

Item No.

**1. ROLL CALL**

President	Katherine Feinstein
Vice President	Stephen A. Nakajo
Commissioner	Amie Morgan
Commissioner	Marcy Fraser
Chief of Department	Jeanine Nicholson

**2. Ramaytush Ohlone Land Acknowledgement**

The San Francisco Fire Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

**3. GENERAL PUBLIC COMMENT**

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction that 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.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on June 22, 2022.

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

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities, and events within the Department since the Fire Commission meeting on June 22, 2022, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS, DEPUTY CHIEF ROBERT POSTEL

Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, Training within the Department., and Airport Division. Discussion regarding agenda for next and future Fire Commission meetings.

**6. PUBLIC COMMENT ON ITEM 7**

Public comment on all matters pertaining to Items 7 below, including public comment on whether to hold Items 7(b) (c) (d) (e) and (f) in closed session.

**7. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS**

**a. VOTE ON WHETHER TO CONDUCT ITEMS 7(b) (c) (d) (e) and (f) IN CLOSED SESSION *[Action]***

The Commission may hear Items 7(b) (c) (d) (e) and (f) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

**b. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2021-06: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on March 3, 2022, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**c. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2021-07: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on April 5, 2022, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**d. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2021-17: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on March 29, 2022, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**e. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2021-19: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on March 16, 2022, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**f. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2021-20: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on March 30, 2022, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**8. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION [Discussion and possible action]** as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

**9. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION,** as specified in San Francisco Administrative Code Section 67.12(a). **[Action]**

**10. ADJOURNMENT**

**SAN FRANCISCO FIRE COMMISSION**  
**NOTICE OF COMMISSION PROCEDURES**

**Commission Meeting Schedule and Location**

The Fire Commission will meet regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. The second Wednesday in Room 416 at 9:00 a.m. and the fourth Wednesday in Room 400 at 5:00 p.m.

**Commission Office**

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is <http://sf-fire.org/fire-commission-home>. Office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday.

**Language Access**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary at (415) 558-3451, or [fire.commission@sfgov.org](mailto:fire.commission@sfgov.org) at least 48 hours in advance of the hearing. Late requests will be honored if possible.

**Information on Disability Access**

The hearing rooms in City Hall are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex. For more information about MUNI accessible services, call (415) 701-4485.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## **Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

### **Documents for Public Inspection**

Documents referred to in this agenda, if not otherwise exempt from disclosure, are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials, if not otherwise exempt from disclosure, are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours.

### **Know Your Rights under the Sunshine Ordinance**

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the Sunshine Ordinance Task Force Administrator, as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: [sof@sfgov.org](mailto:sof@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.



**FIRE COMMISSION REGULAR MEETING  
DRAFT MINUTES**

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**Wednesday, June 22, 2022 – 5:00 p.m.**

**This meeting was held remotely on WebEx and in person at City Hall, Room 400.**

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The Video can be viewed by clicking this link:

[https://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=180&clip\\_id=41542](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=41542)

President Feinstein called the meeting to order at 5:01 p.m.

**1. ROLL CALL**

Commission President	Katherine Feinstein	Present
Vice President	Stephen Nakajo	Present
Commissioner	Armie Morgan	Present
Commissioner	Marcy Fraser	Present
Chief of Department	Jeanine Nicholson	Present.
Robert Postel	Deputy Chief – Operations	
Thomas O’Connor	Deputy Chief –Administration	
Sandy Tong	EMS	
Ramon Serrano	Support Services	
Ken Cofflin	Bureau of Fire Prevention	
Shayne Kaialoa	Division of Training	
Ken Cofflin	Bureau of Fire Prevention	
Erica Arteseros	Homeland Security	
Natasha Park	Health and Wellness	
Simon Pang	Community Paramedicine	
Assistant Chiefs		
Bill Storti	Division II	
Brook Baker	Division III	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	

**2. RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

President Feinstein read the Ramaytush Ohlone Land Acknowledgement.

**3. RESOLUTION 2022-10 [Discussion and possible action]**

Adoption of resolution setting forth findings to allow teleconferenced meetings under California Government Code Section 54953(e).

Vice President Nakajo Moved to adopt the Resolution. Commissioner Morgan Seconded. The motion was unanimous.

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 May 25, 2022.

President Feinstein Moved to approve the minutes and Commissioner Morgan Seconded. The motion was unanimously approved.

There was no public comment.

**5 GENERAL PUBLIC COMMENT**

There was no public comment.

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

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities, and events within the Department since the Fire Commission meeting on May 11, 2022, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Nicholson reported on activities since the last meeting. She thanked all the people that worked on the Warriors parade, including Chief Arteseros, Chief Postel, Chief Tong and Chief Tangherlini. She added that they had over 90 medical calls in just under four hours which was very challenging. She mentioned that 24 community paramedics graduated from the community paramedicine class and will be added to the street teams. She touched on the training cadre at EMS and thanked all for their attendance at the 129<sup>th</sup> academy graduation. She announced that 50 new recruits will start the academy on Monday.

Chief Nicholson mentioned that she attended the Operation Genesis with United Fire Service Women and had met with the new leadership in the Black Firefighters Association, President Antione Davis and Vice President John Smith. She also participated along with Chief Postel and Chief O'Conner in an interview panel for the Assistant Deputy Chief position at the airport and announced the selection of Battalion Chief Patrick D'arcy to that position. She stated that she and her staff have been working hard on the budget and have come to an agreement with the budget legislative analyst and they fixed some structural issues within the budget. She added that the Department's budget is 498 million dollars and when she took over as chief, the budget was 397 million dollars.

Vice President Nakajo thanked Chief Nicholson for her comprehensive report and acknowledged all the members who worked the Warriors victory parade and confirmed that at one point the crowd broke through the security and created concerns, but the police stepped in and were able to mitigate the breach. He congratulated Chief D'arcy on his promotion as Chief of the Airport Division and he thanked Chief David Brown for his

service at the airport. Vice President Nakajo confirmed that the 131st academy class is slated to start in January of 2023.

Commissioner Morgan thanked Chief David Brown for his service at the airport and congratulated Patrick D'arcy on his new position.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF TOM O'CONNOR  
Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, and Homeland Security.

Chief O'Connor presented his May 2022 administration report. He touched on Homeland Security where they onboarded two more canines with Firefighter/Paramedic Canning and Barney, as well as Firefighter Davis Buster. He mentioned that under the Health, Safety and Wellness Division, they had health and safety meetings with the health and safety roundtable, the Health and Safety Committee, the Behavioral Health Unit and they also had the Wellness Fair hosted by the United Fire Service Women. He also touched on the Physician's Office where he announced they had 84 COVID cases in the month of May; the Investigative Services Bureau; and Support Services where they had 127 service requests and 110 of those orders were completed. He mentioned that the Governor's Office of Emergency Services selected the San Francisco Fire Department to showcase local government mutual aid response and media productions. He gave a brief description of the new PulsePoint app, which is an app you can download on your phone which will alert you when there is a cardiac arrest incident near you and if you're CPR trained, you can respond to the incident and begin lifesaving CPR immediately.

Commissioner Morgan asked for more info about the CPR app Chief Postel explained that the concept is that when somebody suffers a cardiac event, if you have the PulsePoint app on your phone you'll get an alert if you are in the vicinity and it will tell you where the nearest defibrillator is and where the incident is happening so that anybody who is trained in CPR can respond and immediately administer CPR and get the defibrillator activated.

Vice President Nakajo thanked Chief O'Connor for his comprehensive report and thanked him for the pictures and narrative. He confirmed with Chief Serrano that Station 35 is completely operational, and that Engine 35 responds out of the original Station 35 and has a crew of four members and the fireboat is a three-member crew, which consists of a pilot, an engineer and the officer of the boat. He also confirmed that the St. Francis is in full operation and the Phoenix is currently in dry dock. The Guardian is not operational.



Vice President Nakajo confirmed that the 1415 Evans facility is where EMS Staff and the Bureau of Equipment share space.

Commissioner Fraser stated how impressed she was with the reports and thanked the command staff who spent time with her to get up to speed and learn about the Fire Department in ways she was extremely impressed. She confirmed that “Coffee with a Clinician” are meetings for members to gain support, or outreach toward PTSD and wellness aspects of the job.

President Feinstein stated the report is in nice shape and gives the information they need. She asked for clarification about the ESER Bond and confirmed that money from a particular bond can only be used for the projects that are set forth in the bond unless there is leftover funds, then they can be transferred to other projects that are similar to or could be considered covered under that bond. President Feinstein confirmed with Chief Serrano that with the Fire Boat Guardian, they are pursuing some avenues of donating it to another municipality or that the Port of Stockton was interested in taking it over and that it is not cost effective for the Department to maintain it any longer as it needs a hundred thousand dollars plus of asbestos abatement, plus some mechanical and engine issues that need repair.

There was no public comment

**7. PUBLIC COMMENT ON ITEM 8**

Public comment on all matters pertaining to Items 8(b) below, including public comment on whether to hold Items 8(b) in closed session.

There was no public comment.

**8. POSSIBLE CLOSED SESSION REGARDING EXISTING LITIGATION**

**a. VOTE ON WHETHER TO CONDUCT ITEMS 8(b) IN CLOSED SESSION**

***[Action]***

The Commission may hear Item 8(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

*Vice President Nakajo Moved to conduct deliberations in closed session. President Feinstein Seconded. The motion was unanimous.*

*The meeting convened in closed session at 5:53 p.m.*

*In closed session were Deputy City Attorney Jennifer Donnellan, President Feinstein, Vice President Nakajo, Commissioner Morgan, Commissioner Fraser, Deputy City Brad Russi, and Commission Secretary Conefrey.*

**b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.**

Conference with legal counsel to discuss existing litigation pursuant to Government Code

Section 54956.9(a), (c), (d), and Administrative Code Section 67.10(d)(1) and possible recommendation to the Board of Supervisors for settlement approval or to take other action. *[Action item]*

Existing Litigation:

*Eric Taylor v. City and County of San Francisco*

San Francisco Superior Court Case No. CGC-20-587959

**9. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION** *[Discussion and possible action]* as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

*Reconvened in Open Session at 6:10 p.m.*

*The Commission voted unanimously to recommend to the Board of Supervisors for settlement approval.*

**10. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION**, as specified in San Francisco Administrative Code Section 67.12(a). *[Action]*

*Vice President Nakajo Moved to not disclose. President Feinstein Seconded. The motion was unanimously approved.*

**11. ADJOURNMENT** President Feinstein adjourned the meeting at 6:12 p.m.



## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Friday, July 1, 2022 10:12 AM  
**Subject:** Memo to All Members AND General Order 22 A-58, Monthly Sick Pay/Leave Use by Station Report  
**Attachments:** 7-1-22\_Sick Pay\_Sick Leave Memo to Field.pdf; 22 A-58 Monthly Sick Pay-Leave Use by Station Report.pdf

July 1, 2022

Greetings to All Members,

The Administration and Local 798 are working collaboratively to minimize the impact of mandatory overtime on our members. First of all, we need more staffing and understand that it has been challenging for many people working mandatory overtime. Another H2 academy of 50 began on 6/27/22 and the Department has been funded for further academies (both H2 and H3) in next year's budget. That means that up to 50 people may graduate into the field in late November and another 50 recruits will be hired in January 2023 and another 50 in July 2023. This is our first priority. Unfortunately, the Department has seen an increase in SP/SL, and while some of this may have been due to COVID and mandatory overtime impacts, we have seen SP/SL improperly utilized in a number of cases. With this increased usage of SP/SL, the reliance on mandatory OT increases, thus impacting you, our members. Therefore, hiring AND a reduction in unauthorized SP/SL must go hand in hand to reduce this mandatory OT impact. SP or SL is not to be used to extend vacations, cover IDV or TC requests not granted, or modify work schedules to one's own preference.

All employees are provided 156 hours of paid sick time per year. Members may accrue this time up to 1272 hours, or 6 months of watches. Sick pay is time that is owned by the City, not by the employee, and is only intended to be utilized for authorized purposes.

Unauthorized use of SP or SL is a violation of Article 3802 of the Rules and Regulations and may be subject to disciplinary action. It is not the intent of the Administration to investigate each incident of SP or SL. Nor is it the intent to deny members the legitimate use of SP. It is the intent of the Administration to stop the misuse and abuse of SP/SL. Usage due to FMLA is protected by law and is not the intent of the attached General Order. It is also the Department and Local 798's intent to determine what other support our members may need regarding any improper use of SP/SL.

Therefore, at the end of each month, beginning July 2022, a monthly company roster showing SP/SL use will be run by each Captain. Members utilizing unpaid SL or excessively utilizing unauthorized SP will be identified by the report. Company Officers are directed to counsel these members following the Department's MEPP. If appropriate, officers shall review FMLA and other available resources for members in need of assistance.

This process will begin with a member's conference, and may escalate to company sanctions, followed by the disciplinary process.

If a pattern of unpaid SL or inappropriate excessive use of SP continues within the Department, restrictions shall be implemented. Members found in violation of Article 3802, Proper Use of Sick Pay, may be subject to discipline, up to and including termination.

Let us be clear, we are not seeing an abuse of SP/SL in most of our members. But the abuse by some has had an impact on other members having to work mandatory overtime. We will continue to increase our ranks over the next year which will alleviate some of the mandatory overtime.

Jeanine R. Nicholson  
Chief of Department

Shon Buford  
President  
Firefighters Local 798

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SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 22 A-58  
July 1, 2022

From: Chief of Department  
To: Distribution List "A"  
Subject: Monthly Sick Pay/Leave Use by Station Report  
Reference: Rules and Regulations, Section 402  
Enclosure: None

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

1. The use of Sick Pay (SP) is a privilege recognized by Charter and by Ordinance of the Board of Supervisors and should be requested and granted only in cases of absence because of illness which incapacitates the employee for the performance of their duties as defined in Article 3802 of the Rules and Regulations. Acceptable uses of Sick Leave (SL) are defined further in Article 3802 of the Rules and Regulations.
2. The improper use of SP is a violation of Article 38 of the Rules and Regulations and is subject to discipline. All members are required, and expected, to familiarize themselves with sick and disability rules and comply with them.
3. It is the responsibility of Officers to ensure that all members under their command are familiar with, and comply with, all Rules and Regulations of the Department. This includes the proper use of SP/SL.
4. A new report has been created in the Fire Portal under the Officer Reports tab titled “SP Use by Station”. This report can be run for any date range specified in the report calendar.
5. Effective immediately, Captains are expected to utilize this report to monitor the use of SP/SL by members of their respective companies. At the end of each month, the Captain and a regular assigned Battalion Chief shall meet and review the SP/SL use of members under their supervision. Captains, with the assistance of the BC, are expected to identify any misuse of SP/SL by their members and conduct a documented Member Conference to ensure the member understands the proper use of SP/SL and agrees to comply in the future.

6. Examples of misuse of SP/SL can often be detected by patterns of use, or by statements made regarding its use. Patterns which indicate misuse include, but are not limited to:
  - Repeated SP/SL use on weekends
  - SP/SL use preceding or following VA, TC, or TRO days
  - SP/SL followed by WDO request
  - Repeated SP/SL on specific days of the week
  - ANY member who is out of SP and is utilizing SL
  - SP/SL use for days IDV or TC not granted
7. Not all members who fall in these categories are necessarily misusing SP/SL, but it is the responsibility of the Captain to identify these individuals and conduct a conference to determine if the SP/SL use is appropriate.
8. The Department recognizes the impact of stress on individuals, whether it is internal from work or external from other factors in an employee's life. Captains should be keenly aware of this and shall avail the employee of the necessary resources to affect positive change.
9. Any member who fails to comply with the agreement in a Member Conference to properly utilize SP/SL and is found to be in violation a second time, is to be given a documented oral warning, and Company sanctions imposed. To remain consistent throughout the Department, the appropriate sanction will be five (5) details with no credit. In the event that a station is ordinarily short-staffed, the BC may direct the Captain to use five (5) watches with no credit in place of the details.
10. Any inappropriate use of SP/SL beyond the first two instances must be identified and forwarded to the Chief of Department for disciplinary action. In accordance with the Firefighters Bill of Rights, no discussion or documentation with the employee in violation is to occur in regards to this 3<sup>rd</sup> infraction.
11. Battalion Commanders are to submit a report by the 10<sup>th</sup> of each month to the Deputy Chief of Operations identifying the dates conferences were held and the results of the conferences.
12. Assistant Chiefs will review the reports and may assist the BC in determining whether a member is in violation.
13. Any member who disagrees with the assessment that they have violated the SP policy, may note so in the member conference form and may validate their contention with a doctor's note for the date in question.
14. FMLA use of SP, or other time, must also follow the guidelines associated with the purpose for the approved leave. Any member found to be misappropriately using FMLA leave will be subject to discipline.

Jeanine R. Nicholson  
Chief of Department

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

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, July 6, 2022 12:54 PM  
**Subject:** General Order 22 A-59, MUNI Transit Management Center

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 22 A-59  
July 6, 2022

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** MUNI Transit Management Center  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** None

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

With the closing of MUNI's Lennox Control Center, MUNI's new Control Center is now referred to as the MUNI Transit Management Center (TMC) and is located at 1455 Market Street, 7<sup>th</sup> Floor, Room 700C.

In the event of a Box Alarm, working fire, or any major event at a MUNI Station or MUNI Tunnel, a Battalion Chief shall be dispatched Code 3 to the TMC (Box 2338). This Battalion Chief's designation will be the "MUNI Transit Center Battalion Chief." Battalion 2 will not be due at the TMC to remain available for any Haz Mat/WMD response. Typically, this will be the 3<sup>rd</sup> due BC at the incident, but may vary as needs dictate.

### **Roles and Responsibilities of the MUNI Transit Center Battalion Chief**

The MUNI Transit Center Battalion Chief shall gather and relay any information that will assist the Incident Commander (IC) in the IC's management of the incident. That information includes, but is not limited to the following:

- Nature of incident.
- Location of victims, number of passengers in each car of the train, number of cars within a train, and SFMTA personnel involved in the incident.
- Location of involved and uninvolved cars within a train and within an incident including whether the incident involves an inbound track or outbound track, and Mileage Marker.
- Whether evacuation of passengers has commenced and in which direction.
- Status of electrical overhead lines.
- Visible signs of smoke in a Station or Tunnel.
- Need for additional resources including but not limited to, Haz Mat, SFPD, FBI, DPT, etc.

- Operation and direction of ventilation fans.
- Whether the power to the affected line is on or has been turned off.
- Obtain clearance from MUNI on opposite track if Rescue Train is employed by the IC.

### **TMC Functions**

The MUNI Transit Center Battalion Chief can utilize the following functions of the TMC:

- Communicate utilizing radios with all MUNI trains and buses.
- View the location of all trains in the system.
- Bring all trains within the subway system to an emergency halt.
- Place an emergency hold on specific trains to prevent them from exiting stations.
- De-energize sections of overhead lines, including subway lines and electric bus lines.
- Remotely activate under-car deluge systems (only upon orders from the SFFD IC).
- Remotely activate Emergency Ventilation Fans.
- Access security cameras, including the ability to search and review footage.
- Dispatch MUNI's Internal Emergency Response Unit, Mobile Repair Unit, Stationary Engineers, and Field Supervisors to the specific locations.
- Communicate with the Department of Emergency Management.

### **Procedures for the MUNI Transit Center Battalion Chief**

The MUNI Transit Center Battalion Chief may park on 11th Street at Market Street. The MUNI Transit Center Battalion Chief shall then report to the Security Desk in the lobby (available 24 hours, seven days a week) and walk to the left of the Security Desk.

Each Battalion Chief's vehicle is equipped with a lanyard containing two electronic card keys. One is for the MUNI TMC in the event security is unavailable to provide escort into the building. The other is the card labeled "HID ProxCard II" which is used to slide over the sensor for entry into the elevator lobby to gain entry to the 7th floor.

The MUNI Transit Center Battalion Chief shall proceed to the right side of the door of Room 700C and use the MUNI Pass Card to gain entry. If the card is not operable, there is a sign with a telephone number to the left side of the double door. That telephone number may be called, and a MUNI employee will open the door. The MUNI Transit Center Battalion Chief shall walk toward another set of double doors and gain entry using the MUNI Pass Card. These doors allow entry into the MUNI Communications Center.

If access key cards are not available or are inoperable, immediate access shall be requested and the Security Guard will escort the MUNI Transit Center Battalion Chief to the TMC.



The MUNI Transit Center Battalion Chief shall contact the Main MUNI Supervisor located at the Computer Bank. This is also the MUNI Transit Center Battalion Chief's workstation equipped with computers and telephones, including telephones that communicate with anyone using MUNI's Blue Light Telephones.

The MUNI Transit Center Battalion Chief shall monitor the assigned Tactical and Control Channels. The MUNI Transit Center Battalion Chief will be stationed at the "Ring Down" telephones to allow immediate access to emergency communications from SFFD members (or MUNI passengers) who utilize the Blue Light Phones. The MUNI Transit Center Battalion Chief shall also bring the Battalion cell phone as a backup form of communication.

The MUNI Transit Center Battalion Chief shall activate the appropriate cameras to best monitor the incident. The MUNI Transit Center Battalion Chief shall gather any information that will assist the IC in the latter's management of the incident.

**Battalion Chiefs Due at MUNI Underground Stations and TMC**

<u>MUNI Underground Stations</u>	<u>1<sup>st</sup> Due BC</u>	<u>2<sup>nd</sup> Due BC</u>	<u>BC Due at TMC</u>
Embarcadero	B1	B3	B4
Montgomery	B1	B3	B4
Powell	B1	B3	B4
Civic Center	B2	B3	B1
Van Ness	B2	B5	B4
Church	B2	B5	B6
Castro	B5	B2	B6
Forest Hill	B8	B9	B6
West Portal	B8	B9	B6

Jeanine R. Nicholson  
 Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, July 7, 2022 8:53 AM  
**Subject:** General Order 22 A-60, San Francisco Fire Department NERT Instructors

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

60

File Code 22 A-

July 7, 2022

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** San Francisco Fire Department NERT Instructors  
**Reference:** Rules and Regulations, Section 402  
**Enclosure:** None

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

1. The San Francisco Fire Department’s Neighborhood Emergency Response Team (NERT) is seeking uniformed personnel to join the team as instructors.
  
2. About NERT:  
The foundation of NERT is its high-profile training program that prepares neighborhood citizens, business staff, and employees of various City departments with life-saving disaster skills and earthquake preparedness.  
  
NERT training is conducted during day and evening hours Monday through Friday, as well as weekend classes. Instructors who participate in an off-duty status are compensated per MOU Section 13. Instructors may be detailed to participate in an on-duty status.  
  
Instructors also assist with the ongoing training of NERT response teams. These Advanced classes and drills prepare NERT responders to help the San Francisco Fire Department during large-scale disasters.
  
3. Members selected to be NERT instructors must attend a two-day 16-hour Train The Trainer (TTT) class before teaching.
  - OT may be awarded during instructor training.
  - Members may attend instructor training on their Regular watch or Mandatory and may participate when working a Trade or voluntary WDO.
  
4. Train The Trainer class:
  - July 25 and 26, 2022, from 0900-1700
  - Division of Training, 19<sup>th</sup> and Folsom Facility

5. Desired Qualifications:
  - Interest in community service
  - Experience as an instructor or trainer
  - Fire Instructor Certifications
    - Participants may earn instruction hours towards task books
6. Bilingual instructors are especially needed to teach classes in Cantonese and Spanish. Fluency is required for language-specific sessions.
7. Interested members should submit a General Form listing relevant education and job experience. Applications must be submitted through chain of command to the Assistant Deputy Chief of Homeland Security before the close of business on Wednesday, July 20, 2022.
  - Your updated PQF on HRMS should not be printed.
  - Include your personal contact information.
8. Selected candidates will be scheduled for an interview.
9. Any questions regarding this program should be directed to ADC Erica Arteseros Brown at [erica.arteseros@sfgov.org](mailto:erica.arteseros@sfgov.org).

Jeanine R. Nicholson  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, July 7, 2022 11:57 AM  
**Subject:** General Order 22 A-61, Emergency Medical Services Advancement Academy

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 22 A-61  
July 7, 2022

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Emergency Medical Services Advancement Academy  
**Reference:** Rules & Regulations, Section 402, CD2 Memo 19-06  
**Enclosure:** None

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

1. The Department is accepting applications from members who wish to advance from H-3 Level I EMT to H-3 Level II Paramedic. EMS Advancement Academy #25 is scheduled to begin Monday, August 1, 2022.
2. The EMS Advancement Academy is a three-week program which includes one week of didactic training at the Division of Training (DOT) and two weeks of Field Evaluations. During the Field Evaluation segment, candidates will complete two sets of Evaluation Ride-Outs (three 12-hour shifts each week). Candidates will report to DOT each week for a 4-hour day of instruction to maintain a 40-hour work week during the Field Evaluations. Candidates must complete and successfully pass all training, testing, and field evaluations to receive accreditation from the San Francisco Emergency Medical Services Agency (SFEMSA).
3. After accreditation, new H-3 Level II members will be reassigned full-time from their current ambulance assignment to be partnered with a senior Paramedic for a minimum of 1,000 hours on a San Francisco Fire Department ambulance, *as operational staffing allows*. Performance during the 1,000 hours is subject to evaluation and/or remediation consistent with H-3 promotional probation.
4. All interested members must possess the following current and valid credentials to be considered for the Advancement Academy:
  - California State Paramedic License
  - Basic Life Support (CPR)
  - Advanced Cardiac Life Support (ACLS) or approved equivalent
  - Pediatric Advanced Life Support (PALS) or approved equivalent
  - International Trauma Life Support (ITLS) or Prehospital Trauma Life Support (PHTLS)
5. **Requirement:** all applicants must attend a mandatory 4-hr EMS Advancement Academy Preparation course. This course will aid in preparing candidates for success within the Academy. Members only need to

complete the requirement once. Members may apply for the EMS Advancement Academy but will only be considered for acceptance after the preparatory course is completed.

6. Any H3L1 member that meets the minimum requirements and is interested in promoting is encouraged to apply, regardless of probationary status.
7. Provisions in CD2 Memo 19-06 may be waived for the EMS Advancement Academy listed in this General Order and will be considered on a case-by-case basis.
8. Interested applicants shall submit an online General Form, updated Personal Qualification Form (PQF), and clear, legible copies of all required credentials through the chain of command to the EMS Section Chief of Training no later than close of business on Friday, July 22, 2022.
9. Questions should be directed to RC Osbaldo Gutierrez at [osbaldo.gutierrez@sfgov.org](mailto:osbaldo.gutierrez@sfgov.org) or A/EMS Lt Andrew Barnekoff at [andrew.barnekoff@sfgov.org](mailto:andrew.barnekoff@sfgov.org).

Robert Postel  
Deputy Chief of Operations

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

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, July 7, 2022 11:59 AM  
**Subject:** General Order 22 A-62, EMS Advancement Academy Preparation Course

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 22 A-62  
July 7, 2022

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** EMS Advancement Academy Preparation Course  
**Reference:** Rules & Regulations, Section 402, G.O. 22 A-61  
**Enclosure:** None

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

1. The Department has instituted a new requirement for members applying to the EMS Advancement Academy. Candidates will be required to attend an EMS Advancement Academy Preparation course before being considered for the Academy.
2. The EMS Advancement Academy Preparation course is a four-hour class designed to orient members of the expectations and process of the Academy. In addition, the course will better prepare candidates by providing a preview of the expectations of the testing process.
3. Attendance is the only requirement to complete the course. Review of testing components will be for practice only and will have no bearing on the candidate's acceptance into the Academy.
4. Multiple sessions will be available prior to each EMS Advancement Academy. Members may submit applications for the Academy prior to attending a prep course, however, consideration for acceptance to the Academy will not occur until completion of the course.
5. Courses will be held in the Classroom at Station 49 from 08:00 to 12:00 hours or 13:00 to 17:00 hours on July 19 and July 21, 2022. Members may sign up in the Appointments tab on the Fire Portal. A maximum of 20 students will be allowed per class. Members may attend multiple sessions, however, if the class is full, priority will be granted to members who have not attended a session.
6. Attendance must be in an off-duty status. Compensation will not be paid to members attending in an off-duty status.
7. Questions should be directed to A/EMS Lt. Andrew Barnekoff at [andrew.barnekoff@sfgov.org](mailto:andrew.barnekoff@sfgov.org) or A/EMS Lt. Michael Collins at [michael.r.collins@sfgov.org](mailto:michael.r.collins@sfgov.org).