of Supervisors, through the adoption of city legislation," unquote and that you, quote, "conduct investigations into any aspect of government operations within your jurisdiction through the

power of inquiry, and can make recommendations to the mayor or Board of Supervisors," unquote. You are also authorized to hold hearings and to take testimony. The charter is clear that, quote, "Each board of the Commission, relative to the affairs of its own department, shall deal with administrative matters solely through the Department head or her designees," unquote. Also, the charter states that the Fire Commission, quote, "Is empowered to prescribe and enforce any reasonable rules and regulations that it deems necessary to provide for the efficiency of the department," unquote. You may be already familiar with the charter's requirements of the Fire Commission, but they are so important that they bear repeating. We, the members of the public, come to you with our concerns and requests because we believe that you will be informed by our comments and that you can take action on issues that concern you too. This commission shall set policies, goals, and plans. You do not have to wait for departmental requests or presentations to set policy. You can act as you see fit in response to the current needs you see. You can conduct investigations and hearings to give you objective information on public concerns. I look forward to participating in your Commission meetings to bring another point of view, the public's point of view, to your work."

Thomas Doudiet, a retired assistant deputy chief, San Francisco Fire Department, with 32 years of service in the SFFD, and 40 years of service to the city of San Francisco stated as follows: "As a private citizen and 60-year resident of the city, I want to welcome Commissioners Feinstein and Rodriguez to the firefighting community. Those of us who are advocates for improved fire protection and earthquake preparedness are heartened to have you here to become an important part of the solution to the ever-present challenges of the SFFD and carrying out its primary mission, the preservation of life and property. The particular problem of combatting post-earthquake fires when faced with the city's presently inadequate water supplies was addressed in-depth and in a very scholarly manner by the Civil Grand Jury in its 2019 report entitled "Act now before it is too late -- aggressively expand and enhance our high-pressure emergency firefighting water system." The need for the city-wide expansion of the auxiliary water supply high-pressure hydrant system, known as the AWSS, has been recognized for many decades but has remained unresolved. And continued postponement of this expansion will result in the destruction by fire of at least half the city following the next Bay Area earthquake. Appropriately, the two most essential conclusions of the Civil Grand Jury report are, one, the high-pressure hydrant system must be expanded to all San Francisco neighborhoods. And, two, time is of the essence. Given the geology of Northern California, the history of San Francisco, and a knowledge of urban conflagrations, it will be clearly understood that in the absence of adequate water supplies, 138,000 wood frame buildings and the 390,000 residents that occupy the 15 neighborhoods not currently protected by the AWSS will suffer catastrophic loss, including the loss of human life on an unimaginable scale. Our most vulnerable San Francisco residents, children, the elderly, and the physically disadvantaged, are those who are most likely to die as post-earthquake firestorms sweep through hundreds of blocks of partially collapsed buildings before rescues can be made. Unfortunately, all of the tax rates are equal throughout the city. At the present time, fire protection is not. This afternoon, I'm providing to each of you a packet of information expanded from the material that I have previously shared with the Fire Commission to reflect the recent developments related to the post-earthquake firefighting issue. And as background information for our two new commissioners, on the topic of vital -- of the vital importance to the survival of the city of San Francisco, which is the ultimate obligation of all public safety

employees. Once again, I wish to welcome Commissioners Feinstein and Rodriguez, and thank you for taking on the very serious task of overseeing the SFFD and carrying out its primary mission, preservation of the lives -- of the lives and property of the residents of San Francisco.”

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on January 8, 2020

Commissioner Cleaveland Moved to approve the above meeting Minutes. Vice President Covington Seconded. Motion to approve the above Minutes was

There was no public comment.

**4. FIRE DEPARTMENT OPERATING BUDGET – FISCAL YEARS 2020-2021/ 2021-2022 [Discussion]**

Presentation from Mark Corso, Deputy Director of Finance and Planning on the Fire Department’s operating budget for Commission review and discussion.

Mr. Corso presented the attached PowerPoint along with the attached supporting documents including a high-level summary of the Department’s budget: <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Commission%20Presentation%20-%20Budget%20Discussion%2020%2001%2022%20Full%20Slides.pdf>

<https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/SFFD%20Base%20Budget%20Review%20Jan%2022.pdf>

He gave an update on the timeline and current initiatives in the current year budget that were funded including the continuation of SFFD hiring plan, upgrades to the EMS-6 program, a newly created Health and Safety Chief position, upgrades at Fire Prevention and additional equipment. He provided an overview of the Department’s base budget, the challenges that they are facing as a department related to the budget which includes required reductions, limited budget flexibility and the increase in demand for services, both in volume and scope. He added that the city is projecting approximately \$420,000,000 deficit over the next two years, and the request from the mayor’s office to departments is a reduction in the amount of three-and-a-half percent in both budget years of the Department’s general fund support which is equivalent to 2.7 million dollars in the first year, and a cumulative 5.4 million in the second year. He stated that the current fiscal year budget is 427 million dollars and a slight increase to 433 million in the next year. He mentioned that other priorities for the Department are restoring the incident support specialists and adding additional personnel to the Peer Support Unit.

Public Comment: Nancy Wuerful stated the following: “I follow the money and understand the details of the city’s budget. I wish to have my comments on the budget that relates to both the operating budget that you’re looking at today and the capital budget approved at the previous meeting. I am asking President Nakajo to please request Mr. Corso to respond to my concerns and questions at the end of my comments. The issue I have concerns the source and timing of

money to funding the 20 hose tenders that were recommended in the 2019 Civil Grand Jury report. Hose tenders are the specialized apparatus designed for pumping and transporting large volumes of water from any source and are recognized worldwide for their ability to successfully move large amounts of water to a fire at high pressures and volumes of firefighting. The Board of Supervisors' official response to the Civil Grand Jury report that was sent to presiding judge, Garrett L. Wong, stated that funding for the first five hose tenders are in the current budget, and that the remaining 15 hose tenders will be dependent on appropriation actions in the future. It seems to me that we have to be ever mindful of how this bifurcation of funding is going to be implemented. My first question is did you get the full \$5,000,000 for five hose tenders at \$1,000,000 a piece that's supposed to be in the current year's budget? I don't see it on page 9 for the capital outlay year for operating. Is the unspent money for any money that is in the current budget going to be carried forward? How? I'd like to see it in the budget if there's some left-over money this year because we aren't buying all five hose tenders this year. Also, I'd like to suggest that the budget next year is reduced for capital outlay by 2.7 million, but there's no explanation, so I would hope that we could hear more about why that reduction is happening. And my other question is where is the 15 million dollars to complete the funding for all 20 hose tenders? The capital plan budget that was approved on January 8th does not list any hose tenders to be put into the capital plan. As we all know, if it's not in the capital plan, it can't be done. So, we have to plan for it, put it in, and start looking for the money. But we're supposed to have 20 hose tenders, according to what we sent Judge Garrett Wong. Thank you very much for your attention, and I look forward to clarifications.”

Commissioner Cleaveland appreciated the comments of Ms. Wuerful and added that making sure that the entire city is covered for fire protection in an earthquake in a conflagration is a matter of utmost importance to all, including the entire Fire Commission. He asked Mr. Corso to expand on the community paramedicine training program. Mr. Corso explained that it is a training component that allows members who want to participate in the EMS-6 program and has been well-received and educational for members who have gone through the training. He confirmed that over the last couple of years, the commissions' priority has been staffing and equipment. He expressed his appreciation for the cross-training of members.

Vice President Covington thanked Mr. Corso for his update and laying out the budget and budget challenges and thanked the members of the public that came forward and spoke. She asked if the \$420,000,000 deficit the city is expecting over the next two fiscal year, along with the fact that the mayor's office and the budget office has requested that we reduce our budget if we have a narrative that corresponds to us asking for many more positions so that we can convince the legislative branch of government of our needs. Mr. Corso confirmed that the Department has the justification for asking for the new positions. Vice President Covington stated that the Commissioners can be very helpful in lobbying efforts. She also confirmed that the EMS-6 rescue captain has been upgraded to a H-43 section chief. Vice President Covington confirmed that the department was allocated 6.7 million for engines and trucks and are in the process of ordering one additional truck and five additional engines which are smaller profiles than the traditional apparatus and that she has gotten good feedback from members of the Department regarding the new trucks and engines. She also confirmed that the five hose tenders they were allocated for are out to bid at OCA and that process closes in the next few weeks.

Commissioner Rodriguez asked about the reference to ADU's. Mr. Corso explained that there is dedicated staff of fire prevention employees that are allocated to dealing with a lot of the housing projects, which include ADU's.

President Nakajo thanked Mr. Corso for his comprehensive report. He commented that with an increase of 24 percent of incidents the Department responded to is a reinforcement that the Department's budgetary priorities are necessary.

**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. She welcomed the new commissioners and stated how excited and happy the Department is to have them and they look forward to doing some great work together. She mentioned that they have hit the ground running on the budget process and they have spoken with the mayor's budget office and have given them a heads up on what the Department's needs are and what they are looking at in terms of efficiencies from within. She acknowledged the highly successful EMS-6 program and her meeting with the Director of the Homeless Department about getting some resources from him for EMS-6, as 80 percent of the call volume is medical, and of that, 35 percent is someone with an unknown address and the need of more resources and expanding EMS. She mentioned that they are asking for additional training during the budget talks, not just for EMS but for the suppression side and she acknowledged how important it is to have a comprehensive succession plan in place from the bottom to the top and it will include leadership in management training and officer training. She added that they will also be asking for the return of Incident Support Specialists that were removed from the Department about 15 years ago. She touched on the Opportunities for All program, the EMS Corps and restructuring of hiring incoming H-2 academy classes, including smaller class sizes. She suggested a new academy class possibly starting in July of 2020.

Chief Nicholson attended the following events: The Swearing in of Mayor Breed, Sheriff Miyamoto, D.A. Boudin, and the Fire Commissioners; the launch of the 2020 census, the Women's Day March, the MLK breakfast and that she is continuing with Station visits.

Commissioner Cleaveland thanked her for her comprehensive report and commended her and the deputies for visiting all of the fire stations throughout the city and getting the input from rank and file as he thinks it is very important. He confirmed that the Department is working with the Human Rights Commission to get the funding for the EMS Corp program and that the chief has no doubt they will receive funding for it and she has the support of Supervisor Walton. He also confirmed that she will be asking for additional EMS personnel to staff the ambulances during the budget discussions as they are currently short on staff and overtime has been on the rise.

Vice President Covington thanked Chief Nicholson for her report and stated how wonderful it is that she continues to go to the houses and have conversations with the members. She also



agreed that smaller class sizes are wonderful and the reason she pushed for larger class sizes several years ago was because of the projected number of retirements. She confirmed that the new Station 49 is slated to open in the late fall of 2020. Vice President Covington confirmed that the new hose tenders will be located strategically throughout the city in neighborhoods where they would be most needed and that relief pieces that are currently in the fire stations will be moved to the old Station 49. She mentioned that she thinks that the EMS Corps program is a wonderful idea and was glad that women will be allowed to participate at a later date. She confirmed that Chief Nicholson is currently working with Michael Gibson, the gentleman who founded EMS Corps and she stated that she would like to see women in the program sooner rather than later because it's important to know if you are a young woman of color in the city, that there are jobs that are interesting and can lead to independence.

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's report covered the Month of December and January. He highlighted some of the incidents contained in the attached comprehensive reports.

<https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/dec%20admin.pdf>

<https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/jan%20admin.pdf>

Some of the highlights he is currently working on which include:

1. Continuing to work with the workgroups and committees which members are very engaged in the process of taking ownership and what the future of the Department looks like by working through the workgroups and committees
2. Finalizing the MOU with SPCA about emotional animal companions;
3. Searching for a replacement of Father Green, as he is retiring in June. He added that they are looking to expand the chaplaincy to be not just Catholic but other denominations
4. Preparing for a meeting with the chief from Contra Costa County whose department implemented a new program that has an overall health wellness check every year where they do a cancer screening, cardio screening and other things that SFFD is looking at implementing.
5. He announced that Special Projects Officer, Captain Brice Peoples started that position on Tuesday and has a full load of projects that were given to him.

He stated that the 126<sup>th</sup> academy has 48 recruits remaining and they are due to graduate on February 28, 2020, at the Scottish Right Auditorium at 9:00. He added that the 125<sup>th</sup> class completed their six-month testing and they will move to a second assignment and that

probation lasts one year. He touched on training drills that were conducted during the reporting periods, including ICS 300, which is a higher-level Incident Command system for members of the IMT.

Chief Velo stated that Chief Parks has been working on a project that the Mayor had emphasized, which is de-escalation training. He attended the Martin Luther King Day parade.

Commissioner Cleaveland thanked him for his excellent report and asked him to expand on the meeting he had with Alameda Fire on their recruitment hiring process. Chief Velo mentioned that they are looking at it as a model to follow where they have panels of members in the department who will conduct the initial interview process and make recommendations to the Chief of the Department for the final interview, such as a filtering process. Commissioner Cleaveland stated he thinks Health Check is very important as it's part of prevention and keeping the members healthy is as important as it is to heal them once they're hurt. There was a discussion on the new Project Manager, de-escalation training and the Chief's residence.

Vice President Covington stated that she thinks that the de-escalation training is an excellent idea and a good way to keep the members of the Department safe and she acknowledged Mayor Breed, as she was a former Fire Commissioner, and is much more up on the learning curve than a lot of the legislators would be and she is happy that she supports this endeavor wholeheartedly. Vice President Covington confirmed that Los Bomberos started a new session of Spanish Language seminars. She stated that she hopes the Asian Firefighters help with an expansion of the program.

President Nakajo thanked Chief Velo for his comprehensive report. He also acknowledged Chief Wyrsh, Deputy Chief of Operations, who gives a comprehensive exposure on the operations aspect of the department at the first meeting of the month. He also mentioned members of the department that have contributed to the admin report, including Chief Sato, Section Chief Nicholas Pang, Chief Ali, Captain Arteseros; Firefighter Keith Baraca, Chief Parks, Captain Cavallini, Chief Tong, Captain Neuneker; Mary Ann Poon and Lucy Chiu of Human Resources, Chief Dewitt from Support Services, Olivia Scanlon, Lt. Baxter, Chief Cochran, Chief Postel, and Captain Serano and stated he appreciates all of the work they put in.

There was no public comment.

#### **6. COMMISSION REPORT [Discussion]**

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

Vice President Covington stated that she attended the swearing-in of the two new Commissioners as well as the reappointment of President Nakajo.

President Nakajo thanked Vice President Covington for her support and attendance and welcomed Commissioners Feinstein and Rodriguez and thanked Commissioner Cleaveland as well. He thanked Mayor Breed for reappointing him to continue the work that they are doing within the Department and he stated he is grateful for that opportunity. He mentioned that he attended the Census Gala Lunch with Chief Nicholson as well as the general meeting of the

Asian firefighters that were preparing for the Chinatown parade scheduled for February 8, 2020.

President Nakajo took the opportunity to express wholeheartedly the appreciation of all the hard work and dedication to Commissioner Michael Hardeman who served on the commission and the city for so long in terms of his earnest endeavors of really being a true fan and lover of what the Department does in terms of public services. He also extended his appreciation to Commissioner Joseph Alioto Veronese for his contribution to the Department as well.

There was no Public Comment.

**7. FIRE COMMISSION ELECTION OF OFFICERS [Discussion and possible action]**

**a. Nomination and election of Commission President**

President Nakajo nominated Commissioner Covington for Commission President. Commissioner Cleaveland seconded and the nomination for Commission President was unanimously approved.

**b. Nomination and election of Commission Vice-President**

Commissioner Cleaveland nominated Commissioner Feinstein for Commission Vice President. Vice President Feinstein seconded and the nomination for Commission Vice President was unanimously approved.

Commissioner Feinstein thanked her fellow Commissioners for their confidence in her and that it's a real honor to be able to serve in this capacity. She added that she hopes she will be able to bring her experience and work with her fellow commissioners to help bring the Department along and that members of the Department have her gratitude.

President Covington welcomed Vice President and thanked her for taking on the responsibility and stated she knows that she will do a super-duper job.

There was no public comment.

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

Discussion regarding agenda for the next and future regular meetings.

- Budget
- Drone
- Grant writer
- Certificates for Hardeman and Veronese.

**9. ADJOURNMENT** President Nakajo adjourned the meeting at 6:58 p.m. in the memory of Peter McElmury for his service to the city with the NERT program.





## SFFD Administrative Bulletins for 2019 SFFC

### Executive Summary

Every 3 years, the International Code Council (ICC) updates their codes. California and San Francisco codes follow the same cycle. This is also the time to review and update our Bureau of Fire Prevention Administrative Bulletins (ABs).

This new code cycle, all 53 ABs were changed throughout to reflect "2019" in their respective titles. This year 5 new additional Administrative Bulletins were added.

The Fire Department is authorized to issue Administrative Bulletins that establish or clarify requirements under the Fire code, provide interpretations of the Fire code, and set policies and procedures of the Bureau of Fire Prevention. These bulletins are posted on the Fire Department's website.

Administrative Bulletins provide clarification, interpretation, and other information regarding the San Francisco Fire Department enforcement policies and procedures. All material contained in the Administrative Bulletins is published for the benefit of the public to help promote expeditious plan review and applicable Code compliance. Administrative Bulletins are not applicable if they are determined to be less restrictive than California State Building or Fire Code provisions or are in conflict with other regulatory requirements that take precedence.

*Per the current San Francisco Fire Code: "When the fire code official determines that it is appropriate to develop or revise an Administrative Bulletin, the Fire Department shall post the proposed new or revised Bulletin on its website for 30 days. The posting shall include instructions for providing written comments on the proposed Bulletin and notice of a public hearing regarding the proposed Bulletin. The fire code official shall conduct a public hearing on the proposed Bulletin to obtain public comment. The hearing shall be held after the 30-day posting period. The Fire Commission shall approve any proposed new or revised Bulletin at a noticed meeting. A Bulletin shall not be effective until approved by the Fire Commission. The fire code official and the Fire Commission may amend the proposed Bulletin during the approval process without re-posting the Bulletin for 30 days."*



The proposed 2019 ABs were posted on the SFFD website on 12-13-19. A public hearing was held on 01-28-20. In response to public comment, a few edits were made to the Administrative Bulletins. The Fire Marshal's Office respectfully presents the final version to the Fire Commission for review and approval. Attached is a table of contents for reference.

The following summarizes proposed changes to selected SFFD Administrative Bulletins. Significant changes are as follows:

**AB 2.01 Fire Alarm and Signaling Systems Submittals (new title)**

**AB 2.05 Fire/Smoke Dampers Submittal Guidelines for New Buildings and Tenant Improvements (new title)**

- The codes specify the requirements for Fire/Smoke dampers actuation. Depending of building design, the sequence of operations for those dampers vary greatly. In order to facilitate the testing of these devices, the Fire Department requires the following information to be submitted on both the mechanical and fire alarm plans. Buildings with a Smoke Control System or Smoke Management System shall comply with applicable Building and Fire Department Administrative Bulletins for Smoke Control Systems.
- The new title includes "new buildings" as well.
- Added Figure 1 – Example Fire /Smoke Damper Information Matrix. The intent is that designers follow this example going forward. Greatly assists with plan review and field inspections.

**AB 2.17 Submittal Guidelines for Cannabis and Plant Cultivation Facilities (new AB)**

**AB 2.18 Submittal Guidelines for Cannabis and Plant Extraction Facilities (new AB)**

- The purpose of these 2 new ABs is provide consistent methods to assist designers and engineers in the permit submittal requirements for all cannabis/plant cultivation and extraction facilities. Including detailing when SFFD's operational permits are needed.
- The content of these ABs are currently published as SFFD Informational Bulletins on our web site. Once approved, we will remove the info bulletins.

**AB 3.05 Fire Alarm High Rise Relocation Policy**

- Updated the example of evacuation/relocation matrix (color coded)



#### **AB 3.08 Sleeping Area Fire Alarm Requirements (new AB)**

- The purpose of this new AB is to clarify requirements to satisfy the 2016 CCSF Ordinance: "Fire Safety Requirements for Existing Buildings". Specifically, with regards to audible fire alarm appliances for residential sleeping areas.

#### **AB 4.09 Removal of Class II Standpipe Hose Cabinets**

- Added step by step requirements and process for requesting hose cabinet removal.

#### **AB 4.19 Manual Wet Standpipe Sizing (new title)**

#### **AB 4.20 Design of Fire Pump Suction Piping, Fire Pump Location, and Water Storage Tanks (new title)**

#### **AB 4.24 Fire Department Connections Requirements**

- Added notes regarding restrictions on locations of FDCs. These conditions are already being enforced by our department, but were not published.

#### **AB 4.27 Listed Flexible Sprinkler Hose Fittings**

- Added clarification to include work done on/in EXISTING ceilings.

#### **AB 5.08 Fire Service Access Elevators (FSAE) and Occupant Evacuation Elevators (OEE) (new title)**

- The purpose of this AB is to provide guidance for safeguards and fire life safety features for specialized elevators in high rise buildings. The FSAEs will provide firefighters with safe means for reaching incidents on all floors. The OEEs will provide safe means for occupants to self-evacuate from tall buildings (420 feet) in addition to using the stairs.

#### **AB 5.14 Removal of Fire Smoke Dampers from HVAC Penetrations of Fire Resistance Rated Corridors (new AB)**

- The intent is to detail requirements for the omission of fire-smoke dampers from HVAC penetrations in corridor walls that are required to be fire-resistance rated. This new AB documents requirements that have already been enforced in San Francisco via pre-application meetings and equivalencies on a case-by-case basis.



### **AB 5.15 Use of Passive Methods for Required Smoke Control Systems (new AB)**

- The purpose of this AB is to outline restrictions on the use of the “passive” methods of smoke control. The SFBC and SFFC do not specifically address the “passive” method, and this new AB would provide guidance and place restrictions on how and where this method may be applied. These requirements do not conflict with those in SFDBI AB 047.

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2019

### **SECTION 1- ADMINISTRATIVE BULLETINS**

1.01 Scope

### **SECTION 2- PERMIT APPLICATION SUBMITTAL**

2.01 Fire Alarm and Signaling Submittals

2.02 Submittal Requirements for Kitchen Hood and Duct Extinguishing Systems

2.03 Submittal Requirements for Clean Agent Fire Suppression Systems

2.04 Fire Sprinkler Submittals

2.05 Fire/Smoke Damper Submittal Guidelines for New Buildings and Tenant Improvements

2.06 Submittal Requirements for Cellular Antenna Sites

2.07 Permit Application Checklist for Diesel Generators, Diesel Fire Pumps, and Fuel Tanks Serving Generators and Fire Pumps

2.08 Retroactive Sprinkler Installation for High-Rise Buildings Submittal; Umbrella Permit

2.09 Underground Pipe Detail Plan and Design Criteria Submittal for Installation of Underground Piping for Fire Sprinkler Service

2.10 *RESERVED*

2.11 Submittal Guidelines for Emergency Evacuation Signs

2.12 Flame Effect Performance Application Requirements

2.13 Submittal Requirements for Temporary Tents and Membrane Structures

2.14 Submittal Guidelines and Requirements for Fire Permit Applications

2.15 *RESERVED*

2.16 Submittal Guidelines for Fire Department Access and Fire Flow Approval

2.17 Submittal Guidelines for Cannabis and Plant Cultivation Facilities

2.18 Submittal Guidelines for Cannabis and Plant Extraction Facilities





### **SECTION 3- FIRE ALARM SYSTEMS**

- 3.01 LED Annunciation Panels (High-Rise and Low-Rise Buildings)
- 3.02 Fire Alarm Annunciation
- 3.03 Fire Alarm Certification
- 3.04 *RESERVED*
- 3.05 New and Replacement Fire Alarm Systems--High-Rise Evacuation/Relocation Policy
- 3.06 *RESERVED*
- 3.07 *RESERVED*
- 3.08 Sleeping Area Fire Alarm Requirements

### **SECTION 4- SPRINKLER AND STANDPIPE SYSTEMS**

- 4.01 *RESERVED*
- 4.02 *RESERVED*
- 4.03 Acceptance Testing of New High-Rise Sprinkler and Standpipe Systems
- 4.04 Color Coding of Existing Standpipes
- 4.05 Protection of Standpipe Inlets
- 4.06 Design Criteria for Fire Department Connections and Standpipe Outlet Valves
- 4.07 *RESERVED*
- 4.08 *RESERVED*
- 4.09 Removal of Class II Standpipe Hose Cabinets in Sprinkler Retrofitted Buildings
- 4.10 Testing of Fixed Extinguishing Systems (Sprinkler & Standpipe Systems)
- 4.11 Sprinkler System Water Flow Alarms and Monitoring
- 4.12 Temporary Standpipes in Buildings Under Construction
- 4.13 Sprinkler & Standpipe Flow Rates and Required Pressures
- 4.14 *RESERVED*
- 4.15 Attachments and Anchors Acceptable for Hanging and Sway Bracing of Sprinkler Pipe
- 4.16 Sprinkler Systems in Existing Live/Work Occupancies
- 4.17 Pre-Action Sprinkler System Supplied by Wet Pipe Sprinkler Systems
- 4.18 Sprinkler and Standpipe Signs
- 4.19 Manual Wet Standpipe Sizing
- 4.20 Design of Fire Pump Suction Piping, Fire Pump Location, and Water Storage Tanks
- 4.21 Single, Double & Non- Interlock Pre-Action Systems
- 4.22 Design of Fire Pump Wiring Methods
- 4.23 Combination Fire Services
- 4.24 Fire Department Connections (FDC) Requirements
- 4.25 Car Stackers/Lift Systems
- 4.26 Labels for Sprinkler System Control Valves
- 4.27 Listed Flexible Sprinkler Hose Fittings
- 4.28 Fire Sprinkler System Coverage Requirements for Balconies and Terraces



## **SECTION 5- MISCELLANEOUS INFORMATION AND INTERPRETATIONS**

5.01 *RESERVED*

5.02 *RESERVED*

5.03 *RESERVED*

5.04 *RESERVED*

5.05 Signage for Buildings with Wood or Lightweight Steel Truss, or Composite Wood Joist (TJI) Floor/Roof Construction

5.06 Requirements for SFFD Approval of Temporary Permits of Occupancy for New or Change of Use High-Rise Buildings

5.07 Air Replenishment Systems

5.08 Fire Service Access Elevators (FSAE) and Occupant Evacuation Elevators (OEE)

5.09 Lockbox Program – Guideline for New Exterior and Replacement Lockboxes

5.10 Safety Requirements for Regulated Activities at Outdoor Food & Street Fairs

5.11 *RESERVED*

5.12 *RESERVED*

5.13 *RESERVED*

5.14 Removal of Fire-Smoke Dampers from HVAC Penetrations of Fire-Resistance Rated Corridors

5.15 Use of Passive Method for Required Smoke Control Systems



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

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**From:** Conefrey, Maureen (FIR)  
**Sent:** Thursday, January 23, 2020 11:01 AM  
**To:** Francee Covington (Fcovington@aol.com); Katherine Feinstein; ken cleaveland (sfrealadvocate@gmail.com); Steve Nakajo (sknakajo@yahoo.com); Tony Rodriguez  
**Subject:** FW: General Order 20 A-04, General Order Removal / Retention  
**Attachments:** 20 A-04 Enclosure (A) - G.O. to be Removed.pdf; 20 A-04 Enclosure (B) - G.O. to be Retained.pdf

FYI.

Maureen Conefrey  
Fire Commission Secretary  
(415) 558-3451

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**From:** Ludwig, Theresa (FIR) <theresa.ludwig@sfgov.org>  
**Sent:** Thursday, January 23, 2020 10:51 AM  
**Subject:** General Order 20 A-04, General Order Removal / Retention

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 20 A-04  
January 23, 2020

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** General Order Removal / Retention  
**Reference:** Rules & Regulations, Sec. 402  
**Enclosure:** Enclosure (A) General Orders to be Removed  
Enclosure (B) General Orders to be Retained

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

1. Members are hereby directed to remove from binders all General Orders listed in Enclosure (A). All General Orders listed in Enclosure (B) shall be retained in the General Order binders.
2. Battalion and Company Officers shall ensure that General Order binders are updated appropriately.
3. Any General Orders missing from your binder can be obtained from the Print Shop by calling (415) 558-3261.
4. Please note that valid General Orders can also be found on-line in SharePoint – Fire Bulletins.

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

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Monday, January 27, 2020 2:46 PM  
**Subject:** General Order 20 A-05, Pre-Retirement Planning Seminar

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 20 A-05  
January 27, 2020

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Pre-Retirement Planning Seminar  
**Reference:** Rules and Regulations, Section 402  
**Enclosure:** None

Officer Endorsement:  
Sec.1108 - R & R

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1. In accordance with Section 11.2 of the Memorandum of Understanding with Fire Fighter's Local 798 for Bargaining Units 1 and 2, the Department will be offering a two-day Pre-Retirement Planning Seminar on Wednesday, April 15 and Thursday, April 16, 2020.
2. The seminar will cover the nine key areas of retirement planning:
  - a. Pension Benefit Calculations
  - b. Social Security Benefits
  - c. Psychology of Retirement
  - d. Health Insurance & Benefits
  - e. Taxes
  - f. Wills, Trusts and Powers-of-Attorney
  - g. Deferred Compensation (Voya)
  - h. Lump-Sum Payouts
  - i. Retirement Services, Applications and Procedures
3. Members must attend both days of the seminar. Check-in time with refreshments will be at 0830 hours. The informational program will start promptly at 0900 hours and continue until approximately 1700 hours. Lunch will be hosted each day.
4. The seminar will be held at the San Francisco Fire Fighters' Union Hall, located at 325 Newhall Street.
5. Any Bargaining Unit member who is contemplating retirement within the next year should attend. Attendance at the seminar will be limited to forty (40) members. If more than 40 members wish to register for the seminar, attendance will be determined by the number of years of service-credit individuals have towards retirement. Members who plan to retire within six months of the seminar date and who have an appointment with the Retirement Board will be given special consideration for a spot at the seminar.

6. Members should contact the Division of Training at (415) 970-2000, Monday through Friday, 0800 – 1100 hours, to enroll in the seminar. The deadline for registration is Friday, February 21, 2020, at 1100 hours. Members will receive confirmation by Monday, March 30, 2020.
7. Cancellations must be made at least five days before the seminar. Failure of a member to attend, once enrolled, without proper cancellation, will deprive another member of the opportunity to attend.
8. Members may not attend in an on-duty status, and no guests will be permitted.
9. The Department and Local 798 want every member to be able to enjoy a happy and secure retirement. Assisting members with planning for this major change in life is the objective of these seminars.

Jeanine R. Nicholson  
Chief of Department

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

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**From:** Conefrey, Maureen (FIR)  
**Sent:** Tuesday, January 28, 2020 12:01 PM  
**To:** Francee Covington (fcovington@aol.com); Katherine Feinstein; ken' cleaveland (sfrealadvocate@gmail.com); Steve Nakajo (sknakajo@yahoo.com); Tony Rodriguez  
**Subject:** FW: General Order 20 A-06, Company Based Modular Training Module 3-Battalion Control  
**Attachments:** 20 A-06 Attachment A\_Company Based Modular Training Module 3-Battalion Control.pdf

FYI.

Maureen Conefrey  
Fire Commission Secretary  
(415) 558-3451

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**From:** Ludwig, Theresa (FIR) <theresa.ludwig@sfgov.org>  
**Sent:** Tuesday, January 28, 2020 10:29 AM  
**Subject:** General Order 20 A-06, Company Based Modular Training Module 3-Battalion Control

### **SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER**

File Code 20 A-06  
January 28, 2020

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Company Based Modular Training Module 3-Battalion Control  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** Attachment "A"- On-Duty Details

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

1. A one-day Battalion Control Training Module will be held February 3 through February 14, 2020 at the Division of Training's 19<sup>th</sup> and Folsom Facility.
2. All Permanent Assistant Chiefs, Battalion Chiefs, and Captains are required to attend this module. On-duty members will be detailed to this training as shown in Attachment "A". Members may attend in an off-duty status, but compensation will not be granted.
3. Divisions shall detail additional Officers at their discretion and dependent upon operational needs of the Department.
4. Topics covered will include:
  - Windshield Surveys and Incident/Hazard Assessments

- ICS Forms
- Resource Management
- NERT/Disaster Corps Role and Capabilities
- Alternate Communications
- Planning for Next Operational Period
- Disaster Response Exercise

5. Sessions will begin promptly at 0900 hours and conclude at 1300 hours.
6. Members shall review their Battalion Control Kit in Chief's vehicles prior to attending the Module.
7. 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



## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Friday, January 31, 2020 9:20 AM  
**Subject:** General Order 20 A-07, Company Based Modular Training Module 4-Hazardous Materials Refresher Training

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 20 A-07  
January 31, 2020

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Company Based Modular Training Module 4-Hazardous Materials Refresher Training  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** None

Officer Endorsement:  
Section 1108 – R & R

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1. Company Based Modular Training Module 4-*Hazardous Materials (HazMat) Refresher Training* will be held February 18 - 20, 2020 and April 6 - 8, 2020.
2. This one-day refresher class is for all Tier I and Tier II Hazmat Specialists. Tier I HazMat Specialists are members with HazMat Specialist certification who are assigned to Battalion 2, Engine 36, Rescue Squad 1, and Rescue Squad 2. Tier II HazMat Specialists are members with HazMat Specialist certification who are assigned elsewhere.
3. Training will be held at the Division of Training's 19<sup>th</sup> and Folsom Street Facility from 0900 - 1600 hours each day.
4. Members are required to have a current certification, or they are at risk of losing their Station assignment.
5. There will be 30 openings for each session. Members may only attend this training while working a regular day (REG), mandatory WDO, or trade (TRW) if the trade was entered prior to the date of this General Order. Compensation will not be paid to members attending class in an off-duty status.
6. If more than 30 members sign up for any session, they will be selected in the following order:
  - Tier I HazMat Specialists
  - Tier II HazMat Specialists who own a spot at Station 1 or Station 7
  - All other Tier II HazMat Specialists by rank and seniority
7. Interested members are to sign up via the "Appointments" tab in the Fire Station Portal. This tab is located to the right of the calendar on the home page.
  - Click "add"
  - Select the location of the training: Division of Training
  - Select Appointment Type: HAZMAT Recertification 2020

- Select the date desired for attendance
  - Click “create”
8. A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.
  9. The deadline to sign up for the February 18 - 20 sessions is 1200 hours on Wednesday, February 12, 2020. The deadline to sign up for the April 6 - 8 sessions is 1200 hours on Wednesday, April 1, 2020. Notifications will be distributed via Outlook.

Jeanine R. Nicholson  
Chief of Department