

'SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, June 22, 2016 - 5:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400 ■ San Francisco ■ California ■ 94102

AGENDA

Item No.

1. ROLL CALL

President	Francee Covington
Vice President	Ken Cleaveland
Commissioner	Stephen A. Nakajo
Commissioner	Michael Hardeman

Acting Chief of Department	Mark Gonzales
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2. 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. PROPOSED LEGISLATION FROM THE BOARD OF SUPERVISORS *[Discussion and possible action]*

[Fire Code - Disclosure of Fire Safety Information]

File No.: 150792 Ordinance amending the San Francisco Fire Code to require building owners and homeowners' associations to provide fire safety information to residents in buildings with three or more dwelling units, and annual fire safety information and training to residents in buildings with 16 or more units; making findings as to local conditions pursuant to the California Health and Safety Code; and directing the Clerk of the Board of Supervisors to transmit the ordinance to appropriate State officials.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 25, 2016

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

REPORT FROM ACTING CHIEF OF DEPARTMENT, MARK GONZALES

Report on current issues, activities and events within the Department since the Fire Commission meeting of June 8, 2016, including Fiscal Year 2015-2016 budget, academies, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance, Support Services, Homeland Security and Training within the Department.

8. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the July 13, 2016 regular meeting.

9. PUBLIC COMMENT ON ITEM 11

Public comment on all matters pertaining to Item 11 below, including public comment on whether to hold Item 11 in closed session.

10. VOTES ON CLOSED SESSION [Action]

a. Vote on whether to invoke the attorney client privilege and hold Item 11(a) in closed session (Admin. Code § 67.10).

b. Vote on whether to hold Item 11(b) in closed session (Admin Code § 67.10).

11. CLOSED SESSION

- a. **CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.** Conference with legal counsel to discuss existing litigation pursuant to California Government Code Section 54956.9(a) and San Francisco Administrative Code Section 67.10(d)(1) and possible recommendation to the Board of Supervisors for settlement approval or to take other action. *[Action item]*

Existing Litigation:

Jack K. Frazier v. City and County of San Francisco

San Francisco Superior Court Case No. 13-535089

Date Filed: October 28, 2013

- b. **Case No. 2015-06: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action item]**

On December 9, 2015, Chief of Department Joanne Hayes-White filed a verified complaint with the Commission against member for a non-punitive medical separation.

The Commission conducted an evidentiary hearing in the above case on March 1, 2016. By a unanimous vote of Commissioners present (4-0: Commissioners Covington, Cleaveland, Nakajo, Hardeman), the Commission accepted the Chief of Department's recommendation of a non-punitive medical separation of the member from the department.

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

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

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

- 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**

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
MINUTES

Wednesday, May 25, 2016 – 5:00 p.m.

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

The video recording has been at:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=25484

President Covington called the meeting to order at 5:00 PM.

1. ROLL CALL

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present

Chief of Department	Joanne Hayes-White	Present
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Mark Gonzales	Deputy Chief - Operations
Raemona Williams	Deputy Chief – Administration

Jeff Myers	EMS
Dan DeCossio	Bureau of Fire Prevention
Jeff Columbini	Division of Training
Shane Francisco	Homeland Security
Rudy Castellanos	Airport Division

Assistant Chiefs	
Kevin Taylor	Division 2
Kirk Richardson	Division 3

Staff	
Mark Corso	CFO
Jesusa Bushong	Personnel Officer
Olivia Scanlon	Communication and Outreach Coordinator

2. PUBLIC COMMENT

Dan Casey, firefighter/paramedic and member of Local 798 spoke in support of putting RC-4 back out in the field and to keep this issue at the forefront of everyone's attention.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on April 13, 2016

Vice President Cleaveland Moved to approve the April 13, 2016 regular meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

- Minutes from Regular Meeting on April 27, 2016

Vice President Cleaveland Moved to approve the April 27, 2016 regular meeting Minutes as amended by President Covington. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

- Minutes from Special Meeting on May 13, 2016

Commissioner Hardeman Moved to approve the May 13, 2016 special meeting Minutes. Vice President Cleaveland Seconded. Motion to approve above Minutes was unanimous.

There was no public comment:

4. CERTIFICATES AND ACKNOWLEDGEMENT OF APPRECIATION

Certificates and acknowledgement of appreciation to members of the San Francisco Municipal Transportation Agency's Proof of Payment Division who took swift and decisive action on a member of the public who was experiencing a medical emergency.

Chief Hayes-White introduced Captain Luttrupp who took the initiative to acknowledge the MTA employees who took swift and decisive action to help a member of the public that was experiencing a medical emergency. Captain Luttrupp explained the scenario that took place on February 19, 2016 at the Powell Street BART Station on the concourse level. He said that the quick actions of Alan San Martin, Terence Smith, Sheryl Garrison and Sherman Chan were vital in saving the patient's life, as they were able to assist him during his partial airway obstruction progressed and he was unable to breathe. Chief Hayes-White presented certificates of appreciation to the recipients of MTA.

Each of the Commissioners thanked the MTA employees for their service, swift and heroic actions and for saving a life.

5. PROPOSED LEGISLATION FROM THE BOARD OF SUPERVISORS' PUBLIC SAFETY AND NEIGHBORHOOD SERVICES COMMITTEE [Discussion and possible action]

File No.: 160422 Ordinance amending the Fire Code and the Housing Code to require building owners provide tenants with an annual written notice of smoke alarm requirements and require building owners file a statement of compliance with annual fire alarm testing and inspection requirements every two years; amending the Fire Code and Building Code to require building owners to upgrade existing fire alarm systems by July 1, 2021, or upon completion of \$50,000 or more of construction work, whichever occurs earlier; amending the Building Code to require owners of Apartment Houses damaged by fire to submit an Action Plan to the City within 30 days of the fire and requiring owners of buildings in Group R occupancies with six or more units to install fire blocks in open accessible attics when performing \$50,000 or more of construction work; affirming the Planning Department's determination under the California Environmental Quality Act; making findings under the California Health and Safety Code; and directing the Clerk of the Board of Supervisors to forward this ordinance to the California Building Standards Commission upon final passage as required by State law.

Chief DeCossio explained the three areas in the fire code that are to be amended with the legislation and how they will impact the resources within the Bureau of Fire Prevention. With regards to the smoke alarms, he stated the proposal requires building owners to provide residential tenants with an annual written notice of smoke alarm requirements and to post said notice in common areas of the building. The only impact this change has is to have the notice translated into the required three languages and posting it on the Department's website. He added that he feels that this could be absorbed without additional staff. The second change, which pertains to fire alarm maintenance requirements would require building owners to file every two years a statement of compliance form that annual fire alarm inspection testing has been completed. He added that if the forms are submitted to the Fire Department, the impact to the Division would be receiving more than five thousand forms annually, along with the potential to receive a majority of the forms towards the end of the year deadline and would

greatly overwhelm the BFP staff without additional clerical positions and a managerial lieutenant staff position. He stated that the time required to establish a data base, along with additional time to research which buildings are required to file the form, would take a considerable amount of time. With regards to the fire alarm upgrade, this part of the legislation would require building owners to upgrade existing fire alarms and to comply with sleeping area sound level requirements by July 1, 2021 or upon completion of construction with a building permit valued at \$50,000 or more. He added that the initial impact shouldn't be that great on his staff and until they gather the data on how many apartment buildings actually have fire alarms, the overall impact cannot be predicted.

Vice President Cleaveland thanked Chief DeCossio for his comments and stated that if we don't have the resources to implement the legislation, Supervisor Campos needs to understand that and should provide additional funding. He suggested that we ask the supervisor to push back the implementation date by at least a year as he doesn't think the data can get pulled together in the current timeline.

Commissioner Nakajo agreed with Vice President Cleaveland's comments. He added that he is supportive of the legislation but is concerned if we can accomplish the tasks with the reality of the limitation of budget costs to do the work. Chief Hayes-White added that she believes everyone collectively is going into this legislation with eyes wide open and the Department is in agreement that anything that can save lives, reduce injuries related to fire safety they are in support of, but the reality is they will need additional resources and they have submitted some ideas to both the Department of Building Inspection and the Mayor's Budget Office. She added that they will receive some assistance in the form of work order to gather the data in addition to hiring field inspectors.

Commissioner Hardeman agreed with the comments from Vice President Cleaveland and Commissioner Nakajo. He added that he was disappointed that when the Commission met in the Mission District, only 7 of the free smoke alarms were taken. He asked Chief DeCossio if there was a recommendation on how many alarms should be in one's home. Chief DeCossio explained that there should be one in each sleeping area and one on every level of the home, but typically you'd go by the manufacturer's recommendation, one smoke alarm would cover a 30 by 30 room.

President Covington mentioned her concern with some of the language in the legislation. Chief DeCossio explained that most of those concerns address the building code, such as structural integrity of buildings, which falls outside the scope of the Fire Department but within the Building Inspection Department. She asked Mark Corso to work up some numbers on the financial impact this legislation will have on the Department.

6 CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of May 11, 2016, including Fiscal Year 2015-2016 budget, academies, Strategic Planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White report covered events since the last meeting of May 11th. She stated that regarding the budget, the Mayor will be having a department head meeting on Friday, May 27, 2016, to give preliminary information prior to his budget presentation. She added that they've continued to have regular meetings with the Mayor's Budget Office, and have clearly articulated the priorities for the Department. She acknowledged the Budget Committee, as well as the Commission, for collectively coming together on establishing a list of priorities. She stated that she is very optimistic that the fleet will be addressed in this year's budget and the goal is not just addressed in a one or two-year budget but addressed over the longer term, similar to what the hiring plan has done. With regards to the academies, she stated that the 119th class is in their 18th week of 20 weeks with 49 members in that academy. The graduation will be June 9th, 2:00

p.m., Riordan High School. She invited the Commission and the public to attend the graduation. She mentioned that concurrently there is an H-3 Level 1 EMT class that is in a six week session that consists of 31 members and that graduation is on June 3rd, 10:00 o'clock a.m., at the Division of Training, 19th and Folsom. She gave a brief update on the Strategic Plan stating that a large group met on May 2nd and Commissioner Hardeman was in attendance. She added that the formatting subcommittee met yesterday, and they've recommended that the meeting scheduled for next week be postponed slightly. She announced the promotion of Mark Corso who is moving from the Chief Financial Officer to oversee the Division of Finance and Planning. With regards to the 150th Anniversary update, Chief Hayes-White stated there is a committee meeting tomorrow morning, 10:00 o'clock, at the Division of Training. She touched on the upcoming EMS week, the recent drownings at Ocean Beach, the Special Olympics event at Kezar Stadium and the donation of an ambulance to Galileo High School's Medical Academy. She described her meeting with the Mission stakeholders and Supervisor Campos as a follow up to the meeting that occurred in the Mission to discuss Supervisor Campos' legislation as well as continuing to keep the lines of communication open. She added that the plan is to meet again in July to talk about prioritizing the Mission and Chinatown Districts and getting additional resources in terms of an H-6 fire investigator and an H-4 fire inspector to go out to the community and be proactive in following up if there is an incident. She mentioned that on May 19, 2016 there was a wonderful display of EMS apparatus at the Civic Center to close out EMS week and she, Chief Myers, Chief Gonzales participated in the EMS award at the Department of Public Health where she was proud to award EMT Jared Copper and Paramedic Mark Santos EMS provider awards. She concluded her report by stating they participated in a lunch honoring members of Station 49 as well as the private partners, King American and AMR and that lunch was hosted by the San Francisco Fire Credit Union.

Vice President Cleaveland asked how much money has been raised so far for the 150th Anniversary. Chief Hayes-White responded so far they have raised close to \$600,000.00 and would appreciate more funds, but they are satisfied and grateful for those that have jumped in to assist the Department to be able to put on all the great events to celebrate the Department's great history. Vice President Cleaveland stated he was encouraged by the upcoming meeting with Local 798 to discuss the whole supervisory staffing issues at Station 49 and applauded the Chief for her willingness to work together to come up with a solution on that problem.

There was no public comment.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance, Support Services, Homeland Security and Training within the Department.

Chief Williams' report covered the Month of May. She stated that the Assignment Office is completing a revised Station 49 schedule and vacancy bids will be held in early June with an implementation date in Early July. She announced that the Bureau of Fire Prevention continues to see strong revenues throughout the fiscal year and the Department's EMS revenues are anticipated to come in on budget as well as the Department is projected to come in on budget. With regards to Homeland Security, she announced that Fleet Week planning is in progress with a city wide Department Operation Center workgroup that continues to meet every month. The physician's office continues to perform candidate promotional and probationary physicals for the Department as well as consults return to work and work injury exams. She added that support services is busy working on the 2016 Health Bond. She stated that the Department is interviewing for an industrial hygienist.

Chief Lombardi gave a brief update on his meetings with TIDA regarding negotiations for a new lease on the Training Center and to discuss developments of Phase 1 construction plans and their effect on emergency response. Chief Williams touched on Station 5 construction, Bureau of Equipment which has ordered 15 C-Max sedans for the BFP, a Ford F-150 for Plan Check, and nine ambulances. The cordless extraction tools have been delivered and both rescue squads and truck 48 now have those tools on their apparatus.

Vice President Cleaveland asked what percentage of cost recovery the Department receives annually. Mark Corso answered approximately 27 percent which translates into about 26 million dollars a year in EMS revenue.

Commissioner Nakajo thanked Chief Williams for her comprehensive report and asked if Station 5 was a renovation or a total construction development. Chief Williams acknowledged that it will be a total tear down and rebuild and that the Division will be relocated to Station 38 on California Street, with Engine 5 relocated to Station 21 and Truck 5 relocated to Station 6.

Commissioner Hardeman thanked Chief Williams for her wonderful report and asked what the anticipated timeframe is for the delivery of the new ambulances was. Chief Lombardi explained that they have been ordered and they should be delivered no later than October.

President Covington asked Chief Lombardi to share the discussions he has had with TIDA in terms of replacing of the training facility on Treasure Island. Chief Lombardi explained that they are still continuing to look for a new training facility location. They are currently working with the Department of Public Works on exactly what the space needs and what the requirements would be. He added that as far as TIDA goes, they continually work with them on the changes of the island they expect over the next eight years with the development that's taking place. He continued that they are now negotiating a new lease for the training facility on TI, but that doesn't come with renewed thinking that they are going to be able to stay longer. It's just a renewed lease that will probably get them another five years. President Covington stated that she has seen recent reports about the increase of high-rise buildings on TI and wanted to know if the Department will have a larger footprint for the fire station that is currently there. Chief Lombardi explained the different phases of the development and one of those phases is building a new fire station that will be a bigger footprint than what is currently there because of all the development, and they anticipate needing more crews, most likely doubling the staff. President Covington asked who would be responsible for building the new firehouse. Chief Lombardi answered it would be the developer.

Public Comment: Firefighter Casey spoke on behalf of Local 798 and stated they are looking forward to further discussion regarding the supervisory schedule at Station 49, but on behalf of the Executive Board and the EMS Officers Association he wanted to reiterate that they are two separate issues, the return of RC-4 to the field as a fourth field supervisor as well as the supervisory schedule for the new RC position at Station 49. He added that they need to reestablish the fourth field supervisor separate from discussions regarding a schedule for a position that is not related to it at all.

7. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the June 8, 2016 regular meeting.

- Supervisor Campos' Legislation
- Airport update

8. ADJOURNMENT

President Covington adjourned the meeting in memory of Firefighter Denise Elarms, who was a dedicated 11 and a half year veteran of the SFFD and Firefighter Steven Rascon who was a 34 and a half year member of SFFD at 7:05 p.m.

GENERAL ORDERS

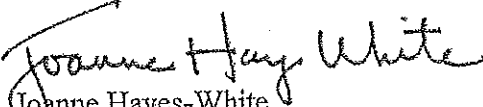
SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-27
June 9, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Position of Lieutenant, Support Services, ESER Bond Project
Reference: Rules & Regulations, Section 402
Enclosure: None

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

1. The Department is advertising for the position of Lieutenant, Division of Support Services, Earthquake Safety and Emergency Response (ESER) Bond.
2. This is a grant-funded administrative position. The selected member will be reassigned to days for the duration of the project.
3. The duration of the project is expected to be one (1) year and may be extended, based on grant-funding availability.
4. The Lieutenant will work under the supervision of, and report directly to, the Assistant Deputy Chief of the Division of Support Services, and will be responsible for oversight and facilitation of all efforts related to the ESER Bond Fire Station improvements and construction.
5. The desired qualifications for this Lieutenant position include:
 - a. Ability to work with common office software products, such as Microsoft Word, Excel and Powerpoint.
 - b. Knowledge and understanding of building construction, upgrades and improvements.
 - c. Knowledge and understanding of the City's contracting, bidding and purchasing system.
6. Interested members in the rank of H-20 Lieutenant or below are encouraged to submit a General Form and updated Personal Qualification Form (PQF) to the Chief of Department by close of business on Friday, June 24, 2016.
7. Upon review of Personal Qualification Forms (PQFs), selected candidates will be contacted to participate in an interview process.


Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-28
June 13, 2016

From: Chief of Department
To: Distribution List "A"
Subject: H-33 EMS Captain at Station 49, Administrative Officer
Reference: Rules & Regulations, Sec. 402
Enclosure None

Officers Endorsement:
Sec 1108-R & R

1. The Department is advertising for H-33 Emergency Medical Services (EMS) Captain at Station 49, Administrative Officer. This position reports to the Section Chief of EMS Operations and to the Assistant Deputy Chief, EMS Division.
2. As a member of the EMS Division at Station 49, the H-33 EMS Captain Administrative Officer assists in the development, organization, coordination, administrative support, and implementation of Department EMS daily operations and administrative supervision of SFFD EMS Division personnel providing emergency response and pre-hospital emergency medical care. The H-33 EMS Captain at Station 49, Administrative Officer, functions as an extension of the Section Chief, EMS Operations and the Assistant Deputy Chief, EMS Division.
3. This is a 40-hour per week, Monday thru Friday position.
4. **Duties and responsibilities include but are not limited to, the following:**
 - Supervises employee health and welfare.
 - Interacts with representatives of other agencies, departments, and organizations.
 - Meets regularly with appropriate management staff to develop goals and objectives regarding reporting Station 49 performance and assigned areas of responsibility.
 - Identifies, evaluates and reduces opportunities of injury to the public or department members.
 - Assists in the management of daily EMS operations at Station 49.
 - Review and revise staffing schedules as personnel and fleet availability changes.
 - Completes all documentation as specified by Department policies and procedures.
 - Coordinate with the Bureau of Equipment and other vehicle and equipment repair facilities/locations to assure EMS apparatus and equipment are in a state of operational readiness.
 - Participates in special projects as assigned, including the development of proposals, timelines, and action plans.
 - Directly supervises the administrative and operational performance of Department EMT's and Paramedics assigned to Station 49 and assists in the completion of annual performance appraisals.
 - Acts as liaison to and coordinates community education activities.

- Oversees narcotics inventory, re-supplying narcotics, and investigating narcotics records discrepancies.
 - Coordinates with the EMS Logistics staff to assist with overseeing inventory, purchasing, re-supplying and maintaining bio-medical equipment (defibrillators, AEDs, Pulse Ox, Suction Units, etc.).
 - Investigates and completes EMS related incident reports assigned through the Incident Management System and the SFFD EMS Medical Director.
 - Works as Medical Group Supervisor, Branch Director (or other medical command roles) involving incidents of WMD, hazardous materials, and emergency response and rescue at the discretion of the Chief of Department or their designee.
 - Designs and develops performance evaluations systems, forms and procedures, to include revising and maintaining Department training manuals, lesson plans, training bulletins, brochures, and forms.
 - Participates in other duties prescribed by the Chief of Department or their designee.
5. **Minimum Qualifications:**
- Possession and maintenance of a valid Paramedic license issued by the State of California EMS Authority and Local SF EMS Agency Accreditation.
 - Permanent Rank of H-33 EMS Captain or current eligibility on the H-33 EMS Captain Civil Service Eligible List.
 - Current eligibility according to San Francisco EMS Agency Policy 2052.
6. **Desired Qualifications and Skills:**
- Working knowledge of field operations, including but not limited to, Emergency Medical Services, Fire Suppression, Hazardous Materials, Rescue Operations, WMD, MCI, DEC, and other emergencies.
 - Work experience in an EMS supervisory capacity.
 - Ability to work collaboratively with Department members and external agencies.
 - Leadership role on Department projects and committees.
 - Excellent organization, interpersonal and written communication skills.
 - Familiarity with common software applications.
7. Provisions stated in G.O. 00 A-08 apply to this position.
8. All interested H-33 EMS Captains and members on the H-33 Eligible List should submit a General Form Report and updated Personal Qualification Form (PQF) to the Chief of Department by close of business on Wednesday, June 22, 2016.
9. Upon review of Personal Qualification Forms (PQFs), selected candidates will be contacted to participate in an interview process.
10. Questions regarding this General Order should be directed to the EMS Section Chief, Operations at Station 49.

Mark A. Gonzales
Acting Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-29
June 15, 2016

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

Officers Endorsement
Section 1108- R. & R. _____

1. The San Francisco Firefighters Union, Local 798, Units I & II, Memorandum of Understanding (MOU) Section 20: Holidays 20 Subsection 20.2 Fire Suppression Personnel states:

Twenty-four (24) hour fire suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid a holiday premium per pay period, excluding overtime compensation and premiums, as holiday compensation for the holidays specified in Section 20.1. Upon declaration by the Mayor of any holiday in addition to those specified in Section 20.1(b), twenty-four (24) hour suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid an additional holiday premium which will be calculated on a proportional basis by the Controller's office.

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

The holiday premium for employees who are members of the Retirement System under Charter Section A8.598 ("New Plan" or "Tier II") shall be paid a six and a half percent (6.50%) holiday premium July 1, 2016 through June 30, 2017.

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

2. To receive Time Coming in place of the holiday premium, members must submit Form 418.4 to the Payroll Office. Time Coming forms will be effective from the time received. Only forms received in the Payroll Office between June 16, 2016 and July 13, 2016 will be accepted and processed. Forms received

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, June 16, 2016 5:12 PM
Subject: General Order 16 A-30, EMS-6 Program Relief List

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-30
June 16, 2016

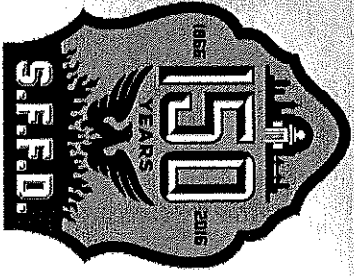
From: Chief of Department
To: Distribution List "A"
Subject: EMS-6 Program Relief List
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:

Section 1108 - R. & R: _____

1. The Department is advertising for members who wish to be placed on the EMS-6 Program Relief List. The SFFD Medical Director shall provide medical oversight for the EMS-6 position. The EMS-6 position will report directly to the Section Chief of EMS Operations.
2. The EMS-6 Program Relief List is open to members in the rank of H-33 EMS Captain and members on the current H-33 EMS Captain Eligible List. All State and local licenses, certifications and accreditations must be current and valid.
3. Assignment to an EMS-6 shift will be made by the Assignment Office from the relief list of eligible members.
4. The EMS-6 personnel partner with Engagement Specialists from the Department of Public Health to identify high-frequency 9-1-1 system users through research of electronic health care records and Department of Public Health databases, and, as part of the patient's health care provider network, assist in development and implementation of care plans.
5. EMS-6 functions on a twelve hour (12) shift schedule.
6. Interested members must submit a General Form and an updated PQF to the Chief of Department by close of business on Friday, June 24, 2016.
7. For additional information on the EMS-6 Program, please refer to General Order 16 A-08, *EMS-6 Team*.

CC'S TO THE COMMISSION



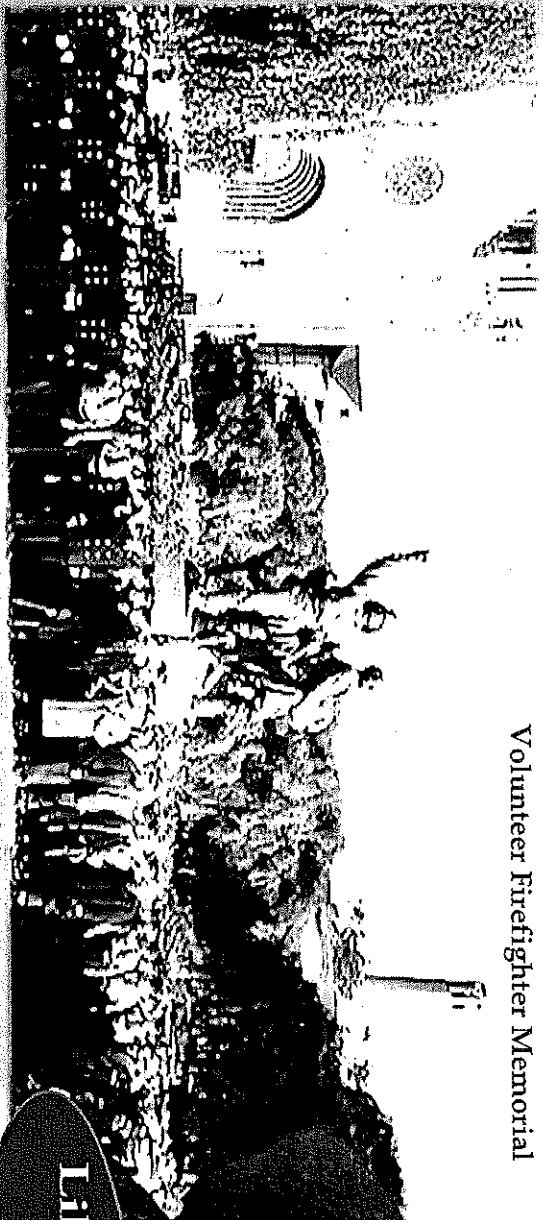
Guardians of the City - SFFD 150th
First Responders Volunteer Day
San Francisco Fire & Police Reserve
75th Anniversary

(Established 1941)



August 23, 2016
3:00 PM - 5:00 PM

WASHINGTON SQUARE PARK
Volunteer Firefighter Memorial



Lillie Hitchcock Coit
173rd Birthday

- Antique Fire Apparatus
& History Display
- Firefighting Education
- Police & Sheriff
Displays
- ALERT/NERT
- Birthday Cake

For more information, please visit: www.SFFD150.org.

Edwin M. Lee
Mayor



Micki Callahan
Human Resources Director

June 9, 2016

Thomas P. O'Connor, Jr
President, SF Firefighters Local 798
1139 Mission St.
San Francisco, CA 94103

Re: H-50 Assistant Chief Examination

Dear Mr. O'Connor:

Thank you for your letter dated June 1, 2016, in which you expressed concerns regarding the timeline for our re-administration of a portion of the recent H-50 promotional examination. As you know, our Civil Service rules require consistency in examination administration. DHR has determined that re-administration of a portion of this examination is the best means of ensuring we comply with that requirement.

While we understand your disappointment at the delay in completing the H-50 examination process, we are limited in our options for doing so by the schedule of our consultant. Please note that in order to reduce the potential of conflict with candidates' personal plans, we have notified them that the examination will not take place before August. In that way they know they can be free to take time off in June and July and still participate in the examination. We do not want to announce an optimistically early examination date, only to have to adjust it later. Of course, we plan to notify candidates as far in advance of the examination as possible.

I will also clarify an incorrect assumption in your letter. There is no possibility that candidates in the upcoming H-40 examination would be, as you state in your letter, "denied" promotions "due to technical errors in the administration of another exam and then a subsequent delay in the re-administration of that exam." No one would ever be denied a promotion for such reasons; the only potential impact would be on timing.

Fortunately, we do not anticipate any delay in the H-40 exam, which is tentatively scheduled for administration between January 1, 2017 and March 31, 2017. We are moving forward with exam development and administration, independent of the conclusion of the H-50 exam.

I trust this addresses your concerns.

Sincerely,


Micki Callahan
Human Resources Director

C: Chief Hayes-White
Members of the Fire Commission
Ted Yamasaki

THOMAS P. O'CONNOR JR.
PRESIDENT

DANIEL A. GRACIA
VICE PRESIDENT

FLOYD K. ROLLINS II
SECRETARY

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SAN FRANCISCO FIRE FIGHTERS
- Local 798 -

1139 MISSION STREET, SAN FRANCISCO, CA 94103-1514
TELEPHONE (415) 621-7103 • FAX (415) 621-1578
WWW.SFFDLOCAL798.ORG

Via Facsimile and U.S. Mail

Ms. Micki Callahan
Human Resources Director
Department of Human Resources
CITY AND COUNTY OF SAN FRANCISCO
One South Van Ness Avenue, 4th Floor
San Francisco CA 94103-1267


Dear Ms. Callahan,

Thank you for your letter dated June 9, 2016 responding to Local 798's concerns in the delay in the *re-administration* of the H50 Assistant Chief Examination. The intent of our letter was not to criticize, but rather to hasten the process in order to ensure that candidates on the current/active H40 Battalion Chief list do not lose a promotional opportunity because of errors made on another exam.

As you are well aware, the H40 Battalion Chief list is set to expire on February 12, 2017. Any delays in the administration of the H50 exam will directly impact those SFFD members on the soon-to-expire H40 list. As stated in your previous letter, "the only potential impact would be on timing." We agree wholeheartedly.

We urge you to re-administer this exam as soon as possible. Errors made in the administering of the original exam must be corrected, and "being limited in our options for doing so by the schedule of the consultant" is unacceptable. The errors made were by the consultant and *re-administering the exam should be the priority of the consultant, not prior commitments*. San Francisco Fire Department members who have worked hard to move through the promotive process should not be held back from career advancement because the City has hired a busy consultant.

Sincerely,


Thomas P. O'Connor Jr.
President, Local 798

cc: Joanne Hayes-White, SFFD
Fire Commission, SFFD
Ted Yamasaki, DHR, CCSF

PROPOSED LEGISLATION

FILE NO.

LEGISLATIVE DIGEST

[Fire Code - Disclosure of Fire Safety Information]

Ordinance amending the San Francisco Fire Code to require building owners and homeowners' associations to provide fire safety information to residents in buildings with three or more dwelling units, and annual fire safety information and training to residents in buildings with 16 or more units; making findings as to local conditions pursuant to the California Health and Safety Code; and directing the Clerk of the Board of Supervisors to transmit the ordinance to appropriate State officials.

Existing Law

Chapter 9 of the Fire Code specifies requirements for fire-protection systems.

Amendments to Current Law

The proposed ordinance amends Chapter 9 by requiring building owners to post and provide fire safety information to residents. The purpose of the proposed ordinance is to increase safety from the risk of fires.

Within 180 days of the effective date of the proposed ordinance (the "Operative Date"), a map or diagram must be posted in a common area frequented by the residents in each Apartment House (*i.e.*, buildings with three or more dwelling units). The map or diagram must disclose the following information: (1) the location of all fire extinguishers and dates of last servicing; (2) the location of all emergency exits and a statement that they must remain unobstructed; (3) the location of all fire escapes and the dates of last inspection; and (4) the location of the building's fire alarm system, with the dates of inspection and testing and certification as applicable. This information must be updated as appropriate by January 31 of each year. The owner must also affix a sign or sticker at the main point of entry to the Apartment House that contains the phone number of the owner, property manager, or other person who can give the Fire Marshal prompt access to the building to conduct safety inspections.

Owners of Apartment Houses are also required to provide annual disclosures to building residents. Disclosures are to be provided orally and in writing before new residents first commence occupancy in the building, and in writing once a year thereafter by January 31 of each year. The disclosures should cover (1) all of the information that is required to be posted, and (2) the location of all smoke alarms and carbon monoxide detectors in each resident's dwelling unit, along with instructions on how to confirm that the smoke alarms and carbon monoxide detectors are in working condition and a statement of when they were last replaced. Owners must retain a record of their compliance with these disclosure requirements for at least two years. A failure to maintain such records shall create a rebuttable presumption that the owner has not made the required disclosures.

FILE NO.

Owners of buildings with 16 or more dwelling units must offer residents an annual fire safety training that covers the required disclosures, best practices for how to prevent and escape from building fires, and any other fire safety information that the building owner deems appropriate. Owners must provide residents advance written notification of the trainings and must provide a written summary to each dwelling unit that did not send at least one resident to attend. Owners must retain a record of their compliance with the training requirement for at least two years. A failure to maintain such records shall create a rebuttable presumption that the owner has not provided the required training.

The San Francisco Fire Chief or his or her designee may assess and collect administrative fines for violations of the proposed ordinance in accordance with Chapter 100 of the Administrative Code. Each day a violation is permitted or allowed to continue is a separate violation.

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1 [Fire Code - Disclosure of Fire Safety Information]

2
3 **Ordinance amending the San Francisco Fire Code to require building owners and**
4 **homeowners' associations to provide fire safety information to residents in buildings**
5 **with three or more dwelling units, and annual fire safety information and training to**
6 **residents in buildings with 16 or more units; making findings as to local conditions**
7 **pursuant to the California Health and Safety Code; and directing the Clerk of the Board**
8 **of Supervisors to transmit the ordinance to appropriate State officials.**

9
10 **NOTE:** **Unchanged Code text and uncodified text** are in plain Arial font.
11 **Additions to Codes** are in *single-underline italics Times New Roman font*.
12 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
13 **Board amendment additions** are in double-underlined Arial font.
14 **Board amendment deletions** are in ~~strikethrough Arial font~~.
15 **Asterisks (* * * *)** indicate the omission of unchanged Code
16 subsections or parts of tables.

17 Be it ordained by the People of the City and County of San Francisco:

18 Section 1. Findings.

19 The City and County of San Francisco is unique among California communities with
20 respect to the possible causes and effects of fires, including fires in residential multi-unit
21 buildings. Among other things, San Francisco is located on an active seismic zone; certain
22 buildings in San Francisco are at an increased risk for earthquake-induced failure and
23 consequent fire because of local hazardous microzones, slide areas, and local liquefaction
24 hazards; enhanced fire, structural, and other protections are required due to high building
25 density and high occupancy in many buildings, including many high-rise buildings; and San
Francisco has narrow and crowded sidewalks due to building and population density and

1 unusual topography. For these reasons, fires in San Francisco can be especially devastating,
2 and the need for extra measures to prepare for and cope with fires is especially pressing,
3 particularly for the residents of multi-unit buildings, who may face fire dangers any day of the
4 week and any hour of the day or night.

5 California Health and Safety Code Sections 17958 and 17958.5 allow the City to make
6 changes or modifications in the requirements contained in the provisions published by the
7 California Building Standards Commission, including the California Fire Code, when those
8 changes or modifications are reasonably necessary because of local climatic, geological, or
9 topographical conditions. California Health and Safety Code Section 17958.7 provides that
10 before making any such changes or modifications, the governing body must make express
11 findings that such changes or modifications are reasonably necessary because of the
12 specified local conditions, and those findings shall be filed with the California Building
13 Standards Commission.

14 In addition, California Health and Safety Code Section 13216 permits the City to
15 impose greater restrictions with respect to high-rise buildings than are imposed by the State
16 building standards related to fire or panic safety or the regulations of the State Fire Marshal.
17 Consistent with such authorization, and recognizing the above-stated unique concerns for fire
18 safety in San Francisco, this ordinance is enacted with the purpose of protecting persons who
19 live in multi-unit residential buildings, some of which are high-rise buildings, as well as the
20 general public, and minimizing building and other property damage caused by fire.

21 Pursuant to the applicable California Health and Safety Code sections, the Board of
22 Supervisors finds and determines that the conditions described above constitute a general
23 summary of the most significant local conditions giving rise to the need for variance from the
24 California Fire Code and California Building Code and any other applicable provisions
25 published by the California Building Standards Commission. Further, the Board of

1 Supervisors finds and determines that the proposed variances are reasonably necessary
2 based on these local conditions, and that these conditions justify more restrictive standards
3 applicable to the provision of fire safety information and training to persons living in multi-unit
4 residential buildings in San Francisco.

5
6 Section 2. The Fire Code is hereby amended by adding Section 915, consisting of
7 Sections 915.1, 915.2, 915.3, 915.4, 915.5, and 915.6, to read as follows:

8 **SEC. 915. FIRE SAFETY INFORMATION DISCLOSURE**

9 **SEC. 915.1. [For SF] Purpose.**

10 It is the purpose of this Section 915 to reduce the risk of fires and of damage from fires by
11 requiring owners of buildings with three or more dwelling units to post fire safety information in a
12 place that is accessible to all residents, and to disclose fire safety information to new residents on or
13 before they begin to live in the building and once a year thereafter, and to require owners of buildings
14 with 16 or more dwelling units to offer an annual fire safety training to all residents.

15
16 **SEC. 915.2 [For SF] Posting Requirements.**

17 (a) A map or diagram shall be posted in a common area frequented by the residents in each
18 Apartment House, as defined in the Housing Code., and shall contain the following information (the
19 "Posted Information"):

20 (1) The location of all fire extinguishers in the building, and the dates of last servicing;

21 (2) The location of all emergency exits in the building, and a statement that they must
22 remain unobstructed;

23 (3) The location of all fire escapes in the building, and the dates of last inspection; and
24
25

1 (4) The location of the building fire alarm system, the date when the building fire alarm
2 system was last inspected and tested as required by Section 907.8.5 of this Code, and confirmation that
3 the building fire alarm system is certificated under Section 907.7.4 of this Code if applicable.

4 The Posted Information may also include any other information that would assist a Resident to
5 escape or prevent a fire in the building.

6 (b) The Posted Information shall be updated as appropriate on or before January 31 of each
7 year.

8 (c) A sign or sticker shall be affixed at the main point of entry to the Apartment House, or at
9 such other location that the Fire Marshal approves in writing, that contains the phone number of the
10 owner, property manager, or other person who can give the Fire Marshal prompt access to the
11 building to conduct safety inspections.

12
13 **SEC. 915.3. [For SF] Disclosure Requirements.**

14 (a) The following information (the "Disclosure Information") shall be disclosed to each resident
15 of an Apartment House as defined in the Housing Code:

16 (1) The most recent Posted Information;

17 (2) The location of all smoke alarms in the resident's dwelling unit, instructions on how
18 to confirm that the smoke alarms are in working condition, and a statement of when the smoke alarms
19 were last replaced; and

20 (3) The location of all carbon monoxide detectors in the resident's dwelling unit,
21 instructions on how to confirm that the carbon monoxide detectors are in working condition, and a
22 statement of when the carbon monoxide detectors were last replaced.

23 The Disclosure Information may also include any other information that would assist a resident
24 to escape or prevent a fire in the building.

1 **(b) The owner of the Apartment House or the owner's agent shall provide an oral explanation**
2 **of the Disclosure Information to new residents before the new residents commence occupancy in the**
3 **building, a written copy of the Disclosure Information to new residents on or before the commencement**
4 **of occupancy, and a written copy, updated as appropriate, to all building residents on or before**
5 **January 31 of each year.**

6 **(c) The owner of the Apartment House shall maintain a record of its compliance with this**
7 **Section 915.3 by requesting that a resident from each dwelling unit execute a statement (the**
8 **"Resident's Statement") and transmit the Resident's Statement to the owner within five business days**
9 **after the resident has received the Disclosure Information, both upon commencement of occupancy and**
10 **in each subsequent year. The Resident's Statement shall identify the date that the resident received the**
11 **Disclosure Information. If the resident fails to complete and transmit a Resident's Statement as**
12 **requested, the owner shall execute a written statement (the "Owner's Statement") which confirms the**
13 **date that the owner provided the resident the Disclosure Information, and which states that the resident**
14 **did not execute the statement as requested. The owner shall provide the resident a copy of the Owner's**
15 **Statement within five business days after it is executed. The owner shall retain copies of all Resident's**
16 **Statements and Owner's Statements for at least two years. An owner's failure to maintain such records**
17 **shall create a rebuttable presumption that the owner has violated this Section 915.3.**

18
19 **SEC. 915.4. [For SF] Training Requirements.**

20 **(a) The owner of any building with 16 or more dwelling units must offer building residents an**
21 **annual fire safety training that covers the following information:**

22 **(1) The Disclosure Information;**

23 **(2) Best practices for how to prevent and escape from building fires; and**

24 **(3) Any other fire safety information that the building owner deems appropriate.**

1 Owners are encouraged to walk through their buildings with residents to address the location of
2 fire extinguishers, emergency exits, and other fire safety information.

3 (b) The owner shall provide residents advance written notification of the training, and shall
4 provide a written summary of the training to each dwelling unit that did not send at least one resident
5 to attend.

6 (c) The owner shall maintain a record going back at least two years that shows the notice
7 provided to residents before each training, confirmation that each training occurred, a list of attendees
8 at each training, and confirmation that the owner provided a written summary of the training to each
9 dwelling unit that did not send at least one resident to attend. An owner's failure to maintain such
10 records shall create a rebuttable presumption that the owner has violated this Section 915.4.

11
12 **SEC. 915.5. [For SF] Printing Requirements.**

13 (a) The Posted Information, Disclosure Information, and training materials if applicable shall
14 be printed, and posted in the case of Posted Information, in compliance with Section 11B-703.5 of the
15 California Building Code, as it may be amended from time to time.

16
17 **SEC. 915.6. [For SF] Penalties and Enforcement.**

18 The Chief of the San Francisco Fire Department or his or her designee may assess and collect
19 administrative penalties from the owner for any violation of Sections 915.2, 915.3, 915.4, or 915.5 in
20 accordance with Administrative Code Chapter 100, "Procedures Governing the Imposition of
21 Administrative Fines," as may be amended from time to time. Chapter 100, which is incorporated
22 herein in its entirety, shall govern the amount of fees and the procedures for imposition, enforcement,
23 collection, and administrative review of administrative citations. Each day a violation of one of the
24 aforementioned sections occurs shall constitute a separate violation of that section.

1 Section 3. Undertaking for the General Welfare. In enacting and implementing this
2 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not
3 assuming, nor is it imposing on its officers and employees, an obligation for breach of which it
4 is liable in money damages to any person who claims that such breach proximately caused
5 injury.

6
7 Section 4. Effective and Operative Dates.

8 (a) Effective Date. This ordinance shall become effective 30 days after it is enacted.
9 Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance
10 unsigned or does not sign the ordinance within ten days of receiving it, or the Board of
11 Supervisors overrides the Mayor's veto of the ordinance.

12 (b) Operative Date. This ordinance shall become operative six months after the Clerk
13 of the Board has filed this ordinance with the California Building Standards Commission
14 pursuant to Section 17958.7 of the California Health and Safety Code and as directed in
15 Section 5.

16
17 Section 5. Transmittal to State Officials. The Clerk of the Board of Supervisors is
18 hereby directed to transmit this ordinance, upon its final passage, to the California Building
19 Standards Commission and the State Fire Marshal for filing, pursuant to the applicable
20 provisions of California law.

21
22 APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

23
24 By:

MANU PRADHAN
Deputy City Attorney

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