

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, September 14, 2016 - 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

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

2. GENERAL PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction and does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on August 10, 2016.
- Minutes from Regular Meeting on August 24, 2016.

4. CHIEF OF DEPARTMENT'S REPORT *[Discussion]*

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of August 24, 2016, including academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS

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

5. PRESENTATION FROM HISTORIAN MICHAEL MC DOWELL ON

VOLUNTEERS: THEN AND NOW *[Discussion]*

Presentation from Mr. McDowell on the different roles that volunteer firefighters have played in protecting the people of San Francisco as it commemorates with the 150th Anniversary.

6. DISCUSSION ON CIVIL GRAND JURY REPORT *[Discussion and possible action]*

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.

7. UPDATE ON RECENT DISCUSSIONS REGARDING THE ESTABLISHMENT OF H-23 CLASSIFICATION *[Discussion]*

Update on recent discussions regarding establishment of H-23 classification.

8. UPDATE ON THE RESTORATION OF BATTALION 5 *(Discussion)*

Discussion on developments pertaining to restoring Battalion 5 to the field.

9. UPDATE ON STATION 49/EMS NEW BUILDING *[Discussion]*

Update on Station 49/EMS new building developments and progress.

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

Discussion regarding agenda for the September 28, 2016 regular meeting.

11. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, August 10, 2016 - 9:00 a.m.

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

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=25964

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

1. ROLL CALL

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Excused
Commissioner	Michael Hardeman	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raemona Williams	Deputy Chief - Administration	
Shane Francisco	Homeland Security	
Dan DeCossio	Bureau of Fire Prevention	
Jeff Columbini	Division of Training	
Jeff Myers	EMS	
Rudy Castellanos	Airport Division	
Assistant Chiefs		
Robert Postel	Division 2	
Kevin Burke	Division 3	
Staff		
Mark Corso	CFO	
Clement Yeh	Medical Director	
Olivia Scanlon	Communication and Outreach Coordinator	

2. PUBLIC COMMENT

There was no public comment.

3.

APPROVAL OF THE MINUTES [Discussion and possible action]

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on July 13, 2016

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

There was no public comment:

4. BRIEFING ON GENDER ANALYSIS OF SAN FRANCISCO FIRE DEPARTMENT

[Discussion]

Briefing by Policy Fellow Elizabeth Yang and Dr. Emily Murase of the San Francisco Department on the Status of Women regarding the recent Gender Analysis of San Francisco Fire Department.

Fellow Yang and Dr. Murase's presentation is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/DOSW%20Gender%20Analysis%20Briefing%20for%20Fire%20Commission%20080316.pdf>

Dr. Murase recognized the leadership of the Commission and the Fire Department and for asking what they can do to improve. She mentioned that the Fire Department came to them in 2011 and 2014 asking how they can improve on some of the challenges that women face in the fields of public safety. She introduced Fellow, Elizabeth Yang who explained the PowerPoint Presentation slides above. She gave a brief background description of the ordinance that included analyzing employment practices as part of observing potential discrimination against women. She added that Mayor Less has prioritized city employment in the career fields of public safety, information technology, and skill crafts for women in his State of the City address and he also emphasized the importance of encouraging and empowering women to pursue such non-traditional careers, which have great job opportunities and salaries but are culturally less thought of ideal career options for women. She stated that is critical to ensure that women have equal opportunities to explore these fields. She continued by explaining the gender analyses conducted from 2011 thru 2014 and the findings in 2016. She acknowledged that Chief Hayes-White had approached the Department on the Status of Women to conduct a gender analysis due to a 50 percent drop in the number of applications for the fire exam in 2009. She continued that after comparing race and gender, the key findings revealed that several groups of women received equal, if not higher scores than men in the respective ethnicities and 65 percent of African American women who had signed up were no shows and 81 percent of the African American women who did take the exam passed. The biggest reasons for the low sign ups and turnouts was because of the lack of publicity for the exam information and the required condition to sign up for the exam in person during business hours as well as several occasions of exam date changes. She went on to say that compared to other public safety departments in San Francisco, the San Francisco fire Department is a leading public safety department in including women. She talked about the challenges of addressing the low percentage of women in fire, and she acknowledged the overall changes in culture within the fire department toward women firefighters in the last 30 years since the 1987 Consent Decree was imposed. She talked about the recommendations following the general analysis in 2011 and recruitment strategies in reaching veterans, athletes and women who are already capable and have the physical skills so that there is a higher chance of passing the big barrier and to continue to encourage changing culture and stereotypes so that women can pursue public safety jobs.

Vice President Cleaveland thanked Ms. Yang and Dr. Murase for their very interesting report and was delighted to know that San Francisco is the leading large fire department in gender equality. He asked why other fire departments throughout the country have low recruiting bringing women into their fire departments. Dr. Murase answered that she thinks that San Francisco values reflect a very strong commitment to gender equality. The fact that the City's Department on the Status of Women is the only one in the Country serving the strongest Commission on the Status of Women in the country demonstrates that San Francisco really values gender equality and makes it a priority to have staff people who can focus on these issues. She added that they would love to work with the Department's Recruitment Director on brainstorming additional ways to outreach to women.

Chief Hayes-White thanked Dr. Murase and acknowledged what a pleasure it has been to have her as a colleague over the years and that she admires the work that she does as well as her accessibility and guidance. She also thanked Ms. Yang for putting the presentation together and commented that she has a very bright future. Chief Hayes-White reminded the Commission that

they work very closely with the Department and Commission on the Status of Women, as well as the employee group, the United Fire Service Women who have been a great help in recruitment.

Commissioner Hardeman thanked both Dr. Murase and Ms. Yang for their presentation and acknowledged Commissioner Nakajo, the Chief and all those who came before the current commissioners who really laid the foundation and did all the work on this issue. He added that it is their goal to improve it and carry it forward.

President Covington thanked Dr. Murase and Ms. Yang for their presentation. She inquired as to why there was a drop in the number of female applicants for the fire exam in 2009. Ms. Yang explained it was because of a lack of accessibility to the exam as well as several test date changes. Dr. Murase added that there were a lot of barriers to actually get to the fire department to sign up and they saw a huge shift when the department went online, it opened up accessibility to everyone, not just women. She mentioned that firefighting is a non-traditional field among women and she thinks there needs to be gender responsive recruitment strategies where women are encouraged, nominated, and trained.

President Covington suggested it would be helpful if a bigger focus group could be surveyed and it should include members who have just entered the department, those getting ready to retire, have children, who don't have children so that there will be a more accurate snapshot of the department as it relates to women. She also recommended exit interviews as a good source of obtaining candid information. President Covington remarked that the information provided shows that the department is doing well but can still do better. She wants to make sure that the women of the department feel valued.

There was no public comment on this item.

5. RESOLUTION 2016-05 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-05, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend Port Security Grant Program funding in the amount of \$769,922 from the Federal Emergency Management Agency to purchase a new dive boat.

Mark Corso gave an overview of the resolution which is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Documents/Resolution%202016-05%20%28dive%20boat%29%20signed.pdf>

Questions and answers followed.

Vice President Cleaveland moved to approve Resolution 2016-05. Commissioner Hardeman Seconded. The motion was unanimous.

There was no public comment on this item.

**6. SFFD 150TH ANNIVERSARY GRAND PARADE AND LIVING HISTORY DAYS
SEPTEMBER 24 & 25, 2016 [Discussion]**

Retired Deputy Chief Richard Kochevar will highlight events scheduled for the 150th Anniversary Grand Parade.

Retired Deputy Chief Kochevar reported on the attached presentation: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/150%20th%20Wharf%20powerpoint%20v2.pdf>

Chief Hayes-White welcomed retired Deputy Chief Kochevar and Lt. Bill Koenig and mentioned that she had the privilege of working with them both. She added that they a great career with the Department and she appreciates very much their presentation and their participation in the upcoming 150th events.

Chief Kochevar described in detail the 150th Anniversary Grand Parade scheduled for September 24th at 10 to 12 p.m. and historical apparatus and demonstrations for September 25th starting at 10:00 a.m., all at Fisherman's Wharf, open to the public so they can get a live action recreation of how the San Francisco Fire Department operated in the 1800's and early 1900's with horse drawn apparatus, hose wagons, ladder trucks, and then eventually motorized equipment. He added that they will also have tables and chairs for different community organizations, such as Fire Prevention, NERT, Training and Recruitment. He mentioned that the cost of the event will be paid through public donations and corporate sponsors, no general fund money is being spent on this event. He continued by describing all the plans and exhibitions that have been developed for the event. He acknowledged Tom Escher from the Red and White Fleet as being very helpful in the planning.

Vice President Cleaveland thanked them for all the work they have been doing to help celebrate the Department's 150th and mentioned that he looks forward to the event. He confirmed that the press conference will be in front of Pier 45 at 11:00 on Friday, September 23, 2016.

Commissioner Hardeman thanked them for their presentation and thanked them for their dedication and without their volunteering, it would not have been staffed.

Chief Kochevar took the time to thank Chief Hayes-White and her office staff as they sent out invitations to every fire department in the state of California and they have confirmed that Virginia City Fire Department and a private citizen from Washington State are sending their steam engines.

President Covington stated that she thinks it's going to be a grand occasion and she encouraged everyone to go to the website WWW.SFFD150.org, as well as the Guardians of the City website for more information and for volunteer opportunities. She also thanked the members of the audience who have signed up

7. DISCUSSION ON THE DRAFT STRATEGIC PLAN [Discussion]

Update from Mark Corso on the draft Strategic Plan.

Mark Corso provided some background on the current developments of the Strategic Plan. He mentioned that last year, the Chief put together a Strategic Planning Committee made up of both members of the department and a variety of all ranks and disciplines, including the Fire Commission, representatives from other fire departments, other city department and the private sector. The goal of the committee was to establish a framework and develop a strategic plan that outlines and sets the basis for the needs of the department moving forward. He added that the group met a few times last year to develop a strategy for the plan. It was decided that a number of sub groups would be established and focus on specific subject matter. They interviewed other members and individuals outside of the committee within those disciplines and provided input. He went on to describe the different steps that were taken and concluded by stating there was a requests for additional narrative to be added, formatting issues, as well as interviews from the various workgroups to get information to fill in gaps that were identified, but unfortunately that analyst went on an unanticipated leave so there has been a delay in incorporating those items into the draft report, but they are in the process of incorporating the notes and feedback into an updated draft at the end of this month or early next month, and to be presented to the Commission for a full vetting before moving forward.

Vice President Cleaveland thanked Mr. Corso and stated he thinks it is good for the Department to have a Strategic Plan. He strongly suggested that the word "enforce" be placed in the Mission Statement, such as to add it where it says to prevent fires through prevention, education, and enforcement programs.

Commissioner Hardeman thanked everyone who worked on the plan and thought it was a very good draft.

President Covington was not as enthusiastic as her fellow commissioners about the document. She thought it was woefully absent some key provisions, level of detail. She added that to her a strategic plan is designed to be a snapshot of where the department is now, where they want to go and what the vision is on how to get to us there step by step. Mr. Corso responded that there will be a more robust presentation once they add the additional feedback and input has been incorporated. She mentioned that when she visits the various firehouses, one of the questions that comes up from members is where are we headed as a department and they seem to want something in writing that shay this is where we are, this is where we are going and this is how were getting there

Chief Hayes-White thanked Mark and echoed that the draft document is not a finished product. She added that they heard loud and clear from the representatives on the Committee which represents all ranks and were jointly selected by then Commission President Andrea Evans, President Tom O'Connor and herself and it was the consensus that they didn't want to have a huge document. She agreed that more detail needs to be added and invited an additional Commissioner to join the Committee.

There was no public comment.

8. 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 27, 2016, including academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered the period following the Commission meeting on July 27, 2016. She stated that the 120th academy is in their eight week with 54 members and she acknowledged the Division of Training under the direction of Assistant Deputy Chief Columbini and Deputy Chief Williams for the commitment they have made by making sure the recruits are doing the best they can. She added that the 121st academy is scheduled and budgeted.

Chief Hayes-White touched briefly on the 150th anniversary which included the upcoming event at Washington Square Park on August 23, 2016 at 3:00 to honor the volunteers from the Police and Fire Departments, the 9/11 ceremony and Mass, the Parade at Fisherman's Wharf, Fire Prevention Week, the commissioning of the new Fireboat, the Film Festival scheduled for November 5th and 6th, and the December 3rd final 150th Anniversary celebrations. She touched on special events, including the Outside Lands three-day music festival that was attended by thousands of people. She mentioned that she attended the official signing of the budget on August 1 and on August 9, 2016 she met with the San Francisco Latino Parity and Equity Coalition along with Deputy Chief Gonzales, Fire Marshal DeCossio and Olivia Scanlon to continue the discussion on efforts related to fire prevention, education and outreach. She concluded her report by asking President Covington to consider adjourning the meeting in the honor and memory of Firefighter Louis Lituano and Battalion Chief Patrick Murphy.

Vice President Cleaveland thanked and appreciated the Chief's comprehensive report. There was brief discussion on the fire boat naming contest and the December 3, 2016 150th Anniversary Event possibly at the Zoo.

Commissioner Hardeman thanked the Chief for her well done report and acknowledged her son Sean and the article that was in the newspaper about his recent surgery. He added that he was glad to hear he is doing well. Chief Hayes-White thanked Commissioner Hardeman for the acknowledgement and stated she is very grateful and relieved for Sean and is very proud of him.

President Covington also stated that he was happy everything worked out for Sean.

There was no public comment.

REPORT FROM OPERATIONS

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

Chief Gonzales' report covered the month of July 2016. He described the one greater alarm for the month which occurred on July 8, 2016 at 121 Gates Street. The cause of the fire was accidental from a wall mounted gas heater and Red Cross was called for three displaced residents. Assistant Chief Richardson was in command of that fire. He announced that the public service announcements went out regarding surf rescue safety, the rip currents, sneaker wave safety, hypothermia and what beaches have like guards. He added that the engine companies continue to pass out fire prevention education material while out on calls or out in the public while doing their daily drills. Coastal rescue companies also continue to give the surf hazard education to the community while on calls or out in the public. He recommended that folks sign up for emergency notifications by texting "Alerts" to 888-777. He mentioned that firework public safety announcements were given on television, radio and printed in multiple languages from June 6th to July 4, 2016. He touched on several incidents that required SFFD response, including a cliff rescue, several fires that were quickly contained, a car into a house, a worker who fell off a ledge and a surf rescue. He commended PIO Jonathan Baxter for his outstanding work in getting information out to the public as well as his efforts in helping a police officer who was struggling with a perpetrator and was able to detain the male subject until additional units arrived from the SFPD. He also touched on the Strike Team deployments and the arrival of the new fire boat.

Chief Gonzales stated that the ambulances are still doing a good job with response times, as well as King America and AMR and they are getting to the scene under 10 minutes 92.5 percent of the time. He added that H-23 negotiations are ongoing. He covered Division of Fire Prevention and Investigations, Plan Check and the Bureau of Fire Investigations.

Vice President Cleaveland thanked Chief Gonzales for his report. He mentioned that he sent an inquiry to the SFMTA director, Ed Reiskin asking him if the SFMTA/Department of Public Works can convert the speed bumps into speed cushions so that the Department's vehicles can travel down streets without having to slow or damage the apparatus. He will follow-up when he hears back. Vice President Cleaveland also commended PIO Baxter for probably saving the police officer's life. There was brief discussion on the Soberanes fire and how the SFFD is assisting with that.

Commissioner Hardeman thanked him for his wonderful detailed report. He commented on the reported fires over the period and thought it was remarkable that out of the hundreds of thousands of structures in the City, there were only 17 fires for the month.

President Covington responded to a letter received from a citizen who stated she had called repeatedly about illegal fireworks that were going off in her neighborhood and could not get through. President Covington wanted the public to know that the Commission did respond to her letter and let her know that Emergency Management Services is the entity that answers the 9-1-1 calls, and as soon as the Fire Department gets notified they respond appropriately. She added that there were reports that the 9-1-1 services were grossly understaffed on July 4, 2016.

President Covington also commended PIO Baxter for stepping in and assisting the police officer. There was brief discussion on when the Department bills people for services rendered. Chief Gonzales stated they are billed only if they are transported.

There was no public comment.

6. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the August 24, 2016 regular meeting.

- Mutual Aid
- End of year calendar
- Civil Grand Jury Report
- Creation of the H-23 Position
- Update on new EMS Building

There was no public comment.

7. ADJOURNMENT

President Covington adjourned the meeting in the memory of Firefighter Louis Lituano, Battalion Chief Patrick Murphy and Deputy Chief James Olson at 11:17 a.m.

DRAFT

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES

Wednesday, August 24, 2016 – 5:00 p.m.

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

The video recording has been at:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=26047

President Covington called the meeting to order at 5:02 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 July 27, 2016

Commissioner Hardeman Moved to approve the July 27, 2016 regular meeting Minutes. Vice President Cleaveland Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

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.

President Covington announced that the Commission's response to the Grand Jury Report is due on September 16, 2016 to the Board of Supervisors.

Vice President Cleaveland stated that he read the report and he believes that there is serious work to be done to address the issues of inspections, although he thinks that some of the recent legislation that has been passed will move the Department in the right direction. Chief Hayes-White responded that the Department's responses would be ready in draft form to discuss at the next Fire Commission meeting and that a number of the items that are recommended are already in play. Fire Marshal DeCossio explained what has been done in regards to inspections, fire complaints, tracking inspections, and writing notice of violations since the report came out and the strides that the Department has taken to address those issues. He also mentioned that he did not have the opportunity to give input to the Civil Grand Jury on the Department's complaint and inspection practices, and if he had, he would have been able to tell the Grand Jury that they already have a process in place, a framework laid out that they are working on right now, an end to end process. He added that at least 90 percent of the recommendations in the report have been addressed and are already underway. Fire Marshal DeCossio went on to explain the Fire Department's responsibilities compared to the Building Inspection Department with regards to R-1 and R-2 inspections. Chief Hayes-White wanted to make clear, that the Department does not agree with all their findings, and took personal offense to the allegation that company captains were not familiar with fundamental fire prevention codes and compliance requirements.. She added that certainly, the Bureau of Fire Prevention has a lot more expertise than she or anyone else that's not in fire prevention, but at a basic fundamental level, every company officer has that expertise and the men and women of the Fire Department are very well trained.

Commissioner Nakajo stated that he read the CGJ report and digested it and noted that it is a complex document. He appreciated the Grand Jury process, but he also knows that a lot of the findings have limited real participation and answers in terms of departmental level. He added that he has confidence that the Department will address each and every issue raised in the report. He strongly believes that the department has internal mechanisms to be able to have the units, engines, trucks and personnel to implement the recommendations outlined in the report. He believes that they can live with the recommendations on the inspections and improvements but he is concerned with the item of transparency and he doesn't feel the Department should withhold any kind of information. Fire Chief DeCossio responded that they have always been transparent, but unfortunately, members of the public have to come to Headquarters to get the information, so they are working on getting the information online for people to access.

Commissioner Hardeman supported Commissioner Nakajo's comments and agreed that the report was done on limited knowledge of civilians of the Building Inspection and Fire Department and they are doing the best they can. He added that before he asks questions of the Fire Marshal and Chief of Department, he would like to see the draft responses that Chief Hayes-White put together and if the Department feels they can get the economics to do what they are recommending, then the Department will do it. Fire Marshal DeCossio agreed and mentioned that he is confident that with the plan they have and the structure and framework they have developed, they will be successful in addressing all the concerns of the CGJ report. Chief Hayes-White added that she reached out to the foreperson of the CGJ as she thought they missed an opportunity by not interviewing the Fire Marshal, who has the most expertise related to the topics raised. They didn't interview the Chief either because they had run out of time.

President Covington complimented the Civil Grand Jury, who are all volunteers for putting together a very comprehensive overview and she thought a lot of the recommendations are valuable. She suggested that the responses should include projections of what it's going to take to handle all the issues and to make sure we have met our own excellent standards. She acknowledged that one of the recommendations for the Fire Commission is to form a task force with the Building Inspection Commission to work on a code enforcement processes and make recommendations on how to coordinate efforts and to make it more of a transparent process.

There was no public comment.

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.

Deputy Chief Gonzales gave an update and overview of the Department's Mutual Aid Strike Team overview. He described the deployment of personnel to the Cedar Fire, with Assistant Chief Franklin and Chief Velo as Strike Team Leaders, along with the OES State Rig. He went on to describe the origins of how Mutual Aid is conducted. That presentation is attached:

<http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/CD2%20presentation%20to%20Commission%20Mutual%20Aid%20082416.pdf>

Chief Gonzales mentioned that California Disaster and Civil Defense Master Mutual Aid Agreement was established on November 15, 1950 and revised on November 23, 1970. He described the acronym "FIREScope" as Fire, Resources of Southern California Organized for Potential Emergency which developed the Incident Command System. He went on to describe the Mutual Aid Agreement and each party that has signed the agreement agrees to furnish resources and facilities to every party of the agreement to prevent and combat any disaster in accordance with mutual aid operational plans. He explained the coordination, the organizations and training involved with Mutual Aid.

Vice President Cleaveland thanked Chief Gonzales for his report and asked who in the Department has the ability to deploy the Strike Teams. Chief Gonzales stated it's covered in a General Order and that if the Chief is not available it would go to next in command of the Department and in accordance with the Agreement that was signed. He confirmed that the Department has 158 personnel trained to participate as a strike team.

Commissioner Hardeman thanked Chief Gonzales for his report. He confirmed that when a Strike Team is sent out for Mutual Aid, the members are obligated to stay for 10 days.

Commissioner Nakajo thanked Chief Gonzales for his report and asked who the incident commander is. Chief Gonzales stated that it would depend on the agency that calls for mutual aid. He confirmed that besides the State rigs the Department bought, they also have 5 pre-designated engines.

President Covington thanked Chief Gonzales for his report and asked if the State Rigs are used locally in San Francisco or reserved for State use. Chief Gonzales answered that they are not used on a daily basis, but if there was a big disaster, they would be used locally. She mentioned her concern for making sure all rigs are equipped and for budgetary reasons, she suggested going forward, to making sure there is a line item in the budget to equip all rigs. She recommended that a follow-up on the plan to equip the rigs be scheduled for the end of January. President Covington asked who pays for the wildland firefighting training. Chief Columbini stated that they provide the training at the Division of Training. There was brief discussion on the State rigs and the Department would like to obtain more of them.

Sylvia Johnson gave public comment that was very hard to follow where she talked about personality and impersonators and installing walls that go up and down.

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, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered events since the last meeting on August 10, 2016. She announced that the budget has been signed and formally approved by the Mayor on August 2, 2016 and they are moving forward with the purchase of replacement equipment which includes the purchase of eight new fire engines that she hopes to have ordered by the end of the month.

She touched on the 120th academy, who are in their 10th week with 54 members and they are preparing for the 121st academy class. She also touched on the 150th Anniversary, which included an overview of the First Responder Volunteers Day at Washington Square Park, the upcoming 9/11 ceremony to take place at the Public Safety Building, the September 24 and 25th Parade at the Wharf, the October 17, 2016 fire boat commissioning, the November 5th and 6th Film Festival at the San Francisco Main Library and a December 3, 2016 official celebration. She mentioned that she sent out an invitation to all employee groups in the continued effort to keep the lines of communication open but some have not availed themselves of that opportunity. They did hear from the newly formed Veterans Group and they met with them on August 15, 2016 and with the Rescue Group and the Paramedic Associations. She announced the revitalization of Pier 80 which will soon be occupied by the Pasha Group. She added that she and the Deputies met with Local 798 as part of the monthly labor management meeting to discuss current activities and issues.

Vice President Cleaveland thanked the Chief for her report and was happy to hear that the City will be importing cars at Pier 80. He asked if the SFFD was responsible for protecting the Port. Chief Hayes-White stated that it is part of the SFFD jurisdiction, but they have their own Fire Marshal that works under the direction of Chief DeCossio.

Commission Hardeman thanked the Chief for her detailed report. He described a visit he had prior to the 9/11 events in New York and mentioned he's glad automobiles will be sold from Pier 80.

Commissioner Nakajo thanked the Chief for her report and acknowledged the great event that took place at Washington Square with the fire and police reserves 75th anniversary.

President Covington added that she thought the event at Washington Square Park was very nice and thanked the Guardians of the City for putting it together.

Public Comment:

Ms. Johnson spoke about the National Guard and wanted an explanation on the October 21, 2016 event at Washington Square Park and Washington D.C. and her experience in D.C.

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 August. She mentioned that the assignment office is currently working on the Department's annual seniority list in anticipation of the upcoming vacancy bid for members of Suppression, Station 49, and the Airport. She added that Homeland Security was awarded a fire investigation grant for air monitors, accelerant detectors, and 3-D modeling equipment. She mentioned that Chief Francisco attended the Korean War Memorial Dedication Ceremony, the 9th Civil Support Team Change of Command Ceremony and the International Association of Fire Chiefs Conference in San Antonio, Texas. She touched on Investigative Service Bureau and Department Physician, Support Services, In-Service Training and NERT.

Vice President Cleaveland thanked Chief Williams for her report and asked about the rebuild of Station 16. Chief Williams stated that Station 16 is scheduled for demolition the first week of October. The current members of Station 16 will be relocated to other firehouses.

There was no public comment.

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

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

Vice President Cleaveland moved to cancel the regular commission meetings scheduled for November 23, 2016 and December 28, 2016. Commissioner Hardeman Seconded. The motion was unanimous.

Commission Secretary Conefrey will post an updated meeting calendar on the Commission website. President Covington pointed out that the meetings in January will be lengthy.

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.

Mark Corso gave an overview of the resolution which is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Documents/Resolution%202016-06%20%28Purchase%20Fire%20Investigation%20Equipment%29.pdf>

Questions and answers followed.

Vice President Cleaveland moved to approve Resolution 2016-06. Commissioner Hardeman Seconded. The motion was unanimous.

There was no public comment.

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

Discussion and possible action regarding proposed 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.

Mark Corso gave an overview of the resolution which is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Documents/Resolution%202016-07%20%28Donate%20retired%20pick-up%20truck%20to%20798%29.pdf>

Questions and answers followed.

Vice President Cleaveland moved to approve Resolution 2016-07. Commissioner Hardeman Seconded. The motion was unanimous.

Vice President Cleaveland congratulated Local 798 for their toy program.

Ms. Johnson spoke on truck experience and 798 when she was younger.

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

- Letter from Leif Johan Veimoen

Commissioner Hardeman commented on a copy of a letter that was in his packet from Chet Spirlin, Coordinator of Flame Athletics and he encouraged member of the public to support the Flame program because it's donations that keeps it going for thousands of kids.

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

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

- Civil Grand Jury Report
- Fire Boat Pier 35 update (9/28/16)
- Establishment of H-23 classification
- Update on Station 49 EMS new building
- Presentation from Michael McDowell on Volunteers Then and Now.

12. ADJOURNMENT

President Covington adjourned the meeting at 7:12 p.m.

GENERAL ORDERS

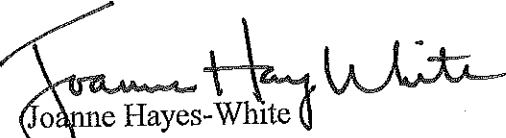
SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-39
August 16, 2016

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

Officer Endorsement:
Section 1108 – R & R

1. Advanced Cardiac Life Support (ACLS) training will begin on Monday, September 12, 2016 and will continue through Thursday, November 17, 2016. This module is mandatory for ALL Paramedic personnel in ranks that require Paramedic licensure.
2. ACLS classes will be held at the Treasure Island Training Facility (TITF) from 0900-1600hrs.
3. H-2P and H-3 Level III Firefighter/Paramedics assigned to Operations will be detailed via the Fire Calendar and SFFD Department email of their scheduled training date by the Division of Training.
4. H-3 Level II Paramedics assigned to St. 49 and H3 Level III Firefighter/Paramedics assigned to Headquarters and Dispatch (DEC) shall sign up via an HRMS appointment tab in an off-duty status for overtime pay for this training.
5. Any interested members in non-Paramedic ranks who possess an ACLS certification and wish to attend this course should call the EMS In-Service Training Section at (415) 318-4501 to schedule as space allows. Attendance will be in an off-duty status only.
6. Division Chiefs are responsible to ensure that all Paramedics in their Division are detailed to the training consistent with the announcements issued from the Division of Training.
7. Questions about this module shall be directed to the EMS In-Service Training Section at (415) 318-4508.


Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-40
August 17, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Active Shooter Mass Casualty Incident Response Class
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. The San Francisco Fire Department is offering a one-day Grant Funded Response to Active Shooter Mass Casualty Incident (ASMCI) class, sponsored by the International School of Tactical Medicine (ISTM) at the Division of Training on Friday, October 7, 2016, from 0900-1700 hours. Outside agencies will be attending this class as well.
2. Members will be selected in the following order:
 - a) Rescue Captains assigned to Treasure Island EMS Training, Chief Officers
 - b) H3 Paramedics/EMTs working on a designated Tactical Ambulance
 - c) Rescue Captains, Firefighter/Paramedics, and Company Officers
 - d) Firefighters, H3 Level 1 Paramedics, H3 Level 1 EMTs
3. Interested members must have a user account established with the Bay Area UASI Regional Training and Exercise Program. To establish an account visit www.bauasitep.org. Interested members must also email the Department's Public Information Officer, Firepio@sfgov.org to request a space in the class. The deadline to signup is **Tuesday, September 6, 2016**. Assignments will be distributed via **Department email**.
4. All members should be familiar with the Department's Policy, "Operations at Tactical Law Enforcement and Active Shooter Incidents" before attending this training.
5. A limited number of on-duty details will be approved. Compensation will not be paid to members attending class in an off-duty status.
6. The morning session of training will consist of didactic on tactics. The afternoon session will consist of live training.
7. Members who have been issued BDUs are authorized to wear them for the day of training. Other members shall wear Class B uniforms for the morning session and bring comfortable clothing for the afternoon session.

8. A working lunch will be provided to attendees by the SFFCU. Upon completion of the class, members will receive an individual self-aid kit.
9. Any questions relating to this General Order should be directed to the Assistant Deputy Chief of Training.

Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-41

September 1, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Annual Seniority List
Reference: Rules & Regulations, Section 402
Enclosure: Seniority List, September 2016

Officer Endorsement:
Sec. 1108 – R & R

1. The annual seniority list is enclosed with this General Order and can be viewed from AO Reports. Please refer to this list for seniority numbers required by various Department forms.
2. The list includes rank, order number, name, ID, and seniority number.

Joanne Hayes-White

Chief of Department

BUREAU OF FIRE PREVENTION

SAN FRANCISCO



FIRE DEPARTMENT

**DIVISION OF FIRE PREVENTION &
INVESTIGATION**

MEMORANDUM

TO: Chief of Department, Joanne Hayes-White

FROM: Fire Marshal Daniel de Cossio, DFPI

SUBJECT: Activity Report for the Division – August 2016

DATE: September 7, 2016

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from August 1 thru August 31, 2016.

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

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

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

Table 1 – Revenues for the Division of Fire Prevention and Investigation (Source—FAMIS)
BFP - August 2016

Fiscal Year 2016–2017 Revenue Program	As of August 31, 2016		Percent of Budgeted Amount	Projected Year-End
	Budgeted Amount 16–17	Actual Revenue		
Plan Review Fees	6,099,000.00	1,241,471.00	122.13%	7,448,826.00
Fire Administrative Citation				
Construction Inspection Fees	1,750,000.00	291,195.00	99.84%	1,747,170.00
Fire Dept. Permits	1,050,000.00	117,202.00	66.97%	703,212.00
False Alarm Fees	220,500.00	26,250.00	71.43%	157,500.00
Referral Inspections	185,175.00	30,590.00	99.12%	183,540.00
Waterflow Information	146,875.00	34,345.00	140.30%	206,070.00
Miscellaneous Fees	1,500.00	3.00	1.20%	18.00
Pre-Application Fees	141,250.00	20,520.00	87.16%	123,120.00
Re-inspection Fees	30,000.00	15,593.00	311.86%	93,558.00
Revenue Programs Subtotal	9,624,300.00	1,777,169.00	110.79%	10,663,014.00
High-Rise Annual Inspection Fees*	1,820,000.00	212,800.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	110,057.00		627,041.00
Revenue Programs Total	13,866,341.00	2,100,026.00	107%	14,905,055.00
Projected Surplus/Deficit				1,038,714.00
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	267,938.00	187,581.00	80,357.00	

FAMIS—September 2, 2016

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

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

Description of Revenue Programs:

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

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

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

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

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

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

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 08/01/2016 To 08/31/2016

	YTD 07/01/2016 To 08/31/2016		08/01/2016 To 08/31/2016	
	Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES	8	\$761,000	5	\$335,000
ACCIDENTAL				
INCENDIARY	8	\$6,250	3	\$33,500
UNDER INVESTIGATION	4	\$1,885,400	2	\$1,880,000
UNDETERMINED	2	\$5,500	1	\$5,000
STRUCTURE FIRES TOTAL	22	\$2,708,150	11	\$2,253,500
VEHICLE FIRES	1	\$235,000	0	
ACCIDENTAL				
INCENDIARY	9	\$35,510	1	\$2,100
UNDER INVESTIGATION	1		1	
UNDETERMINED	3	\$15,928	1	\$8,928
VEHICLE FIRES TOTAL	14	\$286,438	3	\$11,028
ATTEMPTS TO BURN	3	\$3,728	0	
OTHER INCIDENTS	20	\$55,100	9	\$52,000
STRUCTURE FIRES	6	\$1,941,000	3	\$1,923,500
COMMERCIAL				
RESIDENTIAL	16	\$767,150	8	\$330,000
STRUCTURE FIRES TOTAL	22	\$2,708,150	11	\$2,253,500
GREATER ALARMS	3		2	
2ND ALARMS				
3RD ALARMS	0		0	
4TH ALARMS	0		0	
5TH ALARMS	0		0	
GREATER ALARMS TOTAL	3		2	
OTHER	5		0	
ARRESTS				
DEATHS	1		0	
INJURIES	6		1	
JUVENILE FIRE SETTERS	0		0	
SUBPOENAS REQUESTED	40		17	

CIVIL GRAND JURY

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 Fire Commission Response

DRAFT

CGJ Year	Report Title	Findings	Responding Dept.	2016 Responses (Agree/Disagree) Use the drop down menu	2016 Response Text
2015-2016	Fire Safety Inspections in San Francisco	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.	Fire Commission	<p>agree with finding</p> <p>disagree with it, wholly (explanation in next column)</p> <p>Partially agree with finding disagree with it, partially (explanation in next column)</p>	

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

** DRAFT **

CGJ Year	Report Title	Findings	Responding Dept.	2016 Responses (Agree/Disagree) Use the drop down menu	2016 Response Text
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	disagree with it, partially (explanation in next column)	To a minimal risk.
2015-2016	Fire Safety Inspections in San Francisco	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.	Deputy Chief of Operations	disagree with it, partially (explanation in next column)	Generally the only reason R-2's have not been done is because we cannot gain access to the building. On some occasions the contact information is also obsolete.
2015-2016	Fire Safety Inspections in San Francisco	F.II.3. Contact information is not included on the Inspection Worksheets that Company Captains take with them to document their R-2 inspections in advance.	SFFD MIS	agree with finding	This information is now available on the R-2 inspection form.
2015-2016	Fire Safety Inspections in San Francisco	F.II.4. R-2 inspections are not conducted on the weekends.	Deputy Chief of Operations	agree with finding	We are looking into possibly changing that practice. Normally on weekends, we hold larger scale drills and check hydrants. Also, there are many special events that occur in the City on the weekends that we are responsible for covering.
2015-2016	Fire Safety Inspections in San Francisco	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.	Deputy Chief of Operations	disagree with it, partially (explanation in next column)	Companies shall be held accountable. At the time of this writing companies should be able to complete all R-2's assigned if access to the buildings is possible and the contact information is up to date.
2015-2016	Fire Safety Inspections in San Francisco	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.	Deputy Chief of Operations	disagree with it, wholly (explanation in next column)	Company Officers are directed to do all R-2's assigned by deadline. As described above, access to all buildings may not be possible by the deadline. The inspection compliance rate was 94% in 2015.

2015-2016	Fire Safety Inspections in San Francisco	F.11.7. Some Battalion Chiefs' follow-up on Company inspection backlogs is insufficient because it does not hold the Company accountable for the backlog.	Deputy Chief of Operations	agree with finding	Battalion Chiefs shall be remained to follow up on a regular basis.
2015-2016	Fire Safety Inspections in San Francisco	F.11.8. 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.	Deputy Chief of Operations	disagree with it, partially (explanation in next column)	Firefighters' consider both factors with equal importance.
2015-2016	Fire Safety Inspections in San Francisco	F.11.9. 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.	SFFD Deputy Chief of Operations	disagree with it, partially (explanation in next column)	All Company Officers are expected to be able to identify code violations. The module being developed by the Bureau of Fire Investigation will enhance their understanding of Fire Code.
2015-2016	Fire Safety Inspections in San Francisco	F.11.10. A significant number of fire alarm, blocked exits and sprinkler complaints took more than two months to be resolved.	The Fire Marshall	disagree with it, partially (explanation in next column)	72% of all fire alarm complaints were resolved within two months; 83% of all blocked exit complaints were resolved within two months; 52% of all sprinkler complaints were resolved within two months. On the surface, there is clearly an opportunity for improvement and to truly understand whether these numbers are reasonable/unreasonable the prudent measure would be to open each case and evaluate the unique circumstances.
2015-2016	Fire Safety Inspections in San Francisco	F.11.11. Most fire alarm, blocked exits and sprinkler violations took longer to correct than the timerframes district inspectors stated for correction.	The Fire Marshall	disagree with it, partially (explanation in next column)	The extreme range in numbers/days suggests that there is a process issue. While one can postulate about what these are, in the estimation of BFP, the amended processes set forth earlier in this document will address this matter moving forward.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

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2015-2016	Fire Safety Inspections in San Francisco	F.11.12. District inspectors' workload was too heavy for them to investigate all R-2 complaints in a timely manner.	The Fire Marshall	disagree with it, wholly (explanation in next column)	It has been a long standing BFP policy to prioritize fire complaints. It is the duty of the inspector to notify his/her officer if the workload is "too heavy" to address fire complaints in a timely manner. Additionally, it is the duty of the supervising officer to monitor the progress of the inspectors in their section. If it is determined that the volume is too high to address the fire complaints in an appropriate timeframe, the supervising officer is responsible for bringing this to the attention of the Captain of Administration. The Captain would then load balance and/or seek additional resources to respond to fire complaints.
2015-2016	Fire Safety Inspections in San Francisco	F.11.13. 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.	The Fire Marshall	disagree with it, wholly (explanation in next column)	It has been a long standing BFP policy to prioritize fire complaints. It is the duty of the inspector to notify his/her officer if the workload is "too heavy" to address fire complaints in a timely manner. Additionally, it is the duty of the supervising officer to monitor the progress of the inspectors in their section. If it is determined that the volume is too high to address the fire complaints in an appropriate timeframe, the supervising officer is responsible for bringing this to the attention of the Captain of Administration. The Captain would then load balance and/or seek additional resources to respond to fire complaints.
2015-2016	Fire Safety Inspections in San Francisco	F.11.14. Because some district inspectors did not document inspections and code enforcement in sufficient detail, follow up on violations was hampered.	The Fire Marshall	agree with finding	This will be addressed through the Bureau's Inbound Training Program, Fire Complaint Process, Inter-departmental referral Process and Fire Complaint Tracking and Life Cycle Management.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

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2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	agree with finding	Company Officers will be instructed to provide more comprehensive responses via Module, which is being developed.
2015-2016	Fire Safety Inspections in San Francisco	F.II.16. After the Inspection Worksheet was made longer in July 2015, some Company Captains document too many items that are not violations.	SFFD Deputy Chief of Operations	agree with finding	Agree. The Fire Marshall is developing a training module for all Chief and Company Officers, so they are clear on what is expected of them when performing inspections.
2015-2016	Fire Safety Inspections in San Francisco	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."	SFFD Deputy Chief of Operations	agree with finding	Agreed. This will be addressed by training module under development.
2015-2016	Fire Safety Inspections in San Francisco	F.II.18. BFP does not have effective code enforcement tools, such as, an administrative hearing.	The Fire Marshall	disagree with it, wholly (explanation in next column)	The San Francisco Fire Code has provisions for Notices of Violation, Administrative Citations, and Administrative Hearings. This report outlines a framework which details the fire complain lifecycle management, which all Inspectors shall follow. Please refer to I. Code Enforcement Process; Complaint Process Flowchart.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

DRAFT

2015-2016	Fire Safety Inspections in San Francisco	F.11.19. Accelerated Code Enforcement is rarely used.	The Fire Marshall	agree with finding	ACE has been integrated into the new closed loop fire complaint process.
2015-2016	Fire Safety Inspections in San Francisco	F.11.20. 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 publics' confidence in SFFD enforcement efforts.	SFFD Management Information Systems	agree with finding	Information about the annual inspection and code enforcement processes will be posted in the SFFD website.
2015-2016	Fire Safety Inspections in San Francisco	F.11.21. Inspection records are only available in person at the Bureau of Fire Prevention after making an appointment.	Chief of SFFD	agree with finding	The Department is currently working on IT enhancements to allow the public access fire records online, in conjunction with Department of Building Inspection and City Planning.
2015-2016	Fire Safety Inspections in San Francisco	F.11.22. Although instructions for reviewing inspection records is available on the SFFD website, the phone number for making appointment is not included with the instructions.	SFFD Management Information Systems	agree with finding	The SFFD website includes a link to all relevant SFFD numbers. We will also add the correct number to call to this page.
2015-2016	Fire Safety Inspections in San Francisco	F.11.23. 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.	SFFD Management Information Systems	agree with finding	The SFFD website includes a link to all relevant SFFD numbers. We will also add the correct number to call to this page.

CGJ Year	Report Title	Recommendations	Responding Dept.	2016 Responses (implementation) Use the drop down menu	2016 Response Text
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	We will require Battalion Chiefs to monitor R-2 lists more closely. This change will be implemented in January 2017.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	The Department disagrees on the 3 hour appointment, however agrees on calling owners to set up an arrangement to meet a responsible party. This change will be implemented in January 2017.
2015-2016	Fire Safety Inspections in San Francisco	R.II.3. SFFD MIS should ensure property owner contact information is included on the Inspection Worksheets.	SFFD Management Information Systems	The recommendation has been implemented (summary of how it was implemented in	This information is now available on the F-2 inspection form.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	This will be implemented in January 2017 as a pilot program.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation will not be implemented because it is not warranted or reasonable (explanation in next column)	The Department disagrees on this recommendation. Companies should stay in their first-in district as much as possible, otherwise it is a risk to reside in their first alarm area. Distribution concerns will be addressed by the Bureau of Fire Prevention who will share some of the heavy workloads. This is to be implemented in January 2017.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

DRAFT

2015-2016	Fire Safety Inspections in San Francisco	R.11.6. The Deputy Chief of Operations should instruct Company Captains to give priority to R-2 inspections which have exceeded or are approaching their deadlines.	SFFD Deputy Chief of Operations	The recommendation has been implemented (summary of how it was implemented in next column)	This has been the practice and will continue.
2015-2016	Fire Safety Inspections in San Francisco	R.11.7. 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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	This has been the practice, and it will be implemented more strictly in the future.
2015-2016	Fire Safety Inspections in San Francisco	R.11.8. 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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	Agreed- A training module is being developed by the Fire Marshall and will be implemented in January 2017.
2015-2016	Fire Safety Inspections in San Francisco	R.11.9. 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.	SFFD Deputy Chief of Operations	The recommendation has been implemented (summary of how it was implemented in next column)	Agree. Officers have been trained on how to conduct R-2s. Their knowledge will be enhanced by new training module being developed by the Fire Marshall. Firefighters will also be required to take the new R2 training module. This will be implemented in January 2017.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

** DRAFT **

2015-2016	Fire Safety Inspections in San Francisco	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.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	The Framework has been developed (Fire Complaint Process and Fire Complaints Section). The Lieutenant will be responsible for submitting a bi-monthly report on the status of Fire Complaints. Please refer to: I. Code Enforcement Process; Complaint Process Flowchart; II Code Enforcement - Staffing Model
2015-2016	Fire Safety Inspections in San Francisco	R.II.11. The Fire Marshall should require that code enforcement for NOVs be more closely monitored so that NOVs are corrected more quickly.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	Fire Complaints Section has been created please refer to I. Code Enforcement Process. Complaint process is being consolidated under a separate Fire Complaint Section. The team's, (one Lieutenant and six Inspectors), primary responsibility is to respond to/process fire complaints. The Lieutenant will be responsible for submitting a bi-monthly report on the status of Fire Complaints.
2015-2016	Fire Safety Inspections in San Francisco	R.II.12. The Fire Marshall should require that BFP inspectors (that work on R-2 complaints) have reasonable workloads so they can ensure timely correction of all complaints and violations.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	Fire Complaints Section has been created please refer to I. Code Enforcement Process. Complaint process is being consolidated under a separate Fire Complaint Section. The team's, (one Lieutenant and six Inspectors), primary responsibility is to respond to/process fire complaints. The Lieutenant will be responsible for submitting a bi-monthly report on the status of Fire Complaints.
2015-2016	Fire Safety Inspections in San Francisco	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.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	Fire Complaints Section has been created please refer to I. Code Enforcement Process. Complaint process is being consolidated under a separate Fire Complaint Section. The team's, (one Lieutenant and six Inspectors), primary responsibility is to respond to/process fire complaints. The Lieutenant will be responsible for submitting a bi-monthly report on the status of Fire Complaints.

2015-2016	Fire Safety Inspections in San Francisco	R.II.14. The Fire Marshall should standardize inspection and code enforcement documentation done by BFP R-2 inspectors.	The Fire Marshall	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	A strategy and framework has been developed. Please refer to IV.A. (Intra Departmental) and "Fire Complaint Tracking and Lifecycle Management". Anticipated completion time of 60 to 90 days.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has been implemented (summary of how it was implemented in next column)	This has been the practice, however the current documentation and procedures will be enhanced by the Fire Marshall's training module.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	Company Captains knowledge will be enhanced by new training module being developed by the Fire Marshall. This will be implemented in January 2017.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Deputy Chief of Operations	The recommendation has not been, but will be, implemented in the future (timeframe for implementation noted in next column)	Battalion Chiefs knowledge will be enhanced by new training module being developed by the Fire Marshall. This will be implemented in January 2017.
2015-2016	Fire Safety Inspections in San Francisco	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.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	A framework has been developed and implemented which outlines an end to end process to include hard deadlines for each associated step/phase of a fire complaint.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

DRAFT

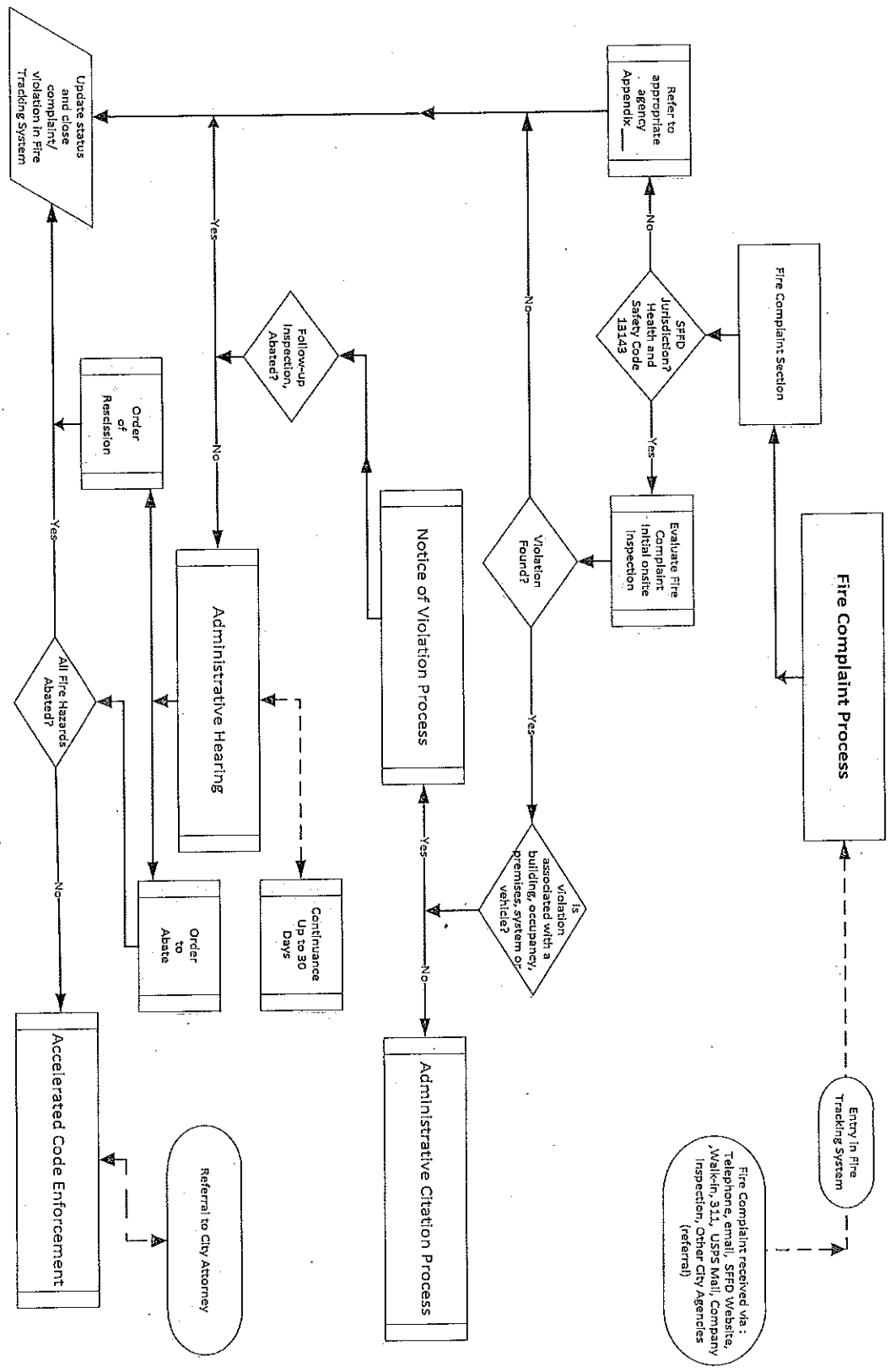
2015-2016	Fire Safety Inspections in San Francisco	R.II.19. The new BFP Captain that oversees R-2 Company complaints should refer appropriate cases to the CA every year.	The Fire Marshall	The recommendation has been implemented (summary of how it was implemented in next column)	Please refer to (1) Code Enforcement Process; (2) Complaint Process Flowchart. The Fire Complaints Section is managed by a Captain who serves as the Accelerated Code Enforcement officer. The Accelerated Code Enforcement (ACE) officer serves as liaison between the SFFD and the City Attorney's Office for issues regarding code enforcement and will refer cases to the City Attorney's Office as prescribed in Code Enforcement Process.
2015-2016	Fire Safety Inspections in San Francisco	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.	SFFD Management Information Systems	The recommendation has not been implemented (summary of how it was implemented in next column)	Information about the annual inspection and code enforcement processes will be added to the SFFD website once the new R-2 procedure has been adopted.
2015-2016	Fire Safety Inspections in San Francisco	R.II.21. The Chief of the Fire Department should instruct SFFD MIS to make inspection records available online for greater transparency.	Chief of SFFD	The recommendation has not been implemented (summary of how it was implemented in next column)	The Department is working with new technology to provide fire records for easy online access for the public. The first phase of this project should be completed in January 2017.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

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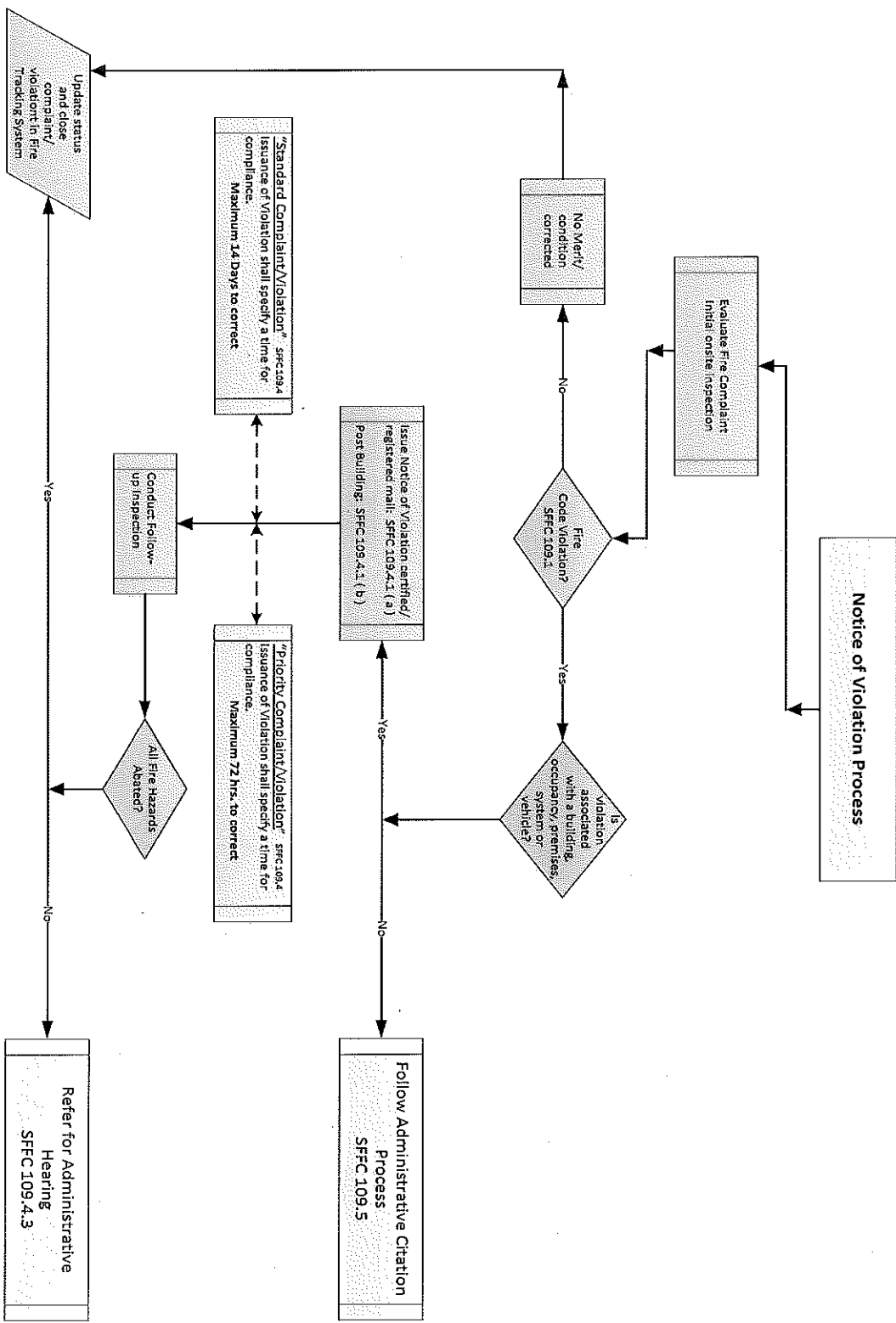
2015-2016	Fire Safety Inspections in San Francisco	R.11.22. SFFD MIS should put the BFP phone number for record inspection requests on the same SFFD webpage as the instructions for making an appointment.	SFFD Management Information Systems	The recommendation has not been, but will be, implemented in the future. timeframe for implementation noted in next column)	We will also add the correct number to call to this page.
2015-2016	Fire Safety Inspections in San Francisco	R.11.23. 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.	SFFD Management Information Systems	The recommendation has been implemented (summary of how it was implemented in next column)	We will also add the correct number to call to this page.

2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response



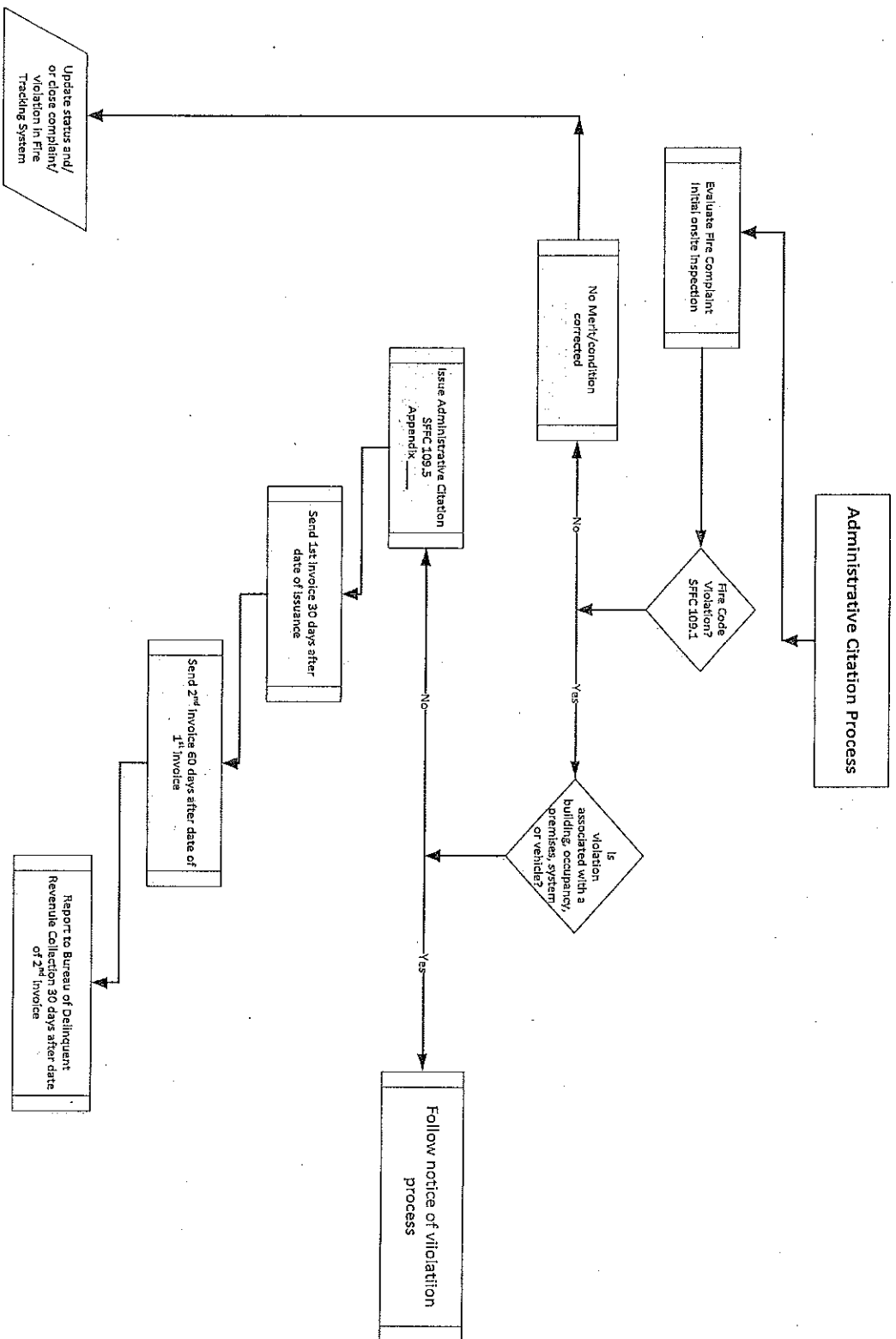
2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

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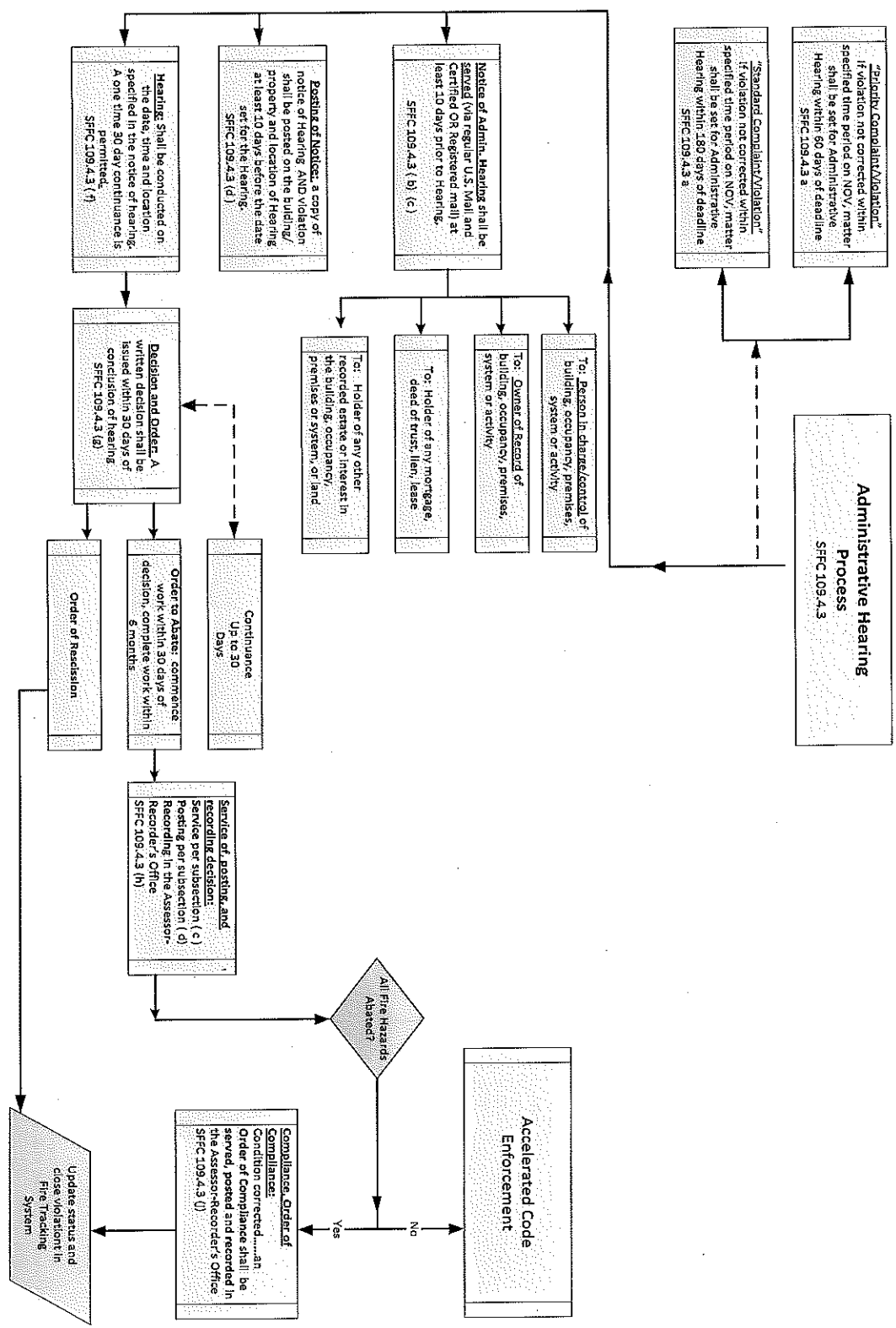


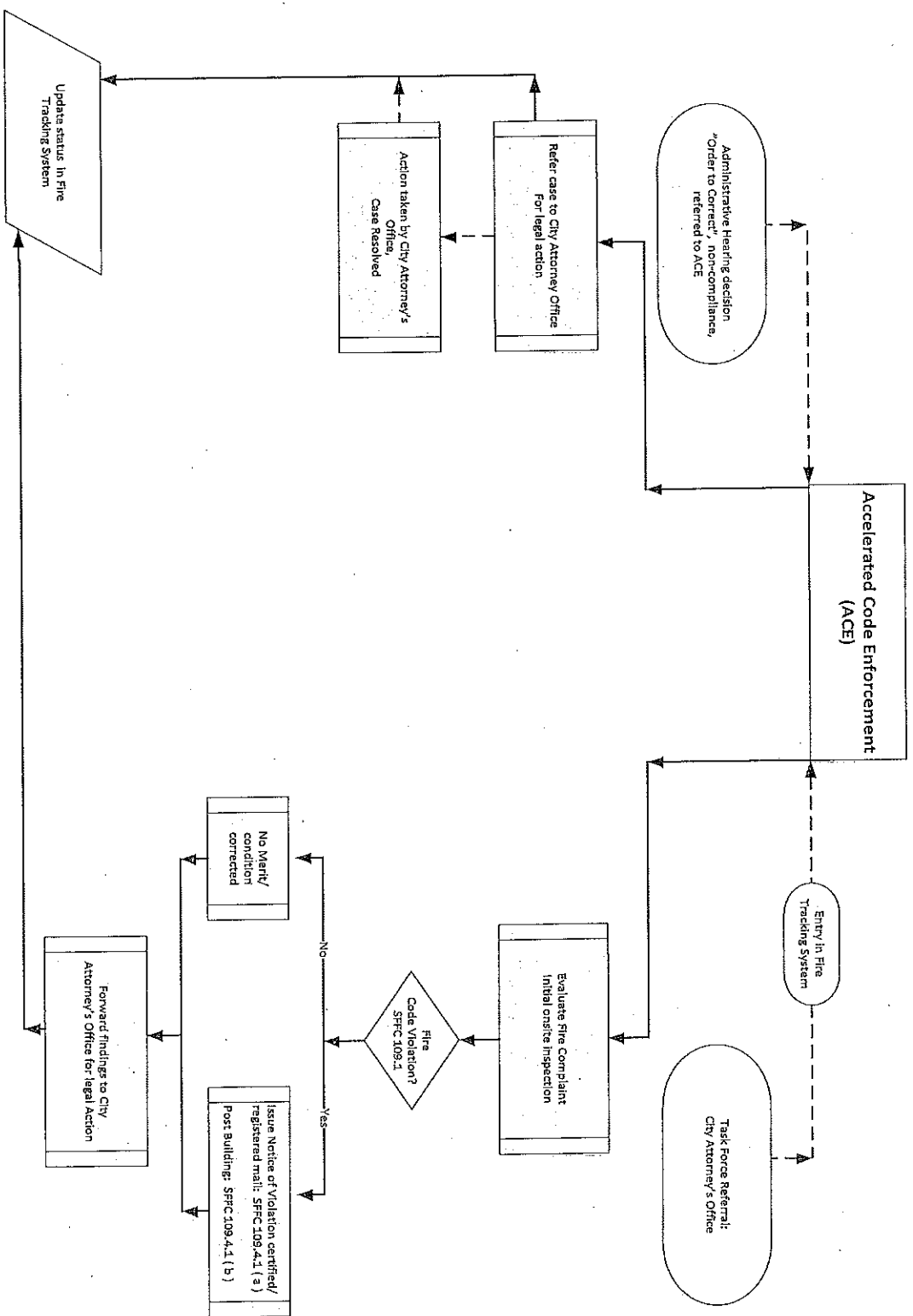
2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response

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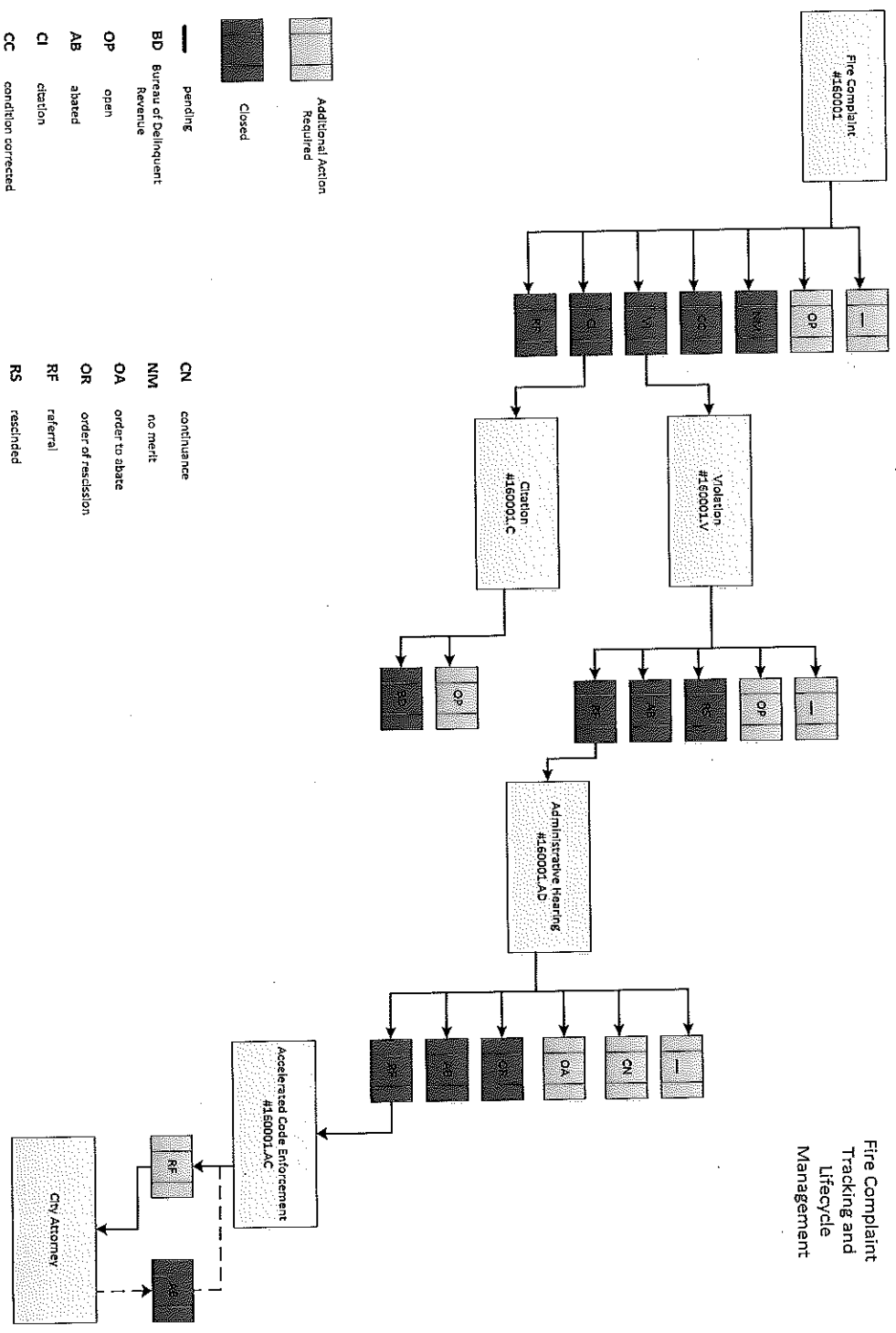


2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response





2015-16 Civil Grand Jury
 Fire Safety Inspections in San Francisco, June 2016
 SFFD Response



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