

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, July 13, 2016 - 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

President	Francee Covington
Vice President	Ken Cleaveland
Commissioner	Stephen A. Nakajo
Commissioner	Michael Hardeman
Chief of Department	Joanne Hayes-White

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 June 8, 2016

4. 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 June 22, 2016, including academies, strategic planning, 150th Anniversary update, RC-4/Station 49 update, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS

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

5. OVERVIEW OF FIRE DEPARTMENT BUDGET *[Discussion]*

Update and overview from Mark Corso on the current budget

6. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]*

Discussion regarding agenda for the July 27, 2016 regular meeting.

7. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
MINUTES

Wednesday, Jun 8, 2016 - 9:00 a.m.

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

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=25547

President Covington called the meeting to order at 9:00 AM.

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
Mark Gonzales	Deputy Chief -- Operations	
Ken Lombardi	Support Services	
Dan DeCossio	Bureau of Fire Prevention	
Richard Brown	Bureau of Fire Prevention	
Jeff Myers	EMS	
Rudy Castellanos	Airport Division	
Assistant Chiefs		
Kevin Burke	Division 2	
Dave Franklin	Division 3	
Staff		
Mark Corso	CFO	
Clement Yeh	Medical Director	

2. PUBLIC COMMENT

There was no public comment.

3. 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.

Supervisor Campos' aide, Carolyn Goossen gave a brief overview of the proposed legislation and answered questions.

Vice President Cleaveland asked that the legislation specify that the ordinance pertains to residential occupancies only. Ms. Goossen stated she would add that wording into the document. It was also suggested by President Covington and Commissioner Nakajo that the legislation be amended to include that the Commission would support the legislation only if there was adequate funding and personnel provided to the Department in order to successfully accomplish the tasks outlined in the legislation.

Commissioner Nakajo Moved to approve the legislation as amended. Vice President Cleaveland Seconded. Motion to approve above legislation as amended was unanimous.

There was no public comment.

4. ACKNOWLEDGEMENT OF APPRECIATION [Discussion]

Presentation of Award from the State of California in recognition of the NERT Program.

Chief Hayes-White introduced Lt. Erica Arteseros and Mr. Pegueros, representatives from NERT. She gave a brief history on the award being presented on behalf of the Governor and announced that President Covington was NERT certified. She added that the Disaster Code Unit received the California Disaster Volunteer Program of the Year award and it honors an outstanding California disaster volunteer program that demonstrated an unwavering service commitment to the local community. Lt. Arteseros extended her gratitude of receiving the award and thanked all the volunteers and mentioned that it was years and years of volunteer service preparing to respond in a disaster environment that led to the award. She also introduced NERT volunteers Maxine Fasulis, Shelly Carol and Stiger.

There was no public comment.

All the Commissioners congratulated the NERT members and thanked them for their services.

President Covington acknowledged Lt. Arteseros' enthusiasm and all the good work that she and her volunteer Board Members do and she encouraged everyone to go to the website and join NERT.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 11, 2016

Commissioner Hardeman Moved to approve the May 11, 2016 regular meeting Minutes. Vice President Cleaveland Seconded. Motion to approve above Minutes was unanimous.

There was no public comment:

6. OVERVIEW ON AIRPORT DIVISION [Discussion]

Overview and update from Assistant Deputy Chief Rudy Castellanos on the current developments at the Airport Division.

Chief Castellanos shared the attached PowerPoint Presentation: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/airport%20division%20powerpoint%20presentation.pdf>

Chief Castellanos provided a brief history of the San Francisco International Airport starting from when it opened in 1927. He added that San Francisco is recognized as one of the most beautiful, progressive and busiest airports in the world. He continued with explaining the slides in his presentation and concluded by stating they've been acquiring a lot of new equipment and describing the construction of Fire Station 3.

Vice President Cleaveland thanked Chief Castellanos for his report and confirmed that the extra training required to work at the airport is a 40-hour curriculum which is put together by the FAA and has 11 different training components that firefighters have to spend a certain amount of hours preparing for and is required annually.

Commissioner Hardeman thanked Chief Castellanos for his report and acknowledged what an amazing vehicle the Oshkosh Striker 45000 is. He also acknowledged Airport Director John Martin, who recently retired and his leadership and partnership that has provided good things for the Fire Department.

Commissioner Nakajo thanked Chief Castellanos for his comprehensive report. He acknowledged that there are three fire houses at the airport and that usually one Battalion Chief oversees the three fire houses, with the assistance of the Captain. There was brief discussion on the different types of boats and water craft housed at the airport and the personnel needed to use them.

President Covington asked if the five year plan that Chief Castellanos alluded to was separate from the strategic plan that is under development and Chief Castellanos stated it was separate. President Covington suggested that it is such an important element, that it should be an appendix to the Department's overall strategic plan. She also suggested that a thank you from the Fire Commission to the Airport Commission should be provided for all the wealth of resources they have provided to the Airport Division. She also mentioned how brilliant the mobile medic bike program is. There was discussion on how Airport assignments are on a volunteer basis and how the FAA certification process works.

There was no public comment.

7. 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 25, 2016, including academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered the period following the Commission meeting on May 25, 2016.

With regard to the budget, she thanked everyone for the collective approach and thought it really paid off. She is indebted to the Commissioners who have been very engaged throughout the process. She acknowledged the men and women who operate the apparatus each and every day, sometimes very challenging with the older rigs, but they make it work and she appreciates that.

Chief Hayes-White acknowledged the Division of Training for their good work in getting the recruits to where they are at and she was proud to announce that they graduated 30 H-3 Level 1 EMT's on Friday and thanked Commissioners Cleaveland and Hardeman for attending the ceremony. She mentioned the bump up academy currently in place and she has made selections for the 120th academy which will begin on June 20th and she's anticipating starting the 121st academy in November.

With regards to the 150th Anniversary planning, Chief Hayes-White stated they had a meeting on May 26, 2016 and the next meeting is June 29th. She stated they are currently working on a volunteer day in August, the commissioning of the fireboat, date to be determined because of

delays, 9/11 ceremony, a civil celebration on 9/24 and 9/25 and that the committee decided last month, as opposed to having it in lot A in conjunction with the SF Giants, AT&T Park, they will move the venue to the Fisherman's Wharf area and that is being headed up by retired Deputy Chief Richard Kochevar. She added that the film fest that President Covington is working on and doing a great job on, is scheduled for November and the final event on December 3, 2016.

With regards to special events, Chief Hayes-White touched on the Memorial Day service at the Presidio, the opportunity to meet with the new Consul General from Korea and the meeting with Sam Dodge who is overseeing the Mayor's Hope Program. She concluded her report by acknowledging the anniversary of the deaths of Lt. Perez and Firefighter/Paramedic Valero who lost their lives in the line of duty.

President Covington stated that she thinks a lot of citizens don't know it's the Department's 150th Anniversary and suggested we have some type of banner to display at parades and things of that sort. Chief Hayes-White stated they are working with DPW on putting up banners along the Port and other locations.

REPORT FROM OPERATIONS

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

Chief Gonzales report covered the month of May.

He gave a brief overview of the stolen ambulance that crashed on Treasure Island.

Chief Gonzales stated that there were two greater alarms during his reporting period. One was a second alarm at 1966 35th Avenue. There were two civilian injuries, one firefighter injury and a K-9 fatality. Red Cross was called for the 13 adults and two children who were displaced. The cause of the fire was accidental due to an electrical failure. Assistant Chief Siragusa was the Incident Commander. The other greater alarm was also a second alarm at 610 Webster Street. There were no injuries and Red Cross was called for six people who were displaced. The cause of the fire was accidental. Assistant Chief Postel was the incident commander.

Chief Gonzales touched on the May 22, 2016 incident of the person under a BART train at Embarcadero Station, and the water rescue of the victim found under Pier 30.

Chief Gonzales acknowledged the great work of PIO Jonathan Baxter for his community outreach and getting safety messages out to the public. He stated that PIO Baxter attended the FEMA advanced PIO training to gain knowledge on how to keep the community informed during daily incidents, major incidents, and large scale disasters.

He touched on the H-8 training and stated they have 28 H-8 Paramedics in the field and his goal is to have at least 100 per diem's backing up the permanent force as it has proven to be successful and the response times have improved.

In regards to Bureau of Fire Prevention, he mentioned the number of permits, notice of violations, high-rise inspections and total annual permit inspections. He also mentioned they are working with the City Attorney's office on the properties located at 3941 20th Street, 2205 Mission Street and 2874 16th Street in regards to accelerated code enforcement.

The commissioners thanked him for his comprehensive report and there was brief follow-up on the Accelerated Code Enforcement and hoarders. Chief DeCossio said neighbors usually call in hoarding complaints and the Department responds to every complaint and if they are not let in, they cannot take action so they refer it to the City Attorney's Office and deal with it as a team.

There was no public comment.

8. OVERVIEW OF FIRE DEPARTMENT BUDGET [Discussion]

Update and overview from Mark Corso on the current budget

Mark Corso gave the attached budget presentation: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/budget.pdf>

Mr. Corso stated the Mayor presented his city wide balanced budget to the Board of Supervisors on May 21, 2016. He highlighted what was actually proposed on behalf of the Fire Department including the hiring/staffing plan which is projected to graduate five H-2 firefighter academies over the current budget cycle and the fleet and equipment allocation. He also touched on the Capital and IT project allocations. He thanked Local 798 and the Budget Committee for their support throughout the budget process.

Commissioner Nakajo thanked Mr. Corso for his comprehensive report and acknowledged the Budget Committee, Local 798 and the Mayor's Budget Office for their good work.

Commissioner Hardeman thanked Mr. Corso for the good job done on the budget as well as the Chief and staff that worked very hard. He added that it was so refreshing to see that patience has paid off for all the equipment they will receive.

Vice President Cleaveland thanked Mr. Corso for his report and his leadership on the financial aspect and he thanked the Mayor's office for recognizing that the fleet replacement program was the number one priority and the need to have ongoing commitment for financial support. He also applauded the Chief for her leadership and the mayor and his leadership for making sure the Department is the best it can be.

President Covington thanked Mr. Corso for his presentation and also agreed that patience has paid off. She recognized it was a team effort and was euphoric that the Department is finally going to make a dent in all of the things that are needed regarding the fleet and she hopes that there will be more good news forthcoming.

There was no public comment.

9. SUPERVISORY MODEL FOR STATION 49 UPDATE [Discussion]

Update and discussion on Supervisory Model for Station 49

At the call of President Covington, she elected to hold this item over for a later date.

10. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the June 22, 2016 regular meeting.

- Update on Security measures
- Strategic Planning Update
- RC-4/Station 49 Update

There was no public comment.

11. Case No. 2015-05: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL [Action item]

In accordance with Article 40, Section 4005 of the Rules and Regulations the employee has appealed a six-day suspension for violation of the Rules and Regulations as follows:

- Section 3909 – False Reports
- Section 3919 – Proper Behavior

Section 3923 – Acts Detrimental to the Welfare of the Department
Section 3924 – Disobedience
Section 3925 – Insubordination

At a Special Meeting of the Fire Commission on April 25, 2016, the Commission deliberated and decided member's appeal of a six-day suspension previously imposed by the Chief of Department in the above-noted matter.

Member pled not guilty to the charges of violating San Francisco Fire Department Rules and Regulations Section 3909 – False Reports; Section 3919 – Proper Behavior; Section 3923 – Acts Detrimental to the Welfare of the Department; Section 3924 – Disobedience; and Section 3925 – Insubordination.

By a vote of 3 to 1, the Commission voted to uphold all of the charges against member and to uphold the penalty of a 6-day suspension imposed by Chief of Department. (Ayes: Cleaveland, Nakajo, Hardeman; No: Covington.)

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).

A. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on this Agenda item, including the proposed Findings of Fact and whether to consider the matter in Closed Session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

There was no public comment.

B. Vote on Closed Session:

1. Vote on whether to conduct deliberations on proposed Findings of Fact in Closed Session. **[Action]**

Vice President Cleaveland made a motion to hold deliberations in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (4-0; Covington, Cleaveland, Nakajo, Hardeman,)

The Commission held deliberations in Closed Session at 11:35 a.m.

C. Deliberations and Possible Action

1. Deliberations and possible action on proposed Findings of Fact (in Open or Closed Session, per the Commission's vote). **[Action]**

The Commission reconvened in Open Session to report action taken at 11:44 a.m.

Action Taken:

By unanimous vote of 4-0, the Commission adopted the proposed Findings of Fact as presented by Counsel for the Department. The Findings will be finalized by Counsel for the Commission, working with the Commission Secretary, and issued to the parties. There was no public comment.

D. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section

54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).

2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

Commissioner Hardeman made a motion to not disclose discussions held in Closed Session. Commissioner Cleaveland seconded, and the motion was unanimously approved. (4-0; Covington, Cleaveland, Nakajo, Hardeman)

There was no public comment

12. ADJOURNMENT

President Covington adjourned the meeting at 11:45 a.m.

COMMUNICATIONS

Conefrey, Maureen (FIR)

From: for.bs@aol.com
Sent: Saturday, June 18, 2016 4:38 PM
To: Commission, Fire (FIR)
Subject: SF Fires

Fire Commission

This is with great concern in regards to the fires occurring in the Mission and other gentrified parts of the city.

Does SFFD have any reason to believe that these fires are arsons? It's highly suspicious that these fires are occurring in neighborhoods with high rates of gentrification and long time tenants in rent controlled residences. Each case from a public standpoint all seem to have the same characteristics, the same low come tenants, old buildings, the same districts.

The large fires only seem to happen in gentrified parts of the city. And sometimes after a building burns down, a luxury condo pops up. Could these cases be about 'fire for profit'? It's just oddly suspicious and very, very concerning. It would be terrible if the SFFD had anything to do with this, after all hundreds of people are being displaced and a few people have actually been killed. I'd like the fire department to address these fires and investigate this. Those fire for profit cases have been seen in other gentrified parts of the country. I'd hate for this to be the case, and I'd specially hate to make this a bigger deal than it already is. The city is already a hot bed for fierce gentrification.

- Concerned Citizen

GENERAL ORDERS

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.

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.

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*.

Conefrey, Maureen (FIR)

To: FireChief, Secretary
Subject: RE: General Order 16 A-31, Time Rolls for Close of Fiscal Year 2016

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-31
June 28, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Time Rolls for Close of Fiscal Year 2016
Reference: Rules & Regulations, Section 402
Enclosures: None

Officers Endorsement
Section 1108- R. & R. _____

1. The San Francisco City and County's Controller's Office procedures for closing payroll transactions for Fiscal Year 2016 are outlined below:

<u>PAY PERIOD DATES</u>	<u>CALENDAR DAYS</u>	<u>PAY WARRANT ISSUE DATE</u>
June 18 – June 30	13	July 12
July 1	1	July 12

2. On Tuesday July 12, 2016, San Francisco Fire Department members will receive two paychecks for the above-listed pay periods. Both paychecks will total one's biweekly salary.
3. The deadline to submit Time Rolls to the Payroll Office for the period of **June 18, 2016 through June 30, 2016 is Wednesday, June 29, 2016 by 1000 hours.**
4. The deadline to submit Time Rolls to the Payroll Office for the one day of **July 1, 2016 is Tuesday, July 5, 2016 by 1000 hours.**
5. The above-mentioned pay periods are available in HRMS. As a reminder, Time Rolls must be entered and submitted according to standard procedures and authorizations.

Mark A. Gonzales
Acting Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-32
July 7, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Module Training – Module 4 – Fire Department Operations at Tactical Law Enforcement and Active Shooter Incidents Training
July – November, 2016
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" – Training Schedule

Officer Endorsement:
Section 1108 – R & R

1. Fire Department Operations at Tactical Law Enforcement and Active Shooter Incidents Training begins on Monday, July 18, 2016 and continues through November, 2016. This is required training for all members.
2. Units will be detailed to the Treasure Island Training Facility for this Company Based Modular Training, Monday through Thursday, from 09:00 to 17:00 hours. This is a one-day training. Units due for the training will appear on the Fire Calendar.
3. Members are advised to bring their lunch and water to this training as there will be a short lunch break. Portions of the training will be held outdoors.
4. "Active Shooter" assigned materials via Target Solutions MUST be completed by 2000 hours on Sunday, July 17, 2016.
5. Members are to arrive promptly and follow all provisions stated in General Order 15 A-76 for specific information related to Company Based Modular Training Program-2016. Accommodations will only be made for members who are on approved leave.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

Subject: FW: General Order 16 A-33, Pre-Hospital Trauma Life Support (PHTLS) Renewal Training, July - September 2016

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-33
July 7, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Pre-Hospital Trauma Life Support (PHTLS) Renewal Training
July - September, 2016
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 - R & R

1. Pre-Hospital Trauma Life Support (PHTLS) Renewal Training will be offered for members with expiring PHTLS cards every other Friday, starting July 22nd through September 30, 2016.
2. PHTLS renewal is not required for Paramedic members, EMT-P, or Accreditation renewals, therefore members wishing to renew their PHTLS cards must attend the training in an off-duty status.
3. Any member interested in advancing to H3L2 Paramedic or H3L3 Firefighter/Paramedic will need to possess a valid PHTLS card in order to receive SF County accreditation during the promotional H3L1/H2 to H3L2/H3L3 Academy. Initial PHTLS certification is a 16-hour course. This renewal course is only an 8-hour course. You must possess an original PHTLS certification in order to attend this renewal course.
4. PHTLS renewal training will be held at the Treasure Island Training Facility every other Friday from 09:00 to 16:00. When classroom space becomes a challenge at the Treasure Island Training Facility, PHTLS renewal training will be held at the Division of Training at 19th & Folsom and the location will be confirmed via Department email.
5. Members may sign up through the HRMS appointment tab for a PHTLS renewal training day. A maximum of 20 students will be allowed per day. ONLY members who possess a valid PHTLS card will be allowed to attend the PHTLS Renewal Course.
6. Course enrollment via HRMS will close at the end of business on the Wednesday prior to the class starting that Friday.

Joanne Hayes-White
Chief of Department

Active Shooter Training 2016

	Monday	Tuesday	Wednesday	Thursday
Engine	E09	E20	E13	E12
Engine	E34	E44	E31	E42
Engine				
Truck	T02	T01	T10	T18
Truck	T06	T14	RS2	HT48/T48
Rescue Squad				
Battalion Chief	B10	B08	B06	B04
Rescue Captain	RC2	RC3	RC1	RC3

	Monday	Tuesday	Wednesday	Thursday
Engine	E21	E10	E23	E08
Engine	E33	E26	E40	E14
Engine				
Truck	T09	T02	T06	T10
Truck	T13	T19		T11
Rescue Squad			RS1	
Battalion Chief	B02	B03	B09	B06
Rescue Captain	RC1	RC3	RC2	RC3

	Monday	Tuesday	Wednesday	Thursday
Engine	E09	E02	E13	E12
Engine	E16	E20	E15	E28
Truck	T02	T01	T08	T18
Truck	T04		T05	HT48/T48
Rescue Squad		RS2		
Battalion Chief	B10	B08	B06	B04
Rescue Captain	RC3	RC2	RC3	RC2

	Monday	Tuesday	Wednesday	Thursday
Engine	E05	E24	E03	E29
Engine	E18	E38	E37	E32
Engine			E40	
Truck	T03	T12	T07	T05
Truck		T17		T15
Rescue Squad	RS1			
Battalion Chief	B03	B09	B01	B04
Rescue Captain	RC2	RC3	RC1	RC3

	Monday	Tuesday	Wednesday	Thursday
Engine	E05	E24	E03	E29
Engine	E18	E36	E17	E32
Engine				E41
Truck	T03	T12	T07	T05
Truck	T15	T17	T16	
Rescue Squad				
Battalion Chief	B09	B07	B02	B01
Rescue Captain	RC1	RC2	RC3	RC2

	Monday	Tuesday	Wednesday	Thursday
Engine	E01	E07	E06	E04
Engine	E11	E19	E39	E15
Engine	E38			
Truck	T16	T14	T13	T08
Truck		T17	T18	T10
Rescue Squad				
Battalion Chief	B03	B09	B01	B04
Rescue Captain	RC2	RC3	RC1	RC3

	Monday	Tuesday	Wednesday	Thursday
Engine	E21	E10	E23	E08
Engine	E43	E26	E35	E14
Truck	T09	T02	T06	T10
Truck	T13	T19	T15	T11
Rescue Squad				
Battalion Chief	B02	B04	B09	B06
Rescue Captain	RC1	RC2	RC3	RC2

	Monday	Tuesday	Wednesday	Thursday
Engine	E01	E07	E06	E22
Engine	E11	E19	E39	E25
Engine	E33			E33
Truck	T16	T14	T13	T08
Truck		T17	T18	
Rescue Squad				
Battalion Chief	B09	B07	B02	B01
Rescue Captain	RC3	RC2	RC3	RC2

CHIEF OF DEPARTMENT

**SAN FRANCISCO FIRE DEPARTMENT
COMPENSATION FOR UNIFORMED EMPLOYEES
FOR FISCAL YEAR 2016 - 2017**

07/01/16 - 06/30/17

APPROVED FOR POSTING

Nine 24-Hour Shifts (WW) every 31 Calendar Days
11.7742 Cycles of 31 24-Hour Shifts every year
211.0333 12-Hour Shifts (W) per year
17.5862 12 Hour Shifts (W) per month
4.0585 12 Hour Shifts (W) per week

Thomas Hays White
CHIEF OF DEPARTMENT
2,532.40 Work hours per year
48.70 work hours per week

CLASSIFICATION	YEARLY RATES	APPROX MONTHLY	BIWEEKLY RATES	HOURLY 80 Hrs	HOURLY 97.40 Hrs	
Chief of Department	311,194	25,933	11,969	149.6125	122.8850	
Deputy Chief of Department	268,606	22,384	10,331	129.1375	106.0678	
H-53 EMS Chief	237,354	19,780	9,129	114.1125	93.7269	
H-51 Asst. Deputy Chief II	237,354	19,780	9,129	114.1125	93.7269	
H-50 Asst. Chief	212,706	17,725	8,181	102.2625	83.9938	
H-43 Section Chief, EMS	184,054	15,338	7,079	88.4875	72.6797	
H-42 Assistant Fire Marshall	184,054	15,338	7,079	88.4875	72.6797	
H-40 Battalion Chief	184,054	15,338	7,079	88.4875	72.6797	
H-39 Captain Div. Of Training	184,028	15,336	7,078	88.4750	72.6694	
H-33 Fire/Paramedic Captain	153,348	12,779	5,898	73.7250	60.5544	
H-32 Captain, Div. Of FP & I	173,160	14,430	6,660	83.2500	68.3778	
H-30 Captain	153,348	12,779	5,898	73.7250	60.5544	
H-29 Lieutenant, Training	153,322	12,777	5,897	73.7125	60.5441	
H-28 Lieutenant, Div. Of Training	153,322	12,777	5,897	73.7125	60.5441	
H-24 Lieutenant, BFI	151,606	12,634	5,831	72.8875	59.8665	
H-22 Lieutenant, BFP	151,606	12,634	5,831	72.8875	59.8665	
H-20 Lieutenant	134,290	11,191	5,165	64.5625	53.0287	
H-18 Cord of Community Service	134,264	11,189	5,164	64.5500	53.0185	
H-16 Tech Training Specialist	134,264	11,189	5,164	64.5500	53.0185	
H-10 Incident Support Specialist	125,892	10,491	4,842	60.5250	49.7125	
H-6 Investigator, BFI	138,528	11,544	5,328	66.6000	54.7023	
H-4 Inspector, BFP	138,528	11,544	5,328	66.6000	54.7023	
H-120 Pilot Fireboat	153,348	12,779	5,898	73.7250	60.5544	
H-110 Marine Engr. Of Fireboat	153,348	12,779	5,898	73.7250	60.5544	
H-3 Firefighter/Paramedic	Step 1	68,614	5,718	2,639	32.9875	27.0945
	Step 2	72,020	6,002	2,770	34.6250	28.4394
	Step 3	79,326	6,610	3,051	38.1375	31.3244
	Step 4	87,230	7,269	3,355	41.9375	34.4456
	Step 5	91,416	7,618	3,516	43.9500	36.0986
	Step 6	95,966	7,997	3,691	46.1375	37.8953
	Step 7	105,534	8,794	4,059	50.7375	41.6735
	Step 8	116,116	9,676	4,466	55.8251	45.8522
	Step 9	121,134	10,095	4,659	58.2375	47.8337
	Step 10	127,192	10,599	4,892	61.1500	50.2259
	Step 11	133,562	11,130	5,137	64.2125	52.7413
H-2 Firefighter	1st Year	74,880	6,240	2,880	36.0000	29.5688
	2nd Year	78,624	6,552	3,024	37.8000	31.0472
	3rd Year	82,550	6,879	3,175	39.6875	32.5975
	4th Year	91,546	7,629	3,521	44.0125	36.1499
	5th Year	104,884	8,740	4,034	50.4250	41.4168
	6th Year	109,954	9,163	4,229	52.8625	43.4189
	7th Year	115,570	9,631	4,445	55.5625	45.6366
H-1 Fire/Res Paramedic	1st Year	104,572	8,714	4,022	50.2750	41.2936
	2nd Year	109,850	9,154	4,225	52.8125	43.3778
	3rd Year	115,310	9,609	4,435	55.4375	45.5339
	4th Year	121,082	10,090	4,657	58.2125	47.8131
	5th Year	127,192	10,599	4,892	61.1500	50.2259
H-8 EMT/Paramedic	Step 1	68,614	5,718	2,639	32.9875	27.0945
	Step 2	72,020	6,002	2,770	34.6250	28.4394
	Step 3	79,326	6,610	3,051	38.1375	31.3244
	Step 4	87,230	7,269	3,355	41.9375	34.4456
	Step 5	91,416	7,618	3,516	43.9500	36.0986
	Step 6	95,966	7,997	3,691	46.1375	37.8953
	Step 7	105,534	8,794	4,059	50.7375	41.6735
	Step 8	116,116	9,676	4,466	55.8251	45.8522

07/01/16 - 06/30/17

BUREAU OF FIRE PREVENTION

SAN FRANCISCO



FIRE DEPARTMENT

**DIVISION OF FIRE PREVENTION &
INVESTIGATION**

MEMORANDUM

TO: Chief of Department, Joanne Hayes-White

FROM: Fire Marshal Daniel de Cossio, DFPI

SUBJECT: Activity Report for the Division – June 2016

DATE: July 6, 2016

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from June 1 thru June 30, 2016.

A handwritten signature in cursive script, appearing to read "Daniel de Cossio", written over a horizontal line.

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

a.) **Revenue Generating Programs** - The Bureau of Fire Prevention collects fees for services based on California state laws and regulations. For most of the services we provide, we are permitted to charge fees to recover costs. Table 1 outlines budgeted fees and revenues for the Division of Fire Prevention and Investigation and provides a percentage of where we are in relation to where we should be at this time.

Table 1 – Revenues for the Division of Fire Prevention and Investigation (Source—FAMIS)

BFP - June 2016				
Fiscal Year 2015–2016	As of June 30, 2016			Projected Year-End
Revenue Program	Budgeted Amount 15–16	Actual Revenue	Percent of Budgeted Amount	
Plan Review Fees	6,099,000.00	9,308,819.00	152.63%	9,308,819.00
Fire Administrative Citation		7,480.00		7,480.00
Construction Inspection Fees	1,750,000.00	1,827,115.00	104.41%	1,827,115.00
Fire Dept. Permits	1,050,000.00	899,397.00	85.66%	899,397.00
False Alarm Fees	220,500.00	309,500.00	140.36%	309,500.00
Referral Inspections	185,175.00	216,803.00	117.08%	216,803.00
Waterflow Information	146,875.00	204,635.00	139.33%	204,635.00
Miscellaneous Fees	1,500.00	44.00	2.93%	44.00
Pre-Application Fees	141,250.00	131,945.00	93.41%	131,945.00
Re-inspection Fees	30,000.00	45,741.00	152.47%	45,741.00
Revenue Programs Subtotal	9,624,300.00	12,951,479.00	134.57%	12,951,479.00
High-Rise Annual Inspection Fees*	1,820,000.00	1,786,646.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	564,573.00		627,041.00
Revenue Programs Total	13,866,341.00	15,302,698.00		17,193,520.00
Projected Surplus/Deficit			124%	3,327,179.00
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,824,788.00	1,667,315.00	157,473.00	

FAMIS—July 1, 2016

* Full recovery of revenues is expected for the categories of Annual High-Rise Inspection and Annual Permit Renewal Fees. Revenues for these programs fluctuate throughout the year based on the method of collection by the Tax Collector's Office.

** Revenue shown in this column does not reflect the overtime surcharge collected by the Tax Collector for Annual Permit Renewal Fees, which covers a portion of the overtime expenditures. The estimated amount of Annual Permit Renewal Fees that should be allocated to this category is \$204,160.

Description of Revenue Programs:

1. Plan Review—The BFP's Plan Review Section is located within the Department of Building Inspection at 1660 Mission St. The Section reviews plans to verify compliance with State Building and Fire Codes.
2. High-Rise Annual Inspection Fees-All high-rise buildings in the State are required to be inspected annually, as mandated by the California State Fire Marshal. This program is designed to recover 100% of its cost, but revenues fluctuate throughout the year.

3. Construction Inspection Fees-The plans reviewed by the plan check division generate construction inspections which are carried out by the district fire inspectors.
4. Annual Permit Renewal Fees-Fire Department Permits are required by the California Fire Code for special uses, such as hazardous materials, public assemblies, etc. The fees for these permits are charged annually, and are collected by the Tax Collector's office after the initial filing fee is collected.
5. Overtime Fees-Many inspections and plan reviews are conducted on an overtime basis at the request of the applicant, who also pays for the service. Overtime for Place of Assembly Nighttime Inspection Surcharge is included in Annual Permit Renewal Fees.
6. Fire Dept. Permits-As stated above, certain uses require Fire Dept. Permits. This category is for the initial fees that are collected by the BFP when the permit is issued.
7. False Alarm Fees- The SF Fire Code requires that when the SFFD responds to excessive false alarm calls at buildings, the owners be charged a penalty fee. The BFP processes bills and payments, including the maintenance of records for such fees.
8. Referral Inspections-The BFP is responsible for inspecting occupancies requiring a fire department clearance as part of a federal, state, or local license.
9. Waterflow Request Fees- The BFP flows hydrants and performs analysis that provides fire protection contractors with the water supply information necessary to design fire protection systems. A fee is charged for this service.
10. Miscellaneous- This is a catch-all category for BFI subpoena revenue, photocopy revenues, and various consultation fees.
11. Pre-Application Fees-The plan review section meets with architects and engineers prior to the detailed design of buildings to discuss code issues specific to projects.
12. Re-Inspection Fees- During the course of the BFP's inspections, a Notice of Violation may be issued for fire hazards found. This fee is charged for each re-inspection until the condition is corrected.

b.) Non-Revenue Generating Services – Some of the services provided by the BFP are not fee generating in the same way our other programs are. These services are supposed to be paid for by local taxes, according to California law. Examples include: complaint inspections (fire hazard), public education presentations, telephone consultation, etc.

c.) San Francisco International Airport – SFFD BFP personnel provide fire prevention services to the airport, entirely under the SFO budget.

d.) Port of San Francisco – The Port Fire Marshal is the Fire Department's liaison to the Port and conducts construction and referral inspections, plan review, pier surveys, and issues permits along the Port's 7 ½ miles of waterfront jurisdiction. The Port Fire Marshal sits on the Joint Fire Operations Committee and is responsible for coordinating special events and activities of the Port with the Fire Department and other City Agencies.

2. Bureau of Fire Investigation – The monthly and year-to-date report for the BFI is included as an attachment.

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 06/01/2016 To 06/30/2016

		YTD 07/01/2015 To 06/30/2016		06/01/2016 To 06/30/2016			
		Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES	ACCIDENTAL	50	\$16,749,500	\$5,036,300	2	\$10,500	\$5,500
	INCENDIARY	31	\$334,200	\$85,775	1	\$500	
	UNDER INVESTIGATION	3	\$2,700,200	\$1,050,050	1	\$2,500,000	\$1,000,000
	UNDETERMINED	12	\$517,690	\$141,550	0		
STRUCTURE FIRES TOTAL		96	\$20,301,590	\$6,313,675	4	\$2,511,000	\$1,005,500
VEHICLE FIRES	ACCIDENTAL	6	\$14,400		0		
	INCENDIARY	71	\$405,673		4	\$17,954	
	UNDER INVESTIGATION	1			0		
	UNDETERMINED	6	\$37,984	\$500	0		
VEHICLE FIRES TOTAL		84	\$458,057	\$500	4	\$17,954	
ATTEMPTS TO BURN		4			0		
OTHER INCIDENTS		124	\$415,655	\$17,032	9	\$24,700	\$501
STRUCTURE FIRES	COMMERCIAL	32	\$8,103,750	\$3,787,600	2	\$2,510,000	\$1,005,000
	RESIDENTIAL	64	\$12,197,840	\$2,526,075	2	\$1,000	\$500
STRUCTURE FIRES TOTAL		96	\$20,301,590	\$6,313,675	4	\$2,511,000	\$1,005,500
GREATER ALARMS	2ND ALARMS	14			0		
	3RD ALARMS	4			0		
	4TH ALARMS	0			0		
	5TH ALARMS	1			1		
GREATER ALARMS TOTAL		19			1		
OTHER	ARRESTS	39			1		
	DEATHS	2			0		
	INJURIES	24			2		
	JUVENILE FIRE SETTERS	0			0		
	SUBPOENAS REQUESTED	261			14		