

# SAN FRANCISCO FIRE COMMISSION

**Fire Commission Regular Meeting  
Wednesday, August 24, 2016 - 5:00 p.m.**

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

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## 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. 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 July 27, 2016

**4. DISCUSSION ON CIVIL GRAND JURY REPORT *[Discussion]***

Discussion pertaining to the Civil Grand Jury Report "Fire Safety Inspections in San Francisco: A Tale of Two Departments: Department of Building Inspection & San Francisco Fire Department.

**5. MUTUAL AID/STRIKE TEAM OVERVIEW *[Discussion]***

Update on the Department's current obligations and policies for providing and receiving mutual aid and overview of recent strike team deployments.

**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 August 10, 2016, including Fiscal Year 2016-2017 budget, academies, 150<sup>th</sup> 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.

**7. END OF THE YEAR CALENDAR *[Discussion and possible action]***

Discussion by Commission Members to make changes to the current meeting calendar.

**8. RESOLUTION 2016-06 [Discussion and possible action]**

Discussion and possible action regarding proposed Resolution 2016-06, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend a grant in the amount of \$134,858 from the Federal Emergency Management Agency to purchase fire investigation equipment.

**9. RESOLUTION 2016-07 [Discussion and possible action]**

Discussion and possible action regarding proposed Resolution 2016-06, recommending that Board of Supervisors authorize the San Francisco Fire Department to donate a retired pick-up truck to San Francisco Firefighters Local 798 to be used for their toy program.

**10. CORRESPONDENCE ADDRESSED TO COMMISSION FROM AUGUST 10 THROUGH AUGUST 19, 2016**

- Letter from Leif Johan Veimoen

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

Discussion regarding agenda for the September 14, 2016 regular meeting.

**12. ADJOURNMENT**

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING  
MINUTES

Wednesday, July 27, 2016 – 5:00 p.m.

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

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The video recording has been at:

[http://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=180&clip\\_id=25897](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=25897)

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
Acting Chief of Department	Mark Gonzales	Present
Raemona Williams	Deputy Chief – Administration	
Jeff Myers	EMS	
Dan DeCossio	Bureau of Fire Prevention	
Jeff Columbini	Division of Training	
Ken Lombardi	Staff Services	
Shane Francisco	Homeland Security	
Rudy Castellanos	Airport Division	
Assistant Chiefs		
Kevin Burke	Division 2	
Kevin Smith	Division 3	
Staff		
Mark Corso	CFO	
Olivia Scanlon	Communication and Outreach Coordinator	

**2. PUBLIC COMMENT**

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on June 22, 2016

Vice President Cleaveland Moved to approve the June 22, 2016 regular meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

#### 4. UPDATE ON STREET DESIGN/TRAFFIC CALMING CHANGES AND CHALLENGES FACING THE SFFD *[Discussion]*

Overview and update from Assistant Deputy Chief Ken Lombardi on the effects of street design/traffic calming changes and traffic calming and challenges facing the SFFD

Chief Lombardi's PowerPoint Presentation is attached: [http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Update%20of%20Street%20Design%20PowerPoint\\_0.pdf](http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Update%20of%20Street%20Design%20PowerPoint_0.pdf)

Chief Lombardi talked about the many challenges the Department faces every day responding to fire and medical emergency calls, in addition to topographical issues, wood framed construction, overhead electrical wires, narrow streets, widening of sidewalks and double parking. He added that some of the conflicts with the recent traffic calming measures is meeting response times and having enough room to operate the apparatus. He mentioned that they are working with Captain Rivera of the Bureau of Equipment to streamline the rigs as much as possible, such as recessed handles, smaller bumpers, and bigger windshields. He anticipates purchasing eight new engines at the end of August. He mentioned that as some of these traffic calming measures go forward, they might look good on paper, but when they don't work logistically for the Department, they bring the issues back to the Planning Department and MTA and they work collaboratively to correct the problems. They have designed a template that was designed specifically for the fire engines so that they don't have to go out and physically do cone tests at every intersection. He announced that working collaboratively with President Covington, members of 798, members of the Department and with the City Attorney, they have come up with the following language to measure all projects "the SFFD does not support any traffic calming measures that would take an existing condition, whether conforming or non-confirming, and create a more hazardous condition by forcing a driver to encroach further into oncoming traffic." He went on to describe various intersections where this happens, as well as challenges with traffic circles, bulb outs, plazas in front of new buildings, speed humps, and angled parking. He stated that the department supports speed cushions over speed humps as the speed humps slow down response times and can damage the apparatus.

Vice President Cleaveland thanked Chief Lombardi for his very good report and acknowledged how he is always on top of it when it comes to the facilities. He asked for clarification about the minimum street width required between sidewalks. Fire Marshal DeCossio stated that the 20 foot requirement is out of the State Fire Code but not adopted by the State Fire Marshal and it was adopted at the local level through amendments. He added that it could be changed. Vice President Cleaveland suggested that with taller buildings being built to accommodate the higher population, the Department should advocate for wider streets. He also mentioned that there should only be speed cushions and not speed humps. Chief Lombardi stated that they have met with MTA and if they have plans to install speed humps, they will notify the Department to get their input. There was brief discussion on permanent and temporary street closures. Vice President Cleaveland asked Chief Lombardi that when he talks to SFMTA and the fact that the Department is always criticized for response times, does he make sure that they know that by taking lanes out of streets, such as 2<sup>nd</sup> Street and Valencia Street, they are in some way compromising the Department's ability to quickly arrive to a fire or medical emergency. Chief Lombardi answered that he makes that known every single time.

Commissioner Nakajo thanked Chief Lombardi for his comprehensive report with concise information. He commented that taking the bus stops away as a traffic calming measure prevents people that are driving cars to move out of the way of an emergency vehicle with lights and sirens on and causes delays in response times.

Commissioner Hardeman thanked Chief Lombardi for his report and stated he really appreciates the graphics. He acknowledged the improvements made to the new specs for the apparatus. There was brief discussion on the percentage of street grades and the use of aerial trucks.

President Covington thanked Chief Lombardi for his presentation and looks forward to frequent updates as the Department gets informed of new issues and challenges with street design and traffic calming measures. She also acknowledged that members of the public have pushed for smaller rigs, but because of the topographical territory in San Francisco, we must have rigs of a certain size. Chief Lombardi confirmed that because of the hills, the rigs need a certain amount of horsepower to get up those hills. He added that in addition, the rigs carry 500 gallons of water and carry heavy equipment and ladders and that factors into the need of the rigs to be a certain size. President Covington was happy to hear that the new turning templates that are being used by planners in the City are more specific to the Departments apparatus measurements and that they are allowing emergency vehicle access to field tests before permanent designs are made. She added that being able to know well in advance that these changes are being planned so the Department can give feedback is essential. There was discussion concerning the projects highlighted in Chief Lombardi's report including Herman Street, Laguna Street, and the Oak Street Plaza. Chief Lombardi stated that the planners have been very receptive to the Department's needs. President Covington asked that Chief Lombardi keep the Commission informed with regards to replacing speed humps and bumps with speed cushions.

There was no public comment.

**5. UPDATE ON RECENT DISCUSSIONS REGARDING STATION 49 [Discussion]**

Update on recent discussions regarding station 49, including establishment of new H-23 classification.

Chief Gonzales stated that on July 18, 2016, he met with President Covington, Vice President Cleaveland, Local 798 President Tom O'Connor, the Chief of Department and members of the EMS Officers Association to tighten up some loose ends, including wages and seniority. He added that on July 19<sup>th</sup>, 2016 they met again, with DHR Representative Steve Ponder, 798's attorney, President O'Connor, the EMS Officers Association, ADC Myers and President Covington and agreed to those two items as well as to modify the classification. He acknowledged the good job done by Chief Myers and is hopeful they get the document modified so they can move forward with more talks on implementing it. President Covington asked for frequent updates until the deal is made.

There was no public comment.

**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 July 13, 2016, including Fiscal Year 2015-2016 budget, academies, 150<sup>th</sup> Anniversary update, special events, communications and outreach to other government agencies and the public.

Acting Chief Gonzales' report covered events since the last meeting on July 13. He stated that they sent strike teams to the Soberanes fire on July 23, 2016, and the first strike team was led by Assistant Chief Siragusa along with strike team leader trainer Battalion Chief Brook Baker and 22 other members were also deployed, including 5 engines. The second strike team sent was led by Battalion Chief Bryan Rubenstein and Captain Siguenza. They were joined by three engines from San Mateo County, one from Alameda County and the Department's OES Rig 361. On July 25, 2016 they assisted Contra Costa County by sending Engine 7. According to Chief Siragusa, in his experience, he expected this deployment to be a long engagement. Chief Gonzales read the following note from a thankful Carmel Highlands resident: "Thank you to the brave SF firefighters who are assisting in the Soberanes fire in Carmel. They are from a stations near A T & T Park, Mission District, and near the Transamerica Pyramid. The SFFD crews camped out overnight last night in our neighborhood to protect residents and property from the encroaching fire. They were understanding, helpful, and respectful of our situation. Unfortunately, I could not offer them a hot cup of coffee as our power was out. It was easier to get a good night sleep knowing that your firefighters were on guard in our neighborhood. I hope that one day our community will be able to support you in the

same way that you have assisted so many of us in the Carmel Highlands. Thank you, and God Bless. Marilyn Codony.”

Regarding the budget, Chief Gonzales gave the following update: The budget was heard by the Board of Supervisors on July 19, 2016 where it passed at the first reading. It was heard again and approved a second time at the net board meeting on July 26, 2016. No changes were made to the request. It is now at the Mayor’s office for final Signature.

He gave a brief update on the 120th academy class, with 54 member currently in their six week. He added that the 121<sup>st</sup> academy is currently set to start sometime in November. Chief Gonzales mentioned that they may have an H-8 academy in early October. He touched on the active shooter training that is currently taking place.

He gave an update on events planned for the 150<sup>th</sup> anniversary, including the August 23, 2016 event at Washington Square Park from 3:00 to 5:00 p.m., the September 11, 2016 unveiling of the World Trade Center piece which will take place at the Public Safety Building at 5:46 a.m., to be followed by the police/fire mass at St. Monica’s on Geary Blvd. He continued that on September 24 and 25 there will be a civil celebration which will include a parade and historical exhibition to take place along Fisherman’s Wharf, and all these events are free and open to the public. He encouraged folks to visit SFFD150.org for further information. October 9-15, 2016 is Fire Prevention week, where the public will have an opportunity to visit their local firehouses and learn how best to prevent a fire in the home or workplace. On October 17, 2016, is the projected date for the Commissioning of the new Fireboat, the first time in 61 years. He mentioned that on November 5 & 6, 2016, is the SFFD film festival at the Main Library that President Covington has been working very hard on will take place, and he thanked her for that.

With regards to special events and communications and outreach to other government agencies, he stated that he, Chief Hayes-White, Assistant Deputy Chief Dan DeCossio, Olivia Scanlon and Local 798 Executive Board Firefighter Adam Wood met with Diana Flores from Causa Justa and Tommy Mecca from Housing Rights and Supervisor Campos’ office regarding updates on fire prevention initiatives that have been brought up. It was a good meeting. He continued that on July 24<sup>th</sup> at approximately 8:30 a.m., the new fireboat cruised under the Golden Gate Bridge with a magnificent water display and welcoming fleet to greet her. He acknowledged Senior Pilot Jeff Amdahl and retired Senior Engineer Nate Hardy for putting in the bulk of the work on the new fireboat. He also commended Mark Corso and Chief Ray Guzman for working together on the financing piece of the project. He touched on the California Firefighter Olympics held in Fremont and gave a shout out to the basketball team who won Division 2 gold as well as the stick ball team who also won gold and the bowling team who won medals.

Commissioner Hardeman thanked Chief Gonzales for his report and thought it was a good call to send down crews to the Carmel Fire. He thanked Mark Corso for his work on the budget. He described the arrival of the Fireboat coming in under the Golden Gate Bridge as he was out on the Phoenix escorting it in. He suggested getting on the ball and immediately start looking at securing another fire boat.

#### 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 July. She mentioned that the Assignment Office under Captain Neuneker, will hold vacancy bids tomorrow for Station 49 and the changes are scheduled to become effective in August. The seniority list will also go out in September with anticipation of the upcoming suppression vacancy bid later in the year.

Under Homeland Security, Chief Williams stated that Chief Francisco has been busy since the incidents in Orlando, Dallas, Nice and Baton Rouge. He attended the National Homeland Security Conference and various meetings and training exercises that involve working on disseminating situational awareness information regarding various tactics, some of which include heightened threats against civilians and first responders.

She touched on events from the Investigative Services, Physician's Office and Staff Services. She continued by showing pictures of the new fireboat.

Under Fleet Management, she mentioned that evaluations of all bids have been completed and OCA is now entering into the award phase of the contract. Nine ambulances, eight engines, and two rescue squads have been ordered and should be delivered later this year. She added that 15 sedans have been delivered and are currently being outfitted prior to delivery to the field for the Bureau of Fire Prevention. And two aerial trucks have been ordered. She touched on the Division of Training and NERT.

Vice President Cleaveland thanked Chief Williams for her upbeat report. He confirmed that Station 16 and Station 5 will start construction at the end of October. He also confirmed that the 120<sup>th</sup> Academy class will be graduating on November 4, 2016, at a location to be determined later.

Commissioner Nakajo thanked Chief Williams for her comprehensive report. He invited Chief Columbini to speak regarding the 121<sup>st</sup> Academy class and when that might start and how many recruits they anticipate in the class. Chief Columbini stated they are looking at the same number as the 120<sup>th</sup>, 54 total, with 42 coming from the H-2 list and 12 from Station 49. As for the start date, they are looking at a schedule. A few things they looked at were the holidays and they want to make sure they give staff enough time to be ready for the 121st class. Commissioner Nakajo appreciated that as he thinks there is so much pressure within the training officers and to have some mental health, physical health and have some interaction with their family members is important. There was brief discussion on future budgeted academy classes that Mark Corso weighed in on. Chief Columbini stated that they are concentrating on quite a bit of in service groups who are the Department's most senior firefighters and they are putting them out working with the younger members daily in their first alarm areas and talking about buildings they respond to. They might not read it in a book but what they've seen over 25 years they are sharing with the younger firefighters. It's a commitment they may only have for two or three more years. Commissioner Nakajo agreed that institutional experience is valuable and he is glad to hear they are engaging in that. He concluded by thanking the Department, the Chief and all the members that went to Carmel Highlands to provide mutual aid fighting the fire.

President Covington expressed her excitement on the arrival of the new fire boat and emphasized how important it is for the Department to have a grant writer to take advantage when opportunities come around to apply for grants. She went on to describe how the naming of the fireboat will be selected among various submissions from San Francisco school children. President Covington commented on the Soberanes fire and suggested at an upcoming meeting they discuss mutual aid and how the San Francisco Fire Department handles wildland fires.

Commissioner Hardeman acknowledged Olivia Scanlon for her hard work and knowledge working with the Supervisors, Mayor's Staff and Mayor over the budget process as well as Local 798 for there give and take and thanked the Mayor.

There was no public comment.



**7. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]***  
Discussion regarding agenda for the August 10, 2016 regular meeting.

- Mutual Aid
- Strategic Plan
- Civil Grand Jury

There was no public comment

**14. ADJOURNMENT**

President Covington adjourned the meeting at 7:11 p.m.

COMMUNICATIONS

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# COVER LETTER

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August 12, 2016

Leif Johan Veimoen

290 Tulare Dr

San Bruno, CA 94066

Dear Commissioner,

I am composing this letter to express my heartfelt interest in the H-2 Firefighter position with the San Francisco Fire Department. It would be an honor to build upon the amazing legacy that the past and present S.F.F.D. have created. It would be a dream come true for me to serve as a firefighter in the greatest and most diverse city in the world. As a 4th generation San Franciscan, I have a profound attachment to The City. My family came here in the late 1800's to build a new life for themselves. They immigrated through Ellis Island and traveled by train to San Francisco. During the 1906 earthquake, my great grandparents witnessed the death and devastation throughout The City. The whole city erupted into an inferno, trapping many people in buildings and debris. With limited resources, it was impossible to rescue everyone. My great-grandfather told the family that many trapped individuals were begging the police to shoot them rather than die a painful death by the fire. In 1927, my great grandfather built homes in the Potrero District on Kansas Street between 24th and 25th. He also owned a tavern on the waterfront called The Sailor Boy and others. My great-grandmother worked as a chef and housekeeper for several wealthy families in San Francisco. After serving in WWII, my grandfather worked for Sunset and Giambolini painting contractors in San Francisco. During the late 1930's and early 1940's, my grandmother owned a beauty shop in the Mission District. During WWII, she also worked the night shift in the Rembler Defense Plant in San Francisco. She was a supervisor over a crew of women who assembled walkie talkies for the war effort. My mother, aunt and uncle were all born in San Francisco and lived on Potrero Hill. My father immigrated to the United States in 1963 from Norway after serving in the Norwegian Merchant Fleet. When my father first came to San Francisco, he lived at the Norwegian Seamen's Church on Hyde Street. Years later, my sister, brother and I were baptized in this church. My father and I are both members of the Norwegian Club in San Francisco. Established in 1898, it is the oldest known ethnic club in The City. In the 1970's, my parents moved to San Bruno where my sister, brother and I were raised. I was born at Children's Hospital on California Street, which is now known as CPMC.

I was very active in playing team sports all throughout my youth which has instilled in me the importance of physical fitness and teamwork. Around the age of 5, I joined Tiger Cubs and began my journey in scouting. After many years of scouting and community service, I earned the top rank of National Eagle Scout. The knowledge and life skills that I gained through scouting helped to create a solid foundation for living my life. I graduated in 1998 from Capuchino High School in San Bruno. During my time at Capuchino, I was on the football, wrestling and track teams for all four years.

Throughout my life thus far, I have gained substantial life experience. It has all helped to mold me into becoming the person I am today. It has also greatly influenced my decision to want to become a Firefighter. From working for my family's construction company and to jobs involving customer service, I have realized that it all plays an important part in being a Firefighter. My knowledge of building construction in San Francisco would be a great asset in my ability to perform as a S.F.F.D. firefighter. I thrive on the satisfaction of helping others in their time of need. I have had emergency situations in my life where I reacted to save lives in my community. Nothing in this world feels better than when someone tells you, "God created you to save us". At that moment, it ignites in me the drive and determination to live out my dream, the dream of becoming a Firefighter. Never in my life have I felt so passionate about a career choice.

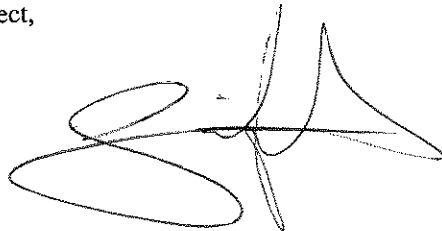
I am very active in volunteering with the Local 798 San Francisco Toy Program. Sally and Jill have both taken me under their wing, giving me the opportunity to deliver toys to fire victims outside of The City. In December of 2015, I delivered toys to children who lost everything in the Butte Fire in Calaveras County. The children and parents were so grateful for the donations right before Christmas. I'm currently a member on the ethnic doll committee, seeking out businesses to host toy drive parties and barrels for Christmas this year. This organization has really changed my life by allowing me to help others through the program. I am also a part of NERT in San Francisco as a volunteer. I recently participated in the city wide drill working with other NERTs from all over The City. At City College, I helped this past semester volunteering as a team leader teaching students technical rescue with Lieutenant Tyson Yee. Every Sunday, I have been participating in the firefighter boot camp located at Lands End with Chief Juratovac, getting myself in the best physical condition for the job and listening to all the knowledge she has to offer. I am forever grateful that she has come into my life to mentor me and the other students at CCSF. I also volunteer at Skyline College in San Bruno as an assistant EMT instructor helping other students with their skills. Over the next couple of weeks, I will be volunteering with the Kimochi Festival and the 150th S.F.F.D. celebration events in September. I have also been participating on ride alongs with the department, getting a first hand perspective on what it's like to be

a S.F.F.D. firefighter. Over the past 2 years, I have been attending the hiring information sessions with PIO Mindy Talmadge, PIO Jonathan Baxter and Hiring Coordinator Keith Baraka. These sessions have been very helpful to me in pursuing my career in the fire service.

I currently have a score of 840 from my most recent NTN test, placing me in rank 8 on the eligibility list. I can offer you two seasons of experience working as a full time Firefighter-EMT and a graduate of a Firefighter 1 Academy. I am currently working for Santa Cruz County Fire - CALFIRE and as an EMT for South San Francisco Fire Department on the 861 Ambulance. I have gained a lot of fire suppression and EMS experience in the time I have worked. I would like to express my interest in surf rescue, technical rescue and USAR. I take great pride in my job, representing it with honor and integrity. Everyday is a training day where I am constantly learning and refining myself for the next call. Taking great pride in my EMT skills and fire training, I plan to continue with school. First, I plan to finish my AS degree in Fire Science and then my paramedic license in ALS care. My five year plan also includes obtaining my MBA from San Francisco State. I consider myself a team player, one who takes the initiative to get the job done to the best of my ability, all of which make me an ideal candidate for the H-2 Firefighter position with the San Francisco Fire Department.

With Sincerest Respect,

Leif Johan Veimoen

A handwritten signature in black ink, appearing to read 'Leif Johan Veimoen'. The signature is stylized with large, sweeping loops and a prominent vertical stroke on the right side.

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# LEIF VEIMOEN

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290 Tulare Drive San Bruno, California 94066 650-290-0383 LVeimoen@icloud.com

## OBJECTIVE

Obtain an Entry Level H-2 Firefighter position with the San Francisco Fire Department.

## EXPERIENCE

### EMT, SSFFD; SOUTH SAN FRANCISCO, CA 07/15/16-PRESENT

Respond as back up for SSFFD rescue paramedics to emergency scenes. Assist in ALS care and transport from emergency scenes. Provide BLS non-emergency transport for patients who are non-ambulatory or bed confined. Transport patients to & from appointments for hospital based treatment. Train the public in CPR/First Aid, Fire Extinguisher Operation and Emergency Medical Technician Courses.

### FIREFIGHTER 1-EMT, CALFIRE-CZU; SANTA CRUZ, CA 04/18/16-PRESENT

#### FIREFIGHTER 1-EMT, CALFIRE-TGU; RED BLUFF, CA 10/19/15-01/11/16

Respond to medical aids, vegetation fires, structure fires, traffic collisions, rope rescues, hazmat incidents and public assist calls. Serviced and repaired equipment to ensure it is in service. Worked in IDLH conditions while performing arduous work. Performed general housekeeping and station maintenance. Strike team assignments and training volunteers.

### FIREFIGHTER-EMT, PIONEER FIRE; SOMERSET, CA 07/11/15-10/19/15

Driver-Operator on a Type 6 engine (Patrol-31). Responded to vegetation fires, structure fires, traffic collisions and public assist calls. Deployed on out of county strike teams for wildland fire incidents. Serviced apparatus, chainsaws, SCBA's, hoses, pumps, HT radios, repeaters & extrication equipment. Maintained station and living quarters daily.

### INTERN FIREFIGHTER-EMT, WILLOWS FIRE; WILLOWS, CA 06/09/15-06/29/15

Responded to vegetation fires, structure fires, traffic collisions, medical aids and public assist calls. Maintained and operated, chainsaws, SCBA's, hoses, pumps, HT radios, & extrication equipment. Cleaned station and living quarters daily.

### FACILITIES SUPERVISOR, PONTIAC HOTEL; SAN FRANCISCO, CA 02/03/10-07/15/14

Supervised commercial building maintenance, development & repairs. Worked with contractors, building inspectors, staff and owner on optimizing build performance/safety. Provided professional customer service to all patrons and tenants. Managed marketing, booking sites and maintained social media accounts.

### CARPENTER, LINDQUIST CONSTRUCTION; SAN FRANCISCO, CA 01/05/09-05/16/10

Performed a wide range of methods/trade skills in general construction on commercial and residential buildings. Concrete forming, lathing & plastering, sheet-metal, drywall, painting, framing, plumbing, electrical, demolition, restoration and finish work. Collaborated with project managers on safety, job orders, blueprints and deliveries.



ADMINISTRATION OF JUSTICE & FIRE SCIENCE TECHNOLOGY

To: Chief Joanne Hayes-White,

I am very pleased to write this letter of recommendation for Leif Veimoen for the position of H-2 Firefighter for the San Francisco Fire Department. Leif and I met when he became a student of mine at City College of San Francisco studying Fire Science. I was impressed with Leif from the first day we met, he was very engaging and respectful in class and always willing to help other students when they were struggling. Leif was a top notch student who demonstrated his passion for learning and more importantly his dedication and desire to become the best Firefighter he could be.

In my opinion Leif would be an excellent Firefighter and addition to your Department. When I was Fire Chief of the Redwood City Fire Department I interviewed and hired many Firefighters and I would have been very anxious to hire Leif. He has the people skills to fit in to the Fire House culture and has experience working in teams. He has a personality that people are drawn to and this will serve him well in the fire service. Leif has worked as a Firefighter with CalFire and as you know this experience will help him transition into the SFFD. Leif has extensive experience working in the construction industry and his superior mechanical aptitude will be another added asset to the SFFD. Leif is also a National Eagle Scout and to achieve this status takes dedication, determination and years discipline.

Leif has also dedicated himself to community service volunteering with the San Francisco Toy Program, NERT, Skyline EMT volunteer instructor program, and Muscular Dystrophy Association fill the boot to name a few.

Leif has all the qualities any Fire Department would want on their team; dedication, compassion, determination, maturity, and humility to serve others.

Thank you,

A handwritten signature in black ink, appearing to read "James F. Skinner".

James F. Skinner  
Fire Chief Redwood City Fire Department (retired)  
Senior Fire Science Instructor, CCSF  
[jskinner@ccsf.edu](mailto:jskinner@ccsf.edu)  
(650) 743-5610

GENERAL ORDERS



SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-38  
August 16, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: Advanced Cardiac Life Support (ACLS) Instructor Training – September 2016  
Reference: Rules & Regulations, Section 402  
Enclosure: None

Officer Endorsement:  
Section 1108 – R & R

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1. Advanced Cardiac Life Support (ACLS) Instructor renewal training will be held on the dates listed below. This training is required for all H-33 EMS Captains and recommended for all Paramedic Preceptors. The training will be held at the Division of Training, Treasure Island Training Facility (TITF).

ACLS Instructor Renewal Courses (0900-1600 hours)

Tuesday, September 6

Wednesday, September 7

Thursday, September 8

Friday, September 9

2. H-33 EMS Captains will be scheduled on-duty for ACLS Instructor training via the Fire Calendar and SFFD Department email. H-33 EMS Captains who are not scheduled to work during ACLS Instructor training will be granted overtime for off-duty attendance and can schedule their appointment via HRMS. All other interested members must attend the training in an off-duty status. Class size will be limited to 12 students.
3. First time ACLS Instructors must complete the online ACLS 2015 Instructor Update Course PRIOR to attending the ACLS Instructor renewal course. Sessions for the ACLS 2015 Instructor Update Course are available online at <https://elearning.heart.org/courses>. New ACLS Instructors must present their ACLS 2015 Instructor Update Course completion certificate to the TITF EMS Training Staff the day they attend their ACLS Instructor Renewal Course.
4. In addition to completing the classroom course, Instructor Candidates will be detailed on-duty, during ACLS Provider renewal sessions held from September to November, for one teaching evaluation.
5. Members other than H-33 EMS Captains, interested in attending the ACLS Instructor course, should contact A/EMS Training Section Chief Melany Brandon at (415) 318-4517.

Joanne Hayes-White  
Chief of Department

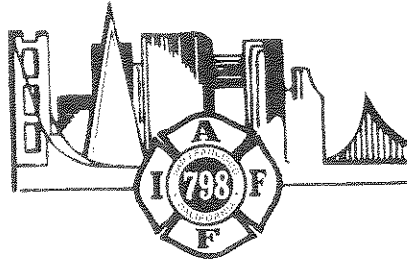
CC'S TO THE COMMISSION

THOMAS P. O'CONNOR JR.  
PRESIDENT

DANIEL A. GRACIA  
VICE PRESIDENT

FLOYD K. ROLLINS II  
SECRETARY

SHON M. BUFORD  
TREASURER



DIRECTORS  
STEPHEN V. GIACALONE  
THOMAS A. FOGLE  
ADAM H. WOOD  
ADRIENNE R. SIMS  
DANIEL V. CASEY

**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

August 4, 2016

Joanne Hayes-White  
Chief of Department  
San Francisco Fire Department  
698 Second Street  
San Francisco, CA 94107-2015

**Re: Unilateral Changes to Accident Policy**

Dear Chief Hayes-White:

It has come to our attention that the Fire Department has instituted a fundamental change in post-accident procedures without notifying San Francisco Fire Fighters Local 798 and giving us an opportunity to meet and confer. Specifically, investigators from the City Attorney's Office have been showing up at accident scenes and demanding to talk to our members without Union representation. In the past, the initial investigations were always handled exclusively by the Department; no City Attorney investigators were present at the accident scene.

The involvement of City Attorney investigators at the scene of the accident, without the opportunity for our members to have Union representation, represents a major change in policy. Before making such a significant deviation from past practice, Local 798 should have been notified of the Department's desire to make the change and should have been given the opportunity to meet and confer about it. By not meeting and conferring with the Union, the Department has violated the Meyers Milius-Brown Act, Section 3505, Conferences; Meet and Confer in Good Faith.

We hereby demand that the Department immediately terminate the recently-initiated practice of calling City Attorney investigators to accident scenes. If you fail to cease and desist from this unilateral change, Local 798 will be forced to take this matter to the Public Employment Relations Board. We would prefer not to do that, but rather to solve this matter



internally. We hope that you will agree and will contact us to set a meeting to meet and confer about this issue.

Sincerely,

A handwritten signature in black ink that reads "Floyd K. Rollins II". The signature is written in a cursive style with a prominent initial "F" and a stylized "R".

Floyd K. Rollins II  
Secretary

cc: Diane Sidd-Champion, Esq.  
San Francisco Fire Commission  
San Francisco Fire Chiefs Association



# FLAME ATHLETICS

---

CHET SPIRLIN, COORDINATOR

Dear FLAME Supporter,

I'd like to take this opportunity to thank you for your generous financial support to the program while you served as an active member of the SFFD. I would also like to salute the 300 plus firefighters who continue to contribute since retiring.

It's been 5 years since I've taking over the FLAME program from the able hand of Joe Hallisey and the program has continued grow and flourish. I wanted to share some recent news of what we are doing and where your money is going, we completed our Boys' Holiday Basketball Tournaments in early January in which 176 teams and 1700 boys from all over the Bay Area took part. Our baseball league went from 215 teams in 2014 to 250 this year and we will 6 teams competing to advance to the PONY League World Series in their respective divisions. This summer, our fishing program under Brian Kyono out of Station 2 has continued with seven free trips for City youth on the Bay. In September our 10th annual girls' volleyball tournament will be held at various venues in the City where we will have 48 teams and over 500 girls compete.

Now, down to business as you know, after you retired from the SFFD, your contribution to payroll deduction was eliminated. I am writing to appeal to you to continue donating by sending a check. The ability of the FLAME program to sponsor and administer these valuable activities has been primarily achieved through the thoughtful support of yourself and other firefighters, both active and retired. Without your donations, this organization would not have been able to reach and assist so many children.

Please check out the FLAME website at [www.SFFDFLAME.com](http://www.SFFDFLAME.com), and see how this program brings happiness, nurtures friendships, and teaches team work to kids.

Please complete and return the form that accompanies this letter in the enclosed self-addressed envelope. Circle "Yes" or "No" to indicate your choice. If your answer is "Yes" then circle the FLAME raffle number(s) which you wish to retain and return the completed form with your check. *The annual fee for each raffle number is \$24 per year.* Notice on the enclosed form, 18 retirees won the raffle in the past 6 months.

If you do not wish to continue your financial support to FLAME please drop me a note using the enclosed envelope, email me at [www.sffdfameathletics@gmail.com](mailto:www.sffdfameathletics@gmail.com) or call me at 415-999-6458. Whether or not you decide to continue your contribution, I again extend my sincere thanks for your past support and continue best wishes for your retirement.

Best Wishes,

Chet Spirlin  
FLAME Coordinator

RESOLUTIONS

**FIRE COMMISSION**  
City and County of San Francisco  
Edwin M. Lee, Mayor

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



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451  
Fax 415.558.3413  
Maureen Conefrey, *Secretary*

**RESOLUTION 2016-06**

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$134,858 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO PURCHASE FIRE INVESTIGATION EQUIPMENT**

WHEREAS, The San Francisco Fire Department (SFFD) responds to over 130,000 incidents each year, including fires, vehicle accidents, and medical and other emergencies; and,

WHEREAS, The Department's Bureau of Fire Investigation is responsible for determining the cause and origin of all greater alarms, suspicious fires and other incidents it is called to respond to; and,

WHEREAS, After budget reductions in previous years, restoring resources to the Investigations unit is of high priority for the Department; and,

WHEREAS, The use of these grant funds would allow the Department to purchase air monitors, accelerant detectors and 3-D modeling equipment for the Investigations unit; and,

WHEREAS, The SFFD applied for and was awarded a Federal Emergency Management Agency (FEMA) grant in the amount of \$134,858 to procure equipment for its Fire Investigation Unit; and,

WHEREAS, The grant requires the City to provide matching funds worth 5 percent of the total Federal award, or \$6,742; and,

WHEREAS, the FEMA grant requires SFFD to complete the grant project by July 28, 2017; and,

WHEREAS, The SFFD wishes to accept and expend the grant, to support its Bureau of Fire Prevention and Investigation; now, therefore, be it

RESOLVED, That the Fire Commission recommends that the Board of Supervisors authorize the Fire Department to accept and expend a grant from FEMA in the amount of \$134,858 for the purchase of fire investigation equipment.

Adopted at the Regular Meeting of the San Francisco Fire Commission on August XX, 2016.

Ayes:  
Nays:

\_\_\_\_\_  
Maureen Conefrey, Fire Commission Secretary

## Request Details

To review other sections of your application, select the appropriate section from the pull-down menu above and then press the Go button. You may edit this application if you want to correct a mistake. **After you have reviewed all the sections and are satisfied with the information, please click on the Submit Application link on the left to complete your submission.**

**Note: Fields marked with an \* is required.**

\* 1. Select one of the choices listed below. You can apply for a maximum of 3 projects within this activity.

Select	
	General Education/Awareness
	Code Enforcement/Awareness
	Fire & Arson Investigation
	National/State/Regional Programs and Studies

### Fire Prevention and Safety

#### Fire & Arson Investigation Project

Action

Fire & Arson Investigation - Capabilities Information

[View Details](#)

#### Project

Action

Fire & Arson Investigation-Fire & Arson Investigation 2 - Arson Investigation Equipment

[View Details](#)

Item	Number of units for first 12 months	Cost per unit for first 12 months	Total Cost in first 12 months	Number of units for second 12 months	Cost per unit for second 12 months	Total Cost in second 12 months	Total Cost	Action
1. Air Monitors	5	\$ 2,400	\$ 12,000	0	\$ 0	\$ 0	\$ 12,000	<a href="#">View Details</a>
2. Accelerant Detectors	2	\$ 1,800	\$ 3,600	0	\$ 0	\$ 0	\$ 3,600	<a href="#">View Details</a>
3. 3-D modelling equipment and software	1	\$ 126,000	\$ 126,000	0	\$ 0	\$ 0	\$ 126,000	<a href="#">View Details</a>
<b>Total</b>		\$ 141,600				\$ 0	\$ 141,600	

#### Code Enforcement/Awareness Project

Action

Code Enforcement/Awareness - Capabilities Information

[View Details](#)

No project is currently specified for the category Code Enforcement/Awareness.

[Back to Request Details](#)



## View Budget Item

\* Item 3-D modelling equipment and software

\* Select Object Class Equipment

If you selected other above, please specify

### First Twelve Months:

Number of units, first twelve months	1 (Whole number only)
Cost per unit, first twelve months	\$ 126000 (Whole dollar amounts only)
Total for First Twelve Months:	\$ 126000

### Second Twelve Months:

Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for Second Twelve Months:	\$ 0

### \* Description

The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative.

This cost will support the hardware and software for the unit's requested 3D modeling system, used for developing diagrams and models of scenes for the investigation report. Per description in project narrative.

Close Window

## View Budget Item

---

\* Item Accelerant Detectors

\* Select Object Class Supplies

If you selected other above, please specify

### First Twelve Months:

Number of units, first twelve months	2 (Whole number only)
Cost per unit, first twelve months	\$ 1800 (Whole dollar amounts only)
Total for First Twelve Months:	\$ 3600

### Second Twelve Months:

Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for Second Twelve Months:	\$ 0

### \* Description

The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative.

The cost of two accelerant detectors for the investigations unit to assist with investigations.

Close Window

## View Budget Item

---

\* Item Air Monitors

\* Select Object Class Supplies

If you selected other above, please specify

**First Twelve Months:**

Number of units, first twelve months	5 (Whole number only)
Cost per unit, first twelve months	\$ 2400 (Whole dollar amounts only)
Total for First Twelve Months:	\$ 12000

**Second Twelve Months:**

Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for Second Twelve Months:	\$ 0

**\* Description**

The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative.

This item represents the cost for five Air Monitors (5 gas with PID) per the project narrative, including calibration kit.

[Close Window](#)

# View Project

## Fire & Arson Investigation Project Information

1. \* Project

Fire & Arson Investigation 2

\*If you are submitting more than one Fire & Arson Investigation project, please provide a project title (i.e.: commercial inspections, update code books, etc)

Arson Investigation Equipment

\*2. Who is the target audience for the planned project?

Other: Investigators,  
All residents

\*3. What is your estimated size of the target audience?

850000

\*4. How was this target audience determined?

Informal Assessment

If none of the above, briefly describe the method used to determine target audience

This project will provide our investigators the tools to improve their abilities to investigate fires, both from an reporting and investigation standpoint (improved documentation, better detection equipment), but also by providing improved air monitoring at scenes for the investigators themselves. The target audience for this project is the investigators themselves, as well as the people impacted by the fires that they investigate (approximately 500 a year)

\* In the space provided below, please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.

The San Francisco Fire Department (SFFD) is requesting funds to purchase much needed fire investigation equipment. The goal of the Bureau of Fire Investigation Arson Task Force is to investigate every fire, and to do so more efficiently, accurately and in a manner that is safer for the investigators. The acquisition and utilization of 3D documentation equipment and software, accelerant detection equipment, and air monitoring instruments will significantly help the BFI accomplish our goal.

\* Will this project aim to aggressively investigate every fire?

Yes

If Yes, this project will aim to aggressively investigate every fire, please explain how this project will assist you in reaching this goal.

Currently, due to time constraints, the BFI must triage fire investigations. The BFI will investigate every fire, but some fires will only get a field report instead of a full investigation. A field report is a collection of statistics of the fire and does not really address the evidence and/or facts of the investigation. Documenting a fire scene's floor plans and site plans is a tedious and time consuming task. This equipment will significantly reduce the on-scene time while maximizing efficiency, accuracy and the quality of the investigation. In instances where a fire would only receive a field report, we will be able to turn that field report into a full investigation. The time savings will allow us to fully investigate more fires and do a better job by documenting the scene quickly and more accurately. The equipment in this proposal will streamline the investigative process, provide for investigator safety, and help us meet our goal of investigating all fires.

\* If applicable, explain your current fire and arson investigation program, including the number of personnel, training and certifications of personnel, and any partnerships (local/regional). Please enter "N/A" if not applicable and you are just starting a new program.

The SFFD Bureau of Fire Investigation/Arson Task Force is made up of nine SFFD Investigators (2 Investigators on a 24 hr. shift per day) and 2 supervisors, one Lieutenant and one Captain, who both work a "days" schedule. The San Francisco Police Department (SFPD) supplies two detectives on a "days" schedule to make up the Task Force. The

SFPD detectives handle the arson/criminal aspects of the investigation, while the SFFD Investigators handle the cause and origin determination. However, all of our Investigators are qualified Peace Officers, carry a firearm, and have arrest powers. The entire Task Force operates out of "old" Station 30, a dedicated facility for the Task Force. The BFI Unit will conduct over 400 investigations per year, which is about 45 investigations per investigator each year. In 2015, the BFI Unit made 60 prosecutions, with 57 of those "Held to Answer". The BFI remains very busy and has not been able to get back to full staffing since the economic downturn.

\* Explain your jurisdiction's training requirements for fire investigation personnel.

All SFFD Investigators are trained to the California State Fire Marshal Standards for Level 1 Fire Investigator. This includes: Fire Investigation 1A, 1B and Penal Code 832 (Police Officer Standards and Training for Peace Officer). In addition, the SFFD has internal requirement that you must have responded to at least 100 documented fires as a firefighter to apply for an investigator position. In 2015, all nine investigators completed the National Fire Academy's Level 1 Juvenile Firesetter Program. Seven of those nine have now completed Level 2 of that program. Despite this, we are not able to dedicate an investigator to the Juvenile Firesetter Program due to the heavy workload of the unit.

\* How will the items you are requesting enhance your fire and arson investigation efforts?

This project will allow investigators to more efficiently complete their investigations, improving the documentation for reports as well as allowing investigators to allocate their time resources more appropriately. This project will help streamline the report process. In addition, there are numerous health and safety benefits from the air monitoring equipment.

\* 5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing:

The Department has been fortunate to have had the opportunity to be awarded several grant awards, including prior year Assistance to Firefighters Grants (AFG) as well as a Fire Prevention and Safety (FP&S) Grant. The Department has experience completing its AFG and FP&S grants, both from an operational perspective (scope of project, implementation) but also from an administrative perspective (procurement, expenditure tracking, reimbursement, audits). As such, the Department feels confident that it can support the demands of this project if it were to be awarded.

\*6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2015 Notice of Funding Opportunity.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 5 separate sections which are required, with an optional Additional Comments section. Each section will address each of the criteria upon which your application will be evaluated and scored. Due to the built in "time-out" feature, we recommend you create the narrative text in your word processing system and then copy it into the spaces provided below. Images, attachments, and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

\*6a. Vulnerability Statement: What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above.

The City of San Francisco covers 49 square miles and has an estimated population of 864,816 residents with a density of 18,451 people per square mile, and 13.3% of those residents live below the poverty line. 67% of the approximately 380,971 homes in the City are multi-unit structures, and with 14,000 Victorian homes, much of the City's housing stock is old and primarily made of wood construction, 50% of which were built prior to 1940. The SFFD has experienced a rash of occupied residential fires with fire-related fatalities in lower income served areas. Presently, the rental market in San Francisco is more expensive than New York, which is causing a density issue with housing, especially in low income areas where housing zoned for singular person living is populated by entire families. In this current trend, spaces are being used for sleeping areas that were not designed for this function, such as kitchens, closets, etc. This "condensed living" is seen primarily in the Mission, Bayview, Western Addition, Chinatown and Tenderloin areas of San Francisco. In 2015, San Francisco had 69 residential fires resulting in 5 fire-related deaths.

Fire investigations require time consuming scene documentation of floor plans and site plans of outdoor areas. Presently, this is accomplished by hand drawings and simple drawing software that require hours inside a fire building taking measurements and memorializing the position and location of items at the fire scene. These drawings are not to scale in most instances and only provide basic reference data. Implementing high definition 3D documentation equipment and software will give us the ability to provide more detailed and exact data when documenting the fire scene, while spending less time doing so. This allows us not only to investigate every fire more efficiently, but it provides the necessary supporting documentation needed to close cases and prosecute deliberately set fires. Investigators will have the ability to revisit the fire scene through 3D renderings that represent an accurate representation of the fire scene to within a millimeter. This time savings will also reduce our investigators exposure to toxins and otherwise hazardous environments by as much as 75% and allow more fires to be investigated.

Accelerant detectors for ignitable liquids (as defined by NFPA 921) are another piece of technology that can save the investigator time. Normally, samples are sent to a crime lab for analysis, which can take valuable time, slowing an investigation while the investigators wait for results to move the investigation forward. This technology can provide instant data allowing the investigators to move forward with the investigative process. Currently, Northern California does not have a working certified accelerant canine team available. Instead, BFI must request assistance from Southern California which can take days or weeks before the canine team is able to travel based on schedules and priorities. An accelerant detector can save time and provide valid and accurate results in determining fire cause and origin while helping us reach our goal of investigating every fire.

The BFI has experienced a high cancer rate within the unit. The BFI does not currently have air monitoring instruments and they are frequently on the scene by themselves long after suppression units have left. Air monitoring instruments such as "5 gas" meters with Photo Ionization Detectors (PID) would assist the unit in identifying and measuring hazardous atmospheres during their investigations and thereby reducing exposures to carcinogenic materials. These meters are able to detect trace amounts of volatile organic compounds, lower explosive limits, carbon monoxide, hydrogen sulfide, hydrogen cyanide, oxygen and other hazardous gases.

Any enhancements to our investigative efforts, such as accelerant detection and air monitoring instruments and the implementation and utilization of 3D documentation equipment and software will provide a more efficient and time

U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Ms. Joanne Hayes-White  
San Francisco Fire Department  
698 Second Street  
San Francisco, California 94107-2015

Re: Grant No.EMW-2015-FP-00845

Dear Ms. Hayes-White:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant has been approved in the amount of \$134,858.00. As a condition of this award, you are required to contribute a cost match in the amount of \$6,742.00 of non-Federal funds, or 5 percent of the Federal contribution of \$134,858.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form

electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Brian E. Kamoie  
Assistant Administrator  
Grant Programs Directorate



## Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION**  
**ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - FIRE PREVENTION AND SAFETY GRANTS**  
**Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2015-FP-00845  
**GRANTEE:** San Francisco Fire Department  
**DUNS NUMBER:** 033428819  
**AMOUNT:** \$141,600.00, Fire Prevention

**Project Description**

The purpose of the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Period of Performance**

29-JUL-16 to 28-JUL-17

**Amount Awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$126,000.00

Supplies	\$15,600.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$141,600.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)**

**FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE)**

The Program Office has made the following reductions to your grant:  
 Project Fire & Arson Investigation-Fire & Arson Investigation - SFFD Juvenile Fire setter Program and Code Enforcement/Awareness-Code Enforcement/Awareness - Code Compliance Inspectors Project are not approved for this award.

Therefore, they have recommended the award at this level:

Total budget \$141,600

Federal share \$134,858

Applicant share \$6,742

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Edith Myerly at [edith.myerly@fema.dhs.gov](mailto:edith.myerly@fema.dhs.gov).

## Agreement Articles



# FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20472

## AGREEMENT ARTICLES

### Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants

**GRANTEE:** San Francisco Fire Department

**PROGRAM:** Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants

**AGREEMENT NUMBER:** EMW-2015-FP-00845

**AMENDMENT NUMBER:**

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Article XXVII	Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)
Article XXVIII	Trafficking Victims Protection Act of 2000
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Article XXX	USA Patriot Act of 2001
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Article XXXII	Whistleblower Protection Act
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Article XXXIV	System of Award Management and Universal Identifier Requirements
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Article XXXIX	Prior Approval for Modification of Approved Budget
Article XL	Disposition of Equipment Acquired Under the Federal Award

I. **Assurances, Administrative Requirements and Cost Principles**

Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances – Non-Construction Programs. Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

*2 C.F.R. Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, as adopted by DHS at 2 C.F.R. Part 3002.*

II. **Acknowledgement of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. **Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

V. **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101–12213).

VI. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) respectively.

VII. **Title VI of the Civil Rights Act of 1964**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

VIII. **Civil Rights Act of 1968**

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 *et seq.*), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see [24 C.F.R. § 100.201](#)).

IX. **Copyright**

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

X. **Debarment and Suspension**

All recipients must comply with Executive Orders [12549](#) and [12689](#), which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

XI. **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 701 *et seq.*), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

XII. **Duplication of Benefits**

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. **Energy Policy and Conservation Act**

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

XIV. **Reporting Subawards and Executive Compensation**

a. **Reporting of first-tier subawards.**

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. **Reporting Total Compensation of Recipient Executives.**

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

**c. Reporting of Total Compensation of Subrecipient Executives.**

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under

section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

**d. Exemptions**

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

**e. Definitions. For purposes of this award term:**

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.



ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. *Salary and bonus.*

ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**XV. False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S.C. §3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

**XVI. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B,

item number 17 for additional information and guidance.

**XVII. Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118)* and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**XVIII. Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. §2225a*, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. §2225.

**XIX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

**XX. Lobbying Prohibitions**

All recipients must comply with 31 U.S.C. §1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

**XXI. Non-supplanting Requirement**

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes

for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected Federal funds.

**XXII. Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.

**XXIII. Procurement of Recovered Materials**

All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**XXIV. Contract Provisions for Non-federal Entity Contracts under Federal Awards**

**a. Contracts for more than the simplified acquisition threshold set at \$150,000.**

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

**b. Contracts in excess of \$10,000.**

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**XXV. SAFECOM**

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**XXVI. Terrorist Financing E.O. 13224**

All recipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

**XXVII. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)**

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

**XXVIII. Trafficking Victims Protection Act of 2000**

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act (TVPA) of 2000*, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, *Federal Register*, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at 2 CFR § 175.15.

**XXIX. Rehabilitation Act of 1973**

All recipients of must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

**XXX. USA Patriot Act of 2001**

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

**XXXI. Use of DHS Seal, Logo and Flags**

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**XXXII. Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower

protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

### **XXXIII. DHS Specific Acknowledgements and Assurances**

All recipients must acknowledge and agree—and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree—to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

### **XXXIV. System of Award Management and Universal Identifier Requirements**

#### **A. Requirement for System of Award Management**

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more

frequently if required by changes in your information or another award term.

#### **B. Requirement for unique entity identifier**

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

#### **C. Definitions**

For purposes of this award term:

1. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

#### 4. *Subaward*:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

**XXXV. Animal Welfare Act of 1966**

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

**XXXVI. Protection of Human Subjects**

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

**XXXVII. Incorporation by Reference of Notice of Funding Opportunity**

The Notice of Funding Opportunity for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Notice of Funding Opportunity.

**XXXVIII. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

**XXXIX. Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this

award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**XL. Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.



**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2015-FP-00845	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000417	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02374N2016T
6. RECIPIENT NAME AND ADDRESS San Francisco Fire Department 698 Second Street San Francisco California, 94107-2015	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Rosalie Vega	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Joanne Hayes-White	PHONE NO. 4155583417	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 29-JUL-16	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:29-JUL-16 To:28-JUL-17	

Budget Period  
From:30-MAR-16 To:01-OCT-16

15. DESCRIPTION OF ACTION  
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
FP	97.044	2016-F5-C111-P4310000-4101-D	\$0.00	\$134,858.00	\$134,858.00	\$6,742.00
TOTALS			\$0.00	\$134,858.00	\$134,858.00	\$6,742.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant - Fire Prevention and Safety Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) N/A	DATE N/A
18. FEMA SIGNATORY OFFICIAL (Name and Title) Rosalie Vega	DATE 28-JUL-16

**FIRE COMMISSION**  
City and County of San Francisco  
Edwin M. Lee, Mayor

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



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451  
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Maureen Conefrey, *Secretary*

**RESOLUTION 2016-07**

**RECOMMENDING THAT THE BOARD OF SUPERVISORS AUTHORIZE THE SAN FRANCISCO  
FIRE DEPARTMENT TO DONATE A RETIRED PICK-UP TRUCK TO SAN FRANCISCO  
FIREFIGHTERS LOCAL 798 TO BE USED FOR THEIR TOY PROGRAM**

WHEREAS, San Francisco Firefighters Local 798 (Local 798) runs an annual Toy Program, dedicated to providing toys to children in need; and,

WHEREAS, Local 798 is in need of a vehicle to assist with the pick-up and drop-off of donations to the Toy Program; and,

WHEREAS, vehicle 145-974, a 1952 Chevrolet pick-up, has been retired from regular use by the Fire Department and has been identified for the purposes of this need; and,

WHEREAS, the San Francisco Fire Department wishes to donate one retired pick-up truck to Local 798 for purposes of supporting the Toy Program; and,

WHEREAS, Local 798 has agreed to take on the liability, insurance and maintenance costs of this vehicle for use to support the Toy Program; now, therefore, be it

RESOLVED, that the San Francisco Fire Department and Fire Commission recommend donating one retired pick-up truck to the Toy Program of Local 798.

Adopted at the Regular Meeting of the San Francisco Fire Commission on August XX, 2016.

Ayes:  
Nays:

\_\_\_\_\_  
Maureen Conefrey, Fire Commission Secretary

CIVIL GRAND JURY REPORT (CONDENSED)

## FIRE SAFETY INSPECTIONS IN SAN FRANCISCO

### A TALE OF TWO DEPARTMENTS: DEPARTMENT OF BUILDING INSPECTION & SAN FRANCISCO FIRE DEPARTMENT

#### I. DEPARTMENT OF BUILDING INSPECTION

#### B. The Backlog in R-2 Inspections Exposes San Franciscans to Unnecessary Risks

##### FINDINGS

- F.I.1. Housing Inspection Services (“HIS”) does not know which R-2s have not been inspected within the last five years because the Complaint Tracking System (“CTS”) cannot generate a list of R-2s with an accurate last routine inspection date for each.
- F.I.2. The spreadsheet used by HIS to track key inspection statistics has not been updated to include all rounds of Focused Code Enforcement completed to date.
- F.I.3. Because “Routine Inspections” that are reported to the Building Inspection Commission on a monthly basis include the number of initial routine inspections *and* reinspections that have been conducted, this performance measure is misleading. The total number of initial routine inspections that have been conducted is the correct statistic for determining how many R-2s have had the Code mandated routine inspection at least every five years.
- F.I.4. HIS cannot get an accurate list of R-2s in the City without the help of DBI Management Information Systems (“DBI MIS”) because HIS does not have access to the DBI database that stores this information.
- F.I.5. DBI MIS doesn’t always generate the initial list of R-2s, including the property’s address and property owner’s contact information, for HIS.
- F.I.6. The final list of R-2s for routine inspections is created manually because inspectors and/or support staff must look up the date of the last routine inspection for each R-2. When inspectors do this, it takes them away from conducting inspections.
- F.I.7. Although the routine inspection backlog that existed in the Mission, Chinatown and Tenderloin Districts has been reduced through Focused Code Enforcement, a routine inspection backlog still exists in these areas.

- F.I.8. Inspectors do not choose the same "Source" and "Abatement Type" when documenting routine inspections. Unless all the possible ways to document a routine inspection are known and CTS report parameters are chosen to capture all the possible alternatives, some routine inspections will not be captured by a report purported to list all routine inspections.
- F.I.9. Since CTS does not have "Complaint Generated Routine" as an option for documenting the "Source" for CG routine inspections, CTS cannot separately track and report on complaint-generated routine inspections ("CG routine inspections").
- F.I.10. Inspectors do not choose the same "Source" when documenting CG routine inspections.  
When inspectors choose "Complaint" as the Source, the CG routine inspection will not be counted as a routine inspection in CTS, and HIS will not have an accurate last routine inspection date for those R-2s.
- F.I.11. District inspectors do not always conduct a CG routine inspection while they are investigating a complaint at an R-2 even when the R-2 has not had a routine inspection for five years because they are "too busy." HIS accepts inspectors being "too busy" as an excuse for not conducting a complaint-generated routine inspection.
- F.I.12. HIS' Standard Operating Procedure ("SOP") does not explicitly require inspectors to conduct a CG routine inspection while they are investigating a complaint at an R-2 when the R-2 has not had a routine inspection within the last five years.
- F.I.13. District inspectors do not always know when an R-2, at which they are investigating a complaint, is due for a complaint-generated routine inspection because there is no clear requirement to "research" the last routine inspection date before investigating a complaint.
- F.I.14. Inspectors cannot always get into an R-2 to perform a scheduled routine inspection because of "no shows." Since CTS cannot track "no shows," inspectors sometimes lose track of the fact that a routine inspection still needs to be conducted on the R-2s that have a "no show."
- F.I.15. HIS has started to manually track "no shows" on an Excel spreadsheet that tracks results of their Focused Code Enforcement. However, this spreadsheet has not been completed for all routine inspections conducted under Focused Code Enforcement.
- F.I.16. There was a significant number of inspection "no shows" in the Chinatown (17%) and Mission (15%) Districts and in the Mission Street Corridor (16%). Oftentimes "no shows" are not followed up on because staff is "too busy" to research the property owner's correct address or phone number.

- F.I.17. Inspection packets that are sent to property owners sometimes go to an incorrect address because data provided by the Tax Assessor's Office does not have up-to-date contact information for the property owner.
- F.I.18. Inspection packets are sent to property owners only in English.
- F.I.19. The inspection packet cover letter is confusing and buries vital information in the text.
- F.I.20. The Property Owner Maintenance Checklist included in the inspection packet is not explained as being the list of items that will be inspected.
- F.I.21. Instructions on what the property owner needs to do with the appendage and carbon monoxide/smoke alarm affidavits included in the inspection are not included on the affidavits or elsewhere in the inspection packet.
- F.I.22. Including notices, ordinances and information flyers in the inspection packet without explaining their purpose is confusing.
- F.I.23. Inspection documentation is done twice (first in the field and again into CTS when the inspector returns to the office) because there is no online access to CTS.
- F.I.24. Photos cannot be uploaded into CTS because CTS does not have this functionality. Instead, they are stored on the network "P" drive which is not connected to CTS.
- F.I.25. Affidavits are not available online.
- F.I.26. Inspectors are not able to print NOV's in the field. Therefore, they must return to the property a second time to post the NOV on the R-2. This is a waste of time and resources.
- F.I.27. CTS is not integrated with computer systems within DBI or other City departments.
- F.I.28. CTS cannot track and report on important attributes, such as types of violations and high fire risk building characteristics.

### **RECOMMENDATIONS**

- R.I.1. DBI MIS should determine why CTS cannot generate a report with correct last routine inspection dates for each R-2 and correct the problem.
- R.I.2. The Chief Housing Inspector should insist that the spreadsheet that tracks key statistics for routine inspections conducted as part of Focused Code Enforcement be updated to include all rounds of Focused Code Enforcement that have been completed to date.
- R.I.3. The BIC should require that HIS report, as part of the HIS performance measures, the number of "Initial Routine Inspections" that are conducted to the BIC

- R.I.4. (a) The Information and Technology Department for the City and County of San Francisco should grant HIS senior management access to and permission to run reports from the Oracle database that contains the addresses, contact information and building attributes for R-2s in San Francisco.
- (b) DBI MIS should train HIS personnel who will have access to the Oracle database containing the R-2 information how to use it before they have permission to run reports.
- R.I.5. If HIS is not granted access and permission to run the list of R-2s from the Oracle database that contains the necessary R-2 information, then DBI MIS should furnish this report to HIS within one week of the request.
- R.I.6. (a) If DBI MIS cannot fix CTS (See R.I.1) then the Chief Housing Inspector should require support staff, rather than the inspectors, to look up last routine inspection dates.
- (b) If support staff is not available to look up last routine inspection dates, then the DBI Director should allocate part of the DBI budget for hiring temporary personnel to compile this information.
- R.I.7. The Chief Housing Inspector should make eliminating the backlog a priority in the Mission, Chinatown and Tenderloin Districts when deciding where to conduct the next round(s) of Focused Code Enforcement.
- R.I.8. The Chief Housing Inspector should determine exactly what "Sources" and "Abatement Types" should be used for initial routine inspections and communicate this in writing as a procedure that every HIS inspector must follow.
- R.I.9. DBI MIS should include "Complaint Generated Routine" as a Source option in CTS so that CG routine inspections can be separately tracked and reported in CTS.
- R.I.10. If "Complaint Generated Routine" is not added as a Source option in CTS, then the Chief Housing Inspector should make opening a separate complaint number for the CG routine inspection and documenting "Routines" as the Source, a mandatory policy communicated to all HIS inspectors in writing.
- R.I.11. (a) The Chief Housing Inspector should adopt a policy requiring district inspectors to conduct complaint-generated routine inspections whenever the R-2 has not had a routine inspection within the last five years.
- (b) The Chief Housing Inspector should adopt a policy that when district inspectors are "too busy" or for other reasons cannot conduct a CG routine inspection when the R-2 is due for one, the district inspector must notify their senior inspector in writing.

- R.I.12. The Chief Housing Inspector should direct HIS personnel to update the SOP to include the requirement that inspectors conduct a CG routine inspection while they are investigating a complaint at an R-2 every time the R-2 has not had a routine inspection within the last five years. And, if the inspector for some legitimate reason cannot do this, the inspector must so notify their senior inspector in writing.
- R.I.13. The Chief Housing Inspector should adopt a policy that district inspectors research the date a last routine inspection was performed: either before going to that same R-2 to investigate a complaint or via CTS records that are available by smartphone on the DBI website.
- R.I.14. The Building Inspection Commission (“BIC”) should adopt imposing a penalty for property owners who miss their inspection appointment without good cause--as determined by the BIC. The notice of penalty should be mailed to the property owner and posted on the building.
- R.I.15. The Chief Housing Inspector should direct HIS personnel to complete the “no shows” information on the Excel spreadsheet that tracks results of their Focused Code enforcement for all the routine inspections conducted under Focused Code Enforcement and direct that all “no shows” are followed-up on within two weeks.
- R.I.16. The Chief Housing Inspector should adopt a policy that all “no shows” must be followed up on within two weeks by researching the property owner’s correct address or phone number and then, contacting the property owner for a scheduled routine inspection. This policy should be communicated to all inspectors in writing.
- R.I.17. The Chief Housing Inspector should require that support staff verify contact information for the property owners and resend the inspection packet to the new address within two weeks from when the inspection packet was returned to HIS.
- R.I.18. The Chief Housing Inspector should direct that the inspection cover letter indicate how non-English speaking property owners can request inspection packets in languages other than English and that the inspection packet is made available in Chinese and Spanish.
- R.I.19. The Chief Housing Inspector should direct that the inspection packet cover letter be rewritten so that all vital information is available at the top of the letter and the language changed so that it is easier to understand.
- R.I.20. The Chief Housing Inspector should direct that the inspection packet cover letter be rewritten so that it explains that inspectors will be inspecting items on the Property Owner Maintenance List.



- R.I.21. The Chief Housing Inspector should direct that the inspection packet cover letter be rewritten to include instructions on what the property owner needs to do with the appendage and carbon monoxide/smoke alarm affidavits.
- R.I.22. The Chief Housing Inspector should direct that the inspection packet cover letter be rewritten to include the information contained in the notices and ordinances. Notices and ordinances should be removed from the inspection packet.
- R.I.23. The DBI Director should ensure the replacement system for CTS includes functionality for inspectors to document inspection remotely.
- R.I.24. The DBI Director should ensure the replacement system for CTS includes functionality to upload photos remotely.
- R.I.25. DBI MIS should make affidavits available online.
- R.I.26. The DBI Director should ensure the replacement system for CTS includes functionality for inspectors to print NOV's in the field and that inspectors are supplied with portable printers for this purpose.
- R.I.27. The DBI Director should ensure the replacement system for CTS can be integrated with other computer systems within DBI and other City departments.
- R.I.28. The DBI Director should ensure the replacement system for CTS includes functionality for tracking and reporting on types of violations and high fire risk building characteristics.

**C. Code Enforcement That Doesn't Always Lead to Timely Correction of Violations Further Exposes San Franciscans to Risks**

**FINDINGS**

- F.I.29. HIS does not measure how long NOV's take to be abated. Without tracking how long it takes for NOV's to be abated, HIS cannot determine whether it's code enforcement process is effective for correcting all violations in a timely manner.
- F.I.30. For 2013-2015, approximately twenty percent of NOV's took more than one year to correct.
- F.I.31. HIS does not have a standard against which inspectors' grant of additional time can be measured.
- F.I.32. When inspectors grant additional time for property owners to correct an abatement, there is no written documentation (other than on an NOV) provided to the property owner that states when the next reinspection will occur or explains that violations

must be abated by then. By not communicating this in writing, property owners make think that they can negotiate with the inspectors more easily. Also, some property owners may not understand what they are being told due to language differences or other reasons.

- F.I.33. Although bi-monthly staff meetings are scheduled, they are regularly cancelled because inspectors are "too busy." Without a management culture that supports having scheduled times to discuss inspectors work, it will be difficult for HIS to optimize its code enforcement process for success.
- F.I.34. Based on our investigation, we concluded that HIS does not have an adequate definition for success.
- F.I.35. Some inspectors take too long to refer open NOV's to a DH. But, HIS does not measure how long it takes an open NOV to reach a Director's Hearing.
- F.I.36. Inspectors take too long to refer open NOV's to a DH because the standard for referring unabated violations to a Director's Hearing is vague and leaves too much room for interpretation.
- F.I.37. Not all inspectors proactively brief their seniors after three reinspections with no progress.
- F.I.38. Inspectors take too long to refer open NOV's to a DH because preparing a case for referral to a Director's Hearing is more labor intensive than it should be.
- F.I.39. HIS lacks more effective code enforcement tools.

### **RECOMMENDATIONS**

- R.I.29. (a) The Chief Housing Inspector should ask DBI MIS to create a standard report to track how long NOV's take to be corrected (similar to Open NOV's report we used) and modify this report to calculate the difference in days between when an NOV is issued and the date the NOV is corrected and then use this report to measure the time it takes for property owners to correct NOV's.  
  
(a) The Chief Housing Inspector should report how long NOV's take to be abated, in a format similar to Table I-3, to the BIC on a monthly basis.
- R.I.30. The Chief Housing Inspector should actively monitor cases using the Open NOV's report to ensure that less than five percent of NOV's take no more than one year to abate.

- R.I.31. The Chief Housing Inspector should develop guidelines for inspectors to use when granting additional time for repairs or abatement. The guidelines should be based on the average additional time it takes for the top 20 types of violation under each of the following common scenarios, including: (1) filing for and obtaining an over-the-counter permit; (2) vetting and hiring a contractor; and, (3) performing the work necessary to correct the violation.
- R.I.32. The Chief Housing Inspector should ensure a new form letter is drafted to provide property owners the date of the next reinspection and warn them that violations must be abated by that date. Inspectors can then fill in the time and date of the reinspection and hand it to the property owner at the inspection.
- R.I.33. The Chief Housing Inspector should create a culture where staff and management meetings are held as scheduled and not canceled unless there is an emergency.
- R.I.34. The Chief Housing Inspector should adopt a definition of success that includes inspecting all R-2s at least every five years and ensuring all violations are corrected within a "reasonable period of time." The Chief Housing Inspector should measure a "reasonable period of time" for correcting violations by first using the Open NOVs report to measure how many days have elapsed since each NOV was issued. Next, the Chief Housing Inspector should compare the number of days that an NOV has stayed open against specific timeframes. We recommend two months; six months; 12 months; and, 18 months. (Two months (60 days) is an important timeframe because it is the earliest that an NOV can be referred to a DH.) Once an NOV goes uncorrected for one day after each of these timeframes, the NOV can easily be flagged for a closer review of the facts and circumstances and steps taken to encourage the NOV be corrected.
- R.I.35. The Chief Housing Inspector should measure the time it takes for an open NOV to reach a Director's Hearing. We recommend using the Open NOV spreadsheet that DBI MIS created for us. Incorporating a column that calculates the days between the NOV date and the DH date, HIS can determine how many day it takes an open NOV to be heard at a Director's Hearing.
- R.I.36. The Chief Housing Inspector should adopt an objective standard for inspectors to use in determining when a case should be referred to a Director's Hearing.
- R.I.37. The Chief Housing Inspector should require that senior inspectors follow-up with inspectors when there have been three reinspections on an open NOV.
- R.I.38. The DBI Director should ensure when CTS is replaced by another system that it includes functionality to help automate the Director's Hearing case preparation and digital transfer of case files.

R.I.39. (a) The Chief Housing Inspector should determine what is required for HIS to reinstate the FTB program and then ensure that all necessary steps for making the FTB program part of the HIS code enforcement process are taken.

(b) The BIC should approve that HIS use the FTB program as part of its code enforcement process.

(c) The Chief Housing Inspector should determine what is required for administrative penalties to be available at the HIS administrative hearing and then ensure that all necessary steps for making this possible as part of the HIS code enforcement process are taken.

(d) The BIC should approve adding the legal requirements to the HIS administrative hearing so that administrative penalties can be awarded.

#### **D. Insufficient Staffing**

##### **FINDING**

F.I.40. HIS does not have enough inspectors to inspect every R-2 in San Francisco at least once every five years.

##### **RECOMMENDATION**

R.I.40. The Director of DBI should request that the Controller's Office conduct a study to determine adequate staffing levels for HIS.

#### **E. Transparency**

##### **FINDING**

F.I.41. Information on HIS routine inspections is buried in the DBI website.

F.I.42. Information on routine inspections on the DBI website does not provide enough information to sufficiently understand the process.

F.I.43. It is not easy to find information on R-2 violations on the DBI website because many of the links to get to inspection records are labeled with terms that may not be understandable to the public. For example, calling violations "complaints" and needing to look under "HIS" for "Div."

F.I.44. Since the actual NOV is not available on the DBI website and rarely do the "comments" provide much detail about violations, the detail available to the public and tenants is not sufficient enough to understand the full extent or nature of a violation.

## RECOMMENDATIONS

- R.I.41. DBI MIS should redesign the DBI website so that information on routine inspections is easier to find from the DBI homepage.
- R.I.42. DBI MIS should revise the information on routine inspections on the DBI website so that: the property owners and the general public understand the process, including how often routine inspections take place, what is inspected, what happens when violations are found, the time frame for correcting violations and the costs associated with code enforcement.
- R.I.43. DBI MIS should change the names on the links for R-2 violations so inspection records can be found more easily on the DBI website.
- R.I.44. The DBI Director should ensure the replacement system for CTS can upload NOV's to the DBI website.

## II. SAN FRANCISCO FIRE DEPARTMENT

### B. The Backlog in R-2 Inspections Exposes San Franciscans To Unnecessary Risks

#### FINDINGS

- F.II.1. Because station house Companies do not inspect all the R-2s in San Francisco every twelve months as mandated by Code, San Franciscans may be exposed to unnecessary risks.
- F.II.2. Station house Companies cannot always get into R-2s to inspect them because Company Captains rarely schedule R-2 inspections in advance.
- F.II.3. Contact information is not included on the Inspection Worksheets that Company Captains take with them to document their R-2 inspection.
- F.II.4. R-2 inspections are not conducted on the weekends.
- F.II.5. Companies with the ten largest R-2 lists have most of the largest backlogs because R-2 inspections are disproportionately distributed among the Companies and not sufficiently redistributed to nearby Companies with less R-2s to inspect.
- F.II.6. Company Captains prioritize which R-2s they will inspect based on location of the R-2 rather than on the deadline for each inspection. As a result, some R-2s are not inspected by their deadline.
- F.II.7. Some Battalion Chiefs' follow-up on Company inspection backlogs is insufficient because it does not hold the Company accountable for the backlog.

- F.II.8. Because firefighters' primary motivation for inspecting R-2s is to develop building awareness, they may not sufficiently give equal importance to code compliance when conducting R-2 inspections.
- F.II.9. Many Company Captains seem to know little about Fire Prevention or Code Enforcement. Since firefighters interact with the public, this is a missed opportunity to educate the public about the inspection and enforcement process.

## RECOMMENDATIONS

- R.II.1. The Deputy Chief of Operations should require Battalion Chiefs to closely monitor Company R-2 inspection lists to ensure that every R-2 in San Francisco is inspected by its deadline.
- R.II.2. The Deputy Chief of Operations should require that Company Captains make inspection appointments in advance, whenever they have the property owner's phone number, to ensure that Companies get into all R-2s. The appointments should have a three hour window.
- R.II.3. SFFD MIS should ensure property owner contact information is included on the Inspection Worksheets.
- R.II.4. The Deputy Chief of Operations should require Companies to inspect R-2s on the weekend if that Company is going to have a backlog during a particular month.
- R.II.5. The Deputy Chief of Operations should redistribute R-2 inspection from Companies that have a backlog to nearby Companies that have fewer R-2 inspections so that the number of R-2 inspections is more evenly distributed among neighboring station houses and are conducted more timely.
- R.II.6. The Deputy Chief of Operations should instruct Company Captains to give priority to R-2 inspections which have exceeded or are approaching their deadlines.
- R.II.7. Battalion Chiefs should review progress on their Companies' R-2 lists at least once a month, and if they find a Company has not inspected all the R-2s on their list, hold that Company accountable by requiring that they inspect all the late R-2s by the end of the next month.
- R.II.8. The Deputy Chief of Operations should ensure that inspection training for firefighters includes stressing the two reasons for conducting R-2 inspections--to ensure code compliance and gain building awareness--are equally important.

- R.II.9. The Deputy Chief of Operations should ensure that all firefighters receive training on the R-2 inspections process that includes a detailed module on the Bureau of Fire Prevention code enforcement process which starts with when a BFP inspector receives a complaint from a Company Captain to an NOV being issued and any additional steps. The training should occur after BFP implements the new code enforcement process. Knowing more about BFP will help firefighters better understand their role in ensuring code compliance.

### **C. Delaying Correction of All Violations Further Puts San Franciscans At Risk**

#### **FINDINGS**

- F.II.10. A significant number of fire alarm, blocked exits and sprinkler complaints took more than two months to be resolved.
- F.II.11. Most fire alarm, blocked exits and sprinkler violations took longer to correct than the timeframes district inspectors stated for correction.
- F.II.12. District inspectors' workload was too heavy for them to investigate all R-2 complaints in a timely manner.
- F.II.13. District inspectors prioritized reviewing construction projects and phone calls over inspecting R-2 complaints. As a result, some R-2 complaints and violations were not corrected in a timely manner.
- F.II.14. Because some district inspectors did not document inspections and code enforcement in sufficient detail, follow up on violations was hampered.
- F.II.15. Some Company Captains do not document inspections in enough detail for district inspectors to easily identify the violation and conduct code enforcement.
- F.II.16. After the Inspection Worksheet was made longer in July 2015, some Company Captains document too many items that are not violations.
- F.II.17. Some Company Captains do not print the Inspection Worksheet and bring it to the R-2 inspection. Without having the Inspection Worksheet they may miss something or be inclined to document less. For example, the Inspection Worksheet states that "Company Officer shall obtain and update the responsible party information."
- F.II.18. BFP does not have effective code enforcement tools, such as, an administrative hearing.
- F.II.19. Accelerated Code Enforcement is rarely used.

## RECOMMENDATIONS

- R.II.10. The Fire Marshall should require that complaint response time and code enforcement timeframes be more closely monitored so that resolution time is shortened.
- R.II.11. The Fire Marshall should require that code enforcement for NOV's be more closely monitored so that NOV's are corrected more quickly.
- R.II.12. The Fire Marshall should ensure that BFP inspectors (that work on R-2 complaints) have reasonable workloads so they can ensure timely correction of all complaints and violations.
- R.II.13. The Fire Marshall should ensure that BFP inspectors (that work on R-2 complaints) not prioritize other work over R-2 complaints if that means that they cannot investigate all their R-2 complaints in a timely manner.
- R.II.14. The Fire Marshall should standardize inspection and code enforcement documentation done by BFP R-2 inspectors.
- R.II.15. The Deputy Chief of Operations should standardize inspection documentation done by Company Captains so that BFP inspectors can easily identify and follow-up on complaints.
- R.II.16. The Deputy Chief of Operations should ensure that Company Captains are trained to identify violations and document only items that are violations.
- R.II.17. Battalion Chiefs should encourage their Company Captains to bring the Inspection Worksheet to the inspection site and use it to document R-2 inspections.
- R.II.18. The Fire Marshall should finalize the details of the new code enforcement process that is required by recently passed legislation so that it can be implemented within the next 60 days.
- R.II.19. The new BFP Captain that oversees R-2 Company complaints should refer appropriate cases to the CA every year.

### D. Transparency

## FINDINGS

- F.II.20. The SFFD website does not include enough information about the annual inspection and code enforcement processes for property owners and the public to understand them. Being better informed about the process may result in better compliance by property owners and increase the public's confidence in SFFD enforcement efforts.



- F.II.21. Inspection records are only available in person at the Bureau of Fire Prevention after making an appointment.
- F.II.22. Although instructions for reviewing inspection records is available on the SFFD website, the phone number for making an appointment is not included with the instructions.
- F.II.23. Safety concerns may be reported online or by calling the BFP. Although instructions for reporting a safety concern are available on the SFFD website, the BFP phone number is not included on the same page as the instructions.

### **RECOMMENDATIONS**

- R.II.20. SFFD MIS should revise the SFFD website to include:
  - (1) details of the R-2 inspection process, such as: (a) the kinds of buildings inspected; (b) who inspects the buildings; (c) how often R-2s are inspected; (d) the list of items inspected; and, (e) how the inspection will be conducted; and,
  - (2) details of the code enforcement process, including: (a) what happens when a violation is discovered; (b) what happens if a violation goes uncorrected beyond the NOV deadline; and (c) any and all fees, fines, or penalties that may be imposed for uncorrected violations.This information should be either on the inspections page or Division of Fire Prevention and Investigation homepage.
- R.II.21. The Chief of the Fire Department should instruct SFFD MIS to make the inspection records available online for greater transparency.
- R.II.22. SFFD MIS should put the BFP phone number for record inspection requests on the same SFFD webpage as the instructions for making an appointment.
- R.II.23. SFFD MIS should put the BFP phone number for reporting a safety concern on the same SFFD webpage as the instructions for reporting a safety concern.

### **III. LACK OF COORDINATION BETWEEN DBI AND SFFD**

#### **FINDING**

- F.III.1. DBI and SFFD inspect multi-unit residential buildings for many of the same fire safety hazards but do not coordinate any of their inspections or code enforcement efforts including not sharing information.

## RECOMMENDATION

- R.III.1. The Building Inspection Commission and Fire Commission should require a task force be formed to study DBI and SFFD inspection and code enforcement processes and make recommendations on how they can coordinate their efforts.