

# SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting  
Wednesday, October 26, 2016 - 5:00 p.m.

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

---

## AGENDA

*Item No.*

### 1. ROLL CALL

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

### 2. PUBLIC COMMENT

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

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on September 28, 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 October 12, 2016, including Fiscal Year 2016-2017 budget, academies, 150<sup>th</sup> Anniversary update, Strategic Plan update, special events, communications and outreach to other government agencies and the public.

#### REPORT FROM ADMINISTRATION

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

### 5. REVIEW OF THE HARASSMENT PREVENTION POLICY *[Discussion]*

Discussion and review of the harassment prevention policy.

### 6. UPDATE ON THE 150<sup>TH</sup> ANNIVERSARY FILM FESTIVAL *[Discussion]*

Update from President Covington on the 150 Anniversary Film Festival, scheduled for November 5<sup>th</sup> and 6<sup>th</sup> 2016 at the San Francisco Main Library.

**7. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]***  
Discussion regarding agenda for the November 9, 2016 regular meeting.

**8. ADJOURNMENT**

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING  
DRAFT MINUTES**

**Wednesday, September 28, 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=26243](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=26243)

President Covington called the meeting to order at 5:01 PM.

**1. ROLL CALL**

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
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	
Kirk Richardson	Division 3	
Staff		
Mark Corso	CFO	
Olivia Scanlon	Communication and Outreach Coordinator	

**2. PUBLIC COMMENT**

Sylvia Johnson spoke on issues that are being planted on top of some buildings and various codes that run in historical books and scientific technology.

Evan Cambridge recommend that the agenda for each meeting be put on the website so that it might be more accessible for citizens.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on August 24, 2016

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

There was no public comment.

#### **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 September 14, 2016, including Fiscal Year 2016-2017 budget, academies, 150<sup>th</sup> Anniversary update, Strategic Plan 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 September 14, 2016. She mentioned that earlier in the month, the 15-16 fiscal year budget closed out which was completed on budget for expenditures and revenue. She added that the accounting and finance staff is currently working with the controller's officer on year end audits and funding initiatives in the 16-17 budget, including equipment and fleet allocation with the order of fire engines and cordless rescue tools, as well as filling some of the vacant prevention and civilian positions. She touched on the Division of Training by stating the 120<sup>th</sup> academy class is in their 15<sup>th</sup> week and there are currently 52 members remaining. They graduate on November 28, 2016. With regards to the 121<sup>st</sup> academy class, she mentioned that it will be comprised of 54 recruits, 42 from the National Testing Network list and 12 from Station 49. She stated that on September 26<sup>th</sup>, they welcomed 52 H-8 paramedics.

She touched on the 150<sup>th</sup> celebration which included an upcoming meeting, the unveiling of the World Trade Center piece on 9/11 and the living history days that took place at Fisherman's Wharf and was well attended, including a press conference that included President Covington and Vice President Cleaveland. She added that fire departments from all over the state, including Escondido and San Diego came to the event with antique apparatus. She commended Guardians of the City for their hard work, as well as retired Deputy Chief Richard Kochevar, retired Captain James Lee, Dave Eberle, Bill Koenig, Mindy Talmadge, Oliva Scanlon, Kelly Alves, and Firefighters Larry Yup and Mike Day. She talked about Fire prevention week which is scheduled for the Week of October 9<sup>th</sup> and on the final day, there will be a NERT drill at Marina Middle School and an open house at all fire stations and on October 17, 2016 at 10:30 there will be the official commissioning of the new fireboat and unveiling of the fireboat name. She described the naming committee which was comprised of herself, President Francee Covington, James Lee, Charlotte Schultz and four members that work at Station 35. There were 330 names submitted by school children and the committee narrowed it down to about 10 and finally arrived at the name, which will be unveiled on October 17<sup>th</sup>. She announced the free film festival event scheduled for November 5<sup>th</sup> and 6<sup>th</sup> 2016 at the San Francisco Main Library. She stated that she is working with Local 798, specifically Executive Board member Adam Wood on getting sponsorship funding for the showing of their documentary on the Gartland fire that took place years ago. She announced that the final birthday celebration will be held on December 3<sup>rd</sup> and she plans on having something special for all members that are working that day and for those that are not, a celebratory event at the San Francisco Zoo.

Chief Hayes-White touched on the status of the Strategic Plan and thanked Commissioner Hardman and Vice President Cleaveland for attending the recent committee meetings. The committee reviewed the latest draft and has submitted additional feedback to be incorporated into the draft document and she hopes to have something to present at the October 26, 2016 or November 9<sup>th</sup> Fire Commission meeting.

Chief Hayes-White talked about recent events and activities that she attended which included the monthly labor management meeting with Local 798, and a meeting with United Fire Service Women, the Department of Emergency Management disaster council meeting. She concluded by announcing the upcoming exhibit entitled the Art of Fire, Fighting the Beast at the Harvey Milk Recreation Center. She mentioned that it is a free exhibit and she encouraged everyone to attend.

Public Comment: Sylvia Johnson spoke about many different subjects and experiences she has had.

#### 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 September 2016. She announced that the assignment office recently completed the vacancy for members in the field and that report should be distributed the first week of October. In regards to Homeland Security, she mentioned that Chief Francisco continues to attend various meetings and training exercises and continues to disseminate situational awareness information regarding various tactics, and appraises the command staff and units in the field of potential or real terrorist activity. He is also planning for the Fleet Week activities. Chief Williams also reported that the Physician's Office had 28 work-related injuries for the month of August, construction at Pump Station 1, which is located at fire headquarters is moving along, ESER projects are continuing to move forward and on track and that Station 5 construction has been pushed back to March of 2017 due to renegotiating the contract between the general manager, general contractor, and the subcontractor. She mentioned that under Fleet Management, all bids have been awarded, and apparatus are on order or have been delivered. She announced that active shooter training will resume on October 10, 2016 and so far 475 members of the Department have been trained.

Vice President Cleaveland thanked the Chief for her report and commended all involved, including Guardians of the City, Rich Kochevar, James Lee, the Port Authority, Elaine Forbes and PG&E and AMR for the wonderful event held at the Wharf in honor of the 150<sup>th</sup> Anniversary of the Fire Department. Vice President Cleaveland also acknowledged how pleased he is that the Mayor and the budget folks have given the department additional funding for equipment needs and he suggested that when the Chief of the Department meets with other city department heads, a conversation should be had about modernizing citywide fleet needs. There was brief discussion on work related injuries, investigation into those injuries and preventive measures to avoid them in the future.

Commissioner Nakajo asked for clarification on how many H-8's have been hired. Chief Hayes-White stated currently they have about 50 and their goal is to get about 100. She added that they are represented by Local 798 and that the classification itself allows for flexibility to hire EMT's down the road, but currently they have chosen to hire all paramedics and they are able to utilize their advanced life support skills versus basic life support. Commissioner Nakajo asked how the new fireboat will be rotated within the current fleet. Chief Hayes-White stated the goal is to always have two boats in the water, which allows one to be dry-docked and there will be a priority order depending on the dry dock schedule. She added that they always have crew working for one boat and in the event they needed to launch a second boat, they would call in an additional crew. Once a fireboat gets called for service, Engine 35 goes out of service, as those members will now be on the fireboat. Commissioner also acknowledged the great event at the Wharf for the 150<sup>th</sup> Anniversary and thanked all of the volunteers.

Commissioner Hardeman mentioned that it is his opinion that the Strategic Plan comes down to wordsmithing, where everybody's interpretation of words might be different but he thinks it's very good and everybody did a good job on it and he liked seeing the Command Staff there along with President Covington who was chairing the committee for the Commission.

President Covington mentioned that she thought the Living History Days over the weekend were fabulous and mentioned how enthusiastic Chief Francisco was, as he thought this would be the last time we would ever see three steam engines together in one place again. She also thanked all the volunteers. She added that many people are proud of the history of the fire service in

general, and particularly in California and having that brotherhood and sisterhood is very warming to the heart. Chief Hayes-White explained that the Grand Marshal for the event was retired battalion chief, Al Waight, who was thought to be the oldest living member of the Department, and served the Department from 1954 to 1983, and the idea was to pair him with the youngest member of the department, who was hired in January of this year, 21 year old Amanda Conroy. President Covington thought that was a very good choice. President Covington also mentioned that thousands of people came and enjoyed the day. President Covington suggested that when the Strategic Plan is provided to the Commission, that each commissioner give candid feedback and if there is anything they feel is amiss or absent, to please bring it up when it goes into public discussion.

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

Discussion pertaining to the Fire Commissions Submitted Response 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.

Vice President Cleaveland stated that he was ready to adopt the response and officially present it. President Covington stated that she was responsible for getting the response to the Grand Jury by the dead line, which has passed, and for transparency purposes she wanted to make sure that the commission secretary read into the official record. Commission Nakajo concurred. He added that the spirit is to work collaboratively with DBI and would like advice from the Chief's office and the Fire Marshal as to the best way to create another committee. Commission Secretary Conefrey read the recommendations, findings and responses from the Fire Commission into the record. It is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Commission%20response%20to%202015-2016%20CGJ%20Report.pdf>

President Covington thanked Fire Marshal DeCossio for providing the framework for the response.

Public Comment: Sylvia Johnson spoke on many unrelated items such as olden times, and tracking devices.

**6. RESOLUTION 2016-08 *[Discussion and possible action]***

Discussion and possible action to approve Resolution 2016-08, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend a SAFER grant from FEMA in the amount of \$8,533,872 for the hiring of thirty-six new firefighters.

Mark Corso gave an overview of the resolution which is attached <http://sf-fire.org/sites/default/files/COMMISSION/Documents/FC%20Resolution%202016-08%20staffing%20%28FEMA%20Safer%20Grant%29.pdf>

Vice President Cleaveland moved to approve Resolution 2016-08. Commissioner Hardeman Seconded. The motion was unanimous.

There was no public comment.

**7. RESOLUTION 2016-09 *[Discussion and possible action]***

Discussion and possible action regarding proposed Resolution 2016-09, 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 \$60,524 from the Federal Emergency Management Agency to purchase a rapid deployment dock system.

Mark Corso gave an overview of the resolution which is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Documents/FC%20Resolution%202016-09%20Port%20Security%20Grant.pdf>

Vice President Cleaveland moved to approve Resolution 2016-09. Commissioner Nakajo Seconded. The motion was unanimous.

Sylvia Johnson provided public comment.

**8. AMENDMENTS TO THE 2016 CALIFORNIA FIRE CODE [Discussion and possible action]**

Discussion and possible action to approve recommended amendments to the 2016 California Fire Code and recommending the Board of Supervisors approve amendments to the 2016 California Fire Code.

Fire Marshal DeCossio explained the attached recommended amendment to the 2016 California Fire Code: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Fire%20Code%202016%20Digest%20template%20-v2.pdf>

Chief DeCossio explained that come January 1<sup>st</sup> of 2017, the Department will be repealing the 2013 San Francisco Fire Code and replacing it with the 2016 San Francisco Fire Code. The majority of the code carries over to the latest version, however, there are some changes. The code itself is based on the model code, which is the International Fire code and the Building Standards Commission in Sacramento adopts and publishes it with California amendments in July. It becomes the California Fire Code and as the local jurisdiction, the Department has 180 days to submit amendments from the Chief through the Commission and then to the Board of Supervisors for approval and then onto Sacramento. He proceeded with a brief summary of the changes outlined in the above attachment.

Commissioner Nakajo confirmed that the adoption period is three years

Public Comment: Sylvia Johnson spoke during public comment.

Vice President Cleaveland moved to adopt the 2016 California Fire Code. Commissioner Hardeman Seconded. The motion was unanimous.

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

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

Deputy Chief Mark Gonzales gave an overview on the restoration of Battalion 5. He mentioned that Battalion 5 was deactivated on May 25<sup>th</sup>, 2014 due to budget cuts and is now scheduled for reactivation at Station 21 sometime in the middle of January 2017. He added that the Battalion 5 response area covers the Western Addition, Cole Valley, Hayes Valley and part of the Inner Sunset. He went on to describe the duties of Battalion Chief's. He thanked President Covington for her work advocating with the Board of Supervisors, as well as the Chief of the Department, Olivia Scanlon and Local 798. President Covington asked him to elaborate on why it so important to restore Battalion 5. Chief Gonzales acknowledged the challenges facing the city, including population growth, traffic, density and increase in call volume, Battalion Chiefs really lay the foundation at an incident until the assistant chief get there.

Vice President Cleaveland mentioned how important it was to get Battalion Chief 5 reactivated and he publicly thanked the Mayor and Board of Supervisors for authorizing it.



Commissioner Nakajo echoed the thanks and praise given to all who worked on getting Battalion 5 restored

Commissioner Hardeman mentioned it was wonderful news to reactivate Battalion 5.

President Covington also thanked and appreciated the efforts of everyone involved.

Public Comment: Sylvia Johnson stated her name.

## **10. STATION 35/PIER 26 UPDATE ON PLANS, CONSTRUCTION AND PROGRESS**

### ***[Discussion]***

Update on Station 35/Pier 26.

Chief Lombardi announced that the Station 35/Pier 25 project has been a joint effort with other city agencies, including the Port and Department of Public Works and he introduced the project manager, Ms. Gabriella Judd Cirelli. He reminded folks that discussions about getting a new Fire Station 35 have been going on since before 2010, and an ESER Bond in 2014 which was approved by 79 percent of the voters, has allowed this project to come to fruition. He went on and explained the attached presentation: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/2016-0928%20Presentation%20to%20Fire%20Commission%20station%2035-Pier%2026.pdf>

Chief Lombardi explained that the current fire house is grossly undersized and currently is staffed with seven full time members on a 24/7 basis, with only 6,100 square feet. and plans for the proposed new facility will be approximately 16,800 square feet and will be able to accommodate three fireboats, watercraft, rescue craft, jet skis and if needed, a dive boat. He went on to describe the floating steel pier, which would accommodate the predicted sea level rise. He talked about the approval process for the project and the time lines for the phases of construction. President Covington invited Ms. Cirelli up to add to the conversation. Ms. Cirelli thanked the Commission for having her and sated she was here to support Chief Lombardi and answer whatever questions they might have in the full technical detail.

Vice President Cleaveland thanked Chief Lombardi and his entire team for putting a very impressive plan together. He asked what the cost difference was between putting a fixed structure versus a floating structure. Chief Lombardi answered that a fixed pier was estimated at 6.4 million dollars and a steel floating pier was 6.3 million. Vice President Cleaveland also asked how much movement would be expected on a floating pier. Ms. Cirelli stated that with the design of guide piles and marine engineers' feasibility study for the comfort criteria for a floating barge to absorb the motion, they expect it to be not very different from being in a conventional land structure. She added that if need be, the pier could be floated away, the Fire Department considers the floating station to actually be part of the firefighting assets and equipment. Chief Lombardi stated that members of Station 35 have been involved in the project and invited the Union Executive Board to attend the meeting with the Port and DPW where they presented this PowerPoint. Vice President Cleaveland concluded by stating he is very excited about getting Pier 26 built and getting floating Station 35 built.

Commissioner Nakajo thanked Chief Lombardi and Ms. Cirelli. He asked where members of Station 35 will go during construction of Pier 26. Chief Lombardi stated they would stay at Station 35 during the construction and would access the fireboats from Pier 26. They are in negotiations with the Port, working on an MOU since the Department is putting money into it, so that the Department would maintain one slip at Pier 26 to store excess equipment and maybe one of the fireboats after the proposed new Station 35 is built.

Commissioner Hardeman stated Chief Lombardi's graphics were great and mentioned that because of the age of the other two fireboats, the Department should think about getting another.

President Covington commented that she thought it was an excellent presentation and she can't wait to see the finished project. Ms. Cirelli stated that Public Works will continue to interact with the Sa Francisco Fire Commission in an advisory capacity and according to the administrative code, there is no contract action that the Fire Commission needs to approve the plans, the approvals are basically coming from the regulatory agencies that need to bless the project to allow it to move forward. Ms. Cirelli added that the San Francisco voters have spoken and approved the bond funding. She added that part of the construction would be built off site

Public Comment: Sylvia Johnson spoke on various subjects.

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

Discussion regarding agenda for the October 12, 2016 regular meeting.

- Status of the H-23 classification

Public Comment: Sylvia Johnson spoke about various subjects.

**12. ADJOURNMENT**

Vice President Cleaveland Moved to adjourn the meeting. Commissioner Hardeman Seconded.

President Covington adjourned the meeting at 7:46 p.m.

GENERAL ORDERS

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-

49

October 11, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: H-40 Battalion Chief Application Filing  
Reference: Rules and Regulations, Section 402  
Enclosure: Job Announcement

Officer Endorsement:  
Sec.1108-R&R \_\_\_\_\_

1. Applications for H-40 Battalion Chief will be accepted through an online process now through Monday, October 24, 2016. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to begin the application process by creating an account as follows:
  - Click and select "Battalion Chief", H-40 job announcement
  - Click on "Apply" and read and acknowledge the information
  - Click on "I am a New User" (members who previously applied for an exam through JobAps should click on "I have Registered Previously")
  - Follow the instructions provided on the screen
  - When you get to the Experience section of the application, you only need to list your work history as a uniformed member of the San Francisco Fire Department.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, for use by the public to apply for City jobs. The hours of operation are from 8:00 AM to 5:00 PM, Monday through Friday. You may also access the on-line application from any computer with Internet connection.

A completed application must be submitted online by **4:00 PM** on Monday, October 24, 2016. **Failure to submit the completed application online by 4:00 PM on October 24, 2016 will result in disqualification from this selection process.**

2. This examination is open to all members who have current permanent status in the rank of H-30 Captain as of the date of application closing.
3. The components of the H-40 Battalion Chief exam are tentatively scheduled to be administered in December 2016.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-50  
October 11, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: Pre-Retirement Planning Seminar  
Reference: Rules and Regulations, Section 402  
Enclosure: None

Officer Endorsement:  
Sec.1108-R & R \_\_\_\_\_

1. In accordance with Section 11.2 of the Memorandum of Understanding with Fire Fighter's Local 798 for Bargaining Units 1 and 2, the Department will be offering a two-day Pre-Retirement Planning Seminar on Tuesday, December 13 and Wednesday, December 14, 2016.
2. The seminar will cover the nine key areas of retirement planning:
  - a. Pension Benefit Calculations
  - b. Social Security Benefits
  - c. Psychology of Retirement
  - d. Health Insurance & Benefits
  - e. Taxes
  - f. Wills, Trusts and Powers-of-Attorney
  - g. Deferred Compensation (Prudential)
  - h. Lump-Sum Payouts
  - i. Retirement Services, Applications and Procedures
3. Members must attend both days of the seminar. Check-in time with refreshments will be at 0830 hours. The informational program will start promptly at 0900 hours and continue until approximately 1700 hours. Lunch will be hosted each day.
4. The seminar will be held at the Trocadero Clubhouse, Sigmund Stern Grove, located at 19<sup>th</sup> Avenue and Sloat Boulevard.
5. Any Bargaining Unit member who is contemplating retirement within the next year should attend. Attendance at the seminar will be limited to thirty (30) members. If more than 30 members wish to register for the seminar, attendance will be determined by the number of years of service-credit individuals have towards retirement. Members who plan to retire within six months of the seminar date and who have an appointment with the Retirement Board will be given special consideration for a spot at the seminar.

6. Members should contact the Division of Training at 415-970-2000, Monday through Friday, 0800 – 1100 hours, to enroll in the seminar. The deadline for registration is Friday, November 4, 2016, at 1100 hours. Members will be confirmed by Monday, December 5, 2016.
7. Cancellations must be made at least five days before the seminar. Failure of a member to attend, once enrolled, without proper cancellation, will deprive another member of the opportunity to attend.
8. Members may not attend in an on-duty status, and no guests will be permitted.
9. The Department and Local 798 want every member to be able to enjoy a happy and secure retirement. Assisting members with planning for this major change in life is the objective of these seminars.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-51  
October 11, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: H-39 Captain, Special Operations Training Captain Position  
Reference: Rules and Regulations, Section 402  
Enclosures: None

Officer Endorsement:  
Sec. 1108 – R&R

---

1. The Department is advertising for the position of H-39 Special Operations Training Captain at the Division of Training. This position reports to the Director of Training.
2. Duties and responsibilities include, but are not limited to, the following:
  - Act as liaison between the following SFFD committees or individual program managers to assist in annual specialized training: BART, Muni, High Rise, Technical Rescue, PG&E, Surf Rescue, SCUBA, Wildland and Hazardous Materials.
  - Act as liaison to various outside agencies, including EMS, fire, rescue, law enforcement, military and industry for the delivery of joint training in specialized training disciplines.
  - Assure the effective delivery of training through all mediums including electronic internet delivery methods.
  - Manage the mandated SCBA mask fitting program
  - Act as a liaison between the SFFD and Department of Motor Vehicles regarding probationary member licensing
  - Create, prepare, revise, and maintain appropriate training materials including Department training manuals, lesson plans, training bulletins, brochures, and forms
  - Design and development of performance evaluations systems, forms, and procedures
  - Research, compile, and produce appropriate training systems, literature, and material
  - Design and develop specialized workshops, seminars, and training programs for Department members
  - Prepare and present classroom lectures
  - Prepare, develop and implement driver training and safety programs
  - Manage the maintenance of the Division of Training vehicle fleet
  - Manage the Division of Training Facility at 19<sup>th</sup> & Folsom
  - Identify and assess current and future training needs of the Department
  - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
  - Participate in special projects as assigned: develop proposals, budgets, timelines and action plans
  - Apply Departmental policies in consistent and uniform manner
  - Plan, develop, implement, and coordinate specialized training of in-service companies and units.

- Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
- Participate in the development of performance standards
- Act as a liaison with outside departments for other training related issues
- Serve as a department Safety Officer
- Generate computerized simulations and presentations
- Develop video training systems
- Provide video/photographic support as needed by the Department and ordered by the Director of Training

### 3. Desired Skills:

- Hazardous Materials Specialist Certification
- Rescue Systems 1, 2 & 3 Certifications
- Low Angle Rope Rescue Operational Certification
- Surf Rescue Qualified
- SCUBA Certified
- Confined Space Rescue Technician Certification
- Trench Rescue Certification
- Rope Rescue Technician Certification
- Instructor status in any of the above special ops disciplines
- Comprehensive working knowledge of all aspects of field operations
- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Fire Officer certification
- CFSTES Fire Instructor 1A & 1B; Training Instructor 1A & 1B or Instructor I
- ICS 100, 200, 300, 400
- S-404 Safety Officer
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

4. Application Process: Provisions stated in G.O. 00 A-08 apply for this position. All Permanent Captains and members who are on the H-30 Captain's eligible list should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training prior to close of business on Monday, October 24, 2016.

Joanne Hayes-White  
Chief of Department



SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-52  
October 11, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: H-39 Captain, In-Service Training Captain Position  
Reference: Rules and Regulations, Section 402  
Enclosures: None

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

1. The Department is advertising for the position of H-39 In-Service Training Captain at the Division of Training. This position reports to the Director of Training.
2. Duties and responsibilities include, but are not limited to, the following:
  - Creation, preparation, revision, and/or maintenance of appropriate training materials including Department training manuals, lesson plans, training bulletins, brochures, and forms
  - Design and development of performance evaluations systems, forms, and procedures
  - Research, compile & produce appropriate training systems, literature & material
  - Design and develop specialized workshops, seminars, and training programs for Department members
  - Prepare and present classroom lectures
  - Manage the return-to-duty program
  - Manage the Treasure Island Training Facility
  - Identify and assess current and future training needs of the Department
  - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
  - Participate in special projects as assigned: develop proposals, budgets, timelines and action plans
  - Apply Departmental policies in consistent and uniform manner
  - Plan, develop, implement, and coordinate specialized training of in-service companies and units
  - Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
  - Participate in the development of performance standards
  - Act as a liaison with outside departments for training related issues
  - Serve as a Department Safety Officer

3. Desired Skills:

- Comprehensive working knowledge of all aspects of field operations
- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Fire Officer certification
- CFSTES Fire Instructor 1A & 1B; Training Instructor 1A & 1B or Instructor I
- ICS 100, 200, 300, 400
- S-404 Safety Officer
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

4. Application Process: Provisions stated in G.O. 00 A-08 apply for this position. All Permanent Captains and members who are on the H-30 Captain's eligible list should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training prior to close of business on Monday, October 24, 2016.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-53  
October 11, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: Assistant Deputy Chief - Support Services Division  
Reference: Rules & Regulations, Sec. 402  
Enclosure: None

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

1. The Department is advertising for the position of Assistant Deputy Chief – Support Services Division.
2. The rank of H-51 Assistant Deputy Chief is an exempt, at will position that serves at the discretion of the Appointing Officer.
3. The Assistant Deputy Chief – Support Services is an administrative position, working a 5-day, 40-hour work schedule. This is an on-call position and may require response prior to or after normal business working hours.
4. The Assistant Deputy Chief – Support Services reports to the Deputy Chief of Administration. The duties and responsibilities of this position include, but are not limited to the following:
  - Administer and manage the Division of Support Services
  - Serve as facilities manager for all SFFD facilities including Fire Stations, Pump Stations, Training Sites and Headquarters
  - Manage the Bureau of Equipment
  - Prepare and manage the Division of Support Services budget
  - Review and approve all expenditures and purchases for materials and supplies
  - Oversee procurement of all Department apparatus, materials and supplies; including contract development and Request for Proposal design
  - Collaborate with the Department of Public Works, the Bureau of Engineering and the Bureau of Architecture regarding all renovation, construction, repair and maintenance to Fire Department facilities
  - Collaborate with outside agencies, contractors and vendors on the Auxiliary Water Supply System
  - Serve as Liaison Officer to the Department of Public Works on all construction, repair, renovation matters
  - Serve as Liaison Officer to the Public Utilities Commission on all matters relating to the Auxiliary Water Supply System

- Meet regularly with Division staff to develop goals and objectives, report performance, and discuss assigned areas of responsibility
- Participate in the Fire Department Operations Center (FDOC) Incident Management Team
- Participate in special projects as assigned
- Required to represent the Department at various meetings and events

**5. Minimum Qualifications:**

- a. Rank of H-20 Lieutenant or above

**6. Desired Qualifications**

- a. Working knowledge of field operations, including but not limited to, Fire Suppression, Emergency Medical Services, Hazardous Materials, Rescue Operations, and other emergencies
- b. Ability to work collaboratively with Department members and external agencies
- c. Leadership role on Department projects and committees
- d. Excellent organization, interpersonal and written communication skills
- e. Familiarity with common software applications
- f. Bachelor's Degree or higher in related field

- 7. All non-probationary members in the ranks of H-20 Lieutenant or higher are encouraged to submit a General Form and updated Personal Qualification Form (PQF) to the Chief of Department before close of business, Monday, October 24, 2016.
- 8. Upon review of Personal Qualification Forms (PQFs), selected candidates will be contacted to participate in an interview process.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-54  
October 14, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: Company Based Modular Training Module 5 – Fire Ground Operations/Live Burn  
Reference: Rules & Regulations, Section 402  
Enclosure: Attachment "A" – Training Schedule

Officer Endorsement:  
Section 1108 – R & R

---

1. Company Based Modular Training Module 5 *Fire Ground Operations/Live Burn Training* will begin on Monday, October 24, 2016 and continue through Thursday, December 1, 2016.
2. Class will be held from 0900-1200 hours at the Treasure Island Training Facility (TITF). Class starts **promptly** at 0900 hours.
3. Attachment "A" reflects Companies due for each training session. Assistant Chiefs may select alternate Companies due and shall contact the TITF at 415-318-4530 no later than 0830 hours the day of training with any changes.
4. This module will review Fire Ground Operations procedures. Members shall review the following procedures before attending training; hose leads, water supply, search and rescue, ladder operations, utilities/sprinkler shutoff, ventilation, radio communication, power tools and forcible entry.
5. Department issued Personal Protective Equipment will be required for this exercise. Companies shall park apparatus on 10<sup>th</sup> Street only upon arrival to the TITF.
6. Questions regarding this General Order shall be referred to the Division of Training at 415-318-4530.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-  
October 18, 2016

55

From: Chief of Department  
To: Distribution List "A"  
Subject: Updated Response/Damage Information Card  
Reference: Rules and Regulations, Section 402  
Enclosure: None

Officer Endorsement:  
Sec.1108-R. & R. \_\_\_\_\_

1. The Response/Damage Information Card has been updated.
2. Discard all previously issued Response/Damage Information Cards.

Joanne Hayes-White  
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-56

October 18, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: Mandatory Harassment Prevention Training for All Employees  
Reference: Rules & Regulations, Section 402  
Enclosures: Attachment "A" – Course Access Instructions

Officers Endorsement:  
Sec 1108 – R & R

---

1. In the best interests of the City, the Fire Department, and all of our employees, the Department will require that **all members** complete the City's online "Preventing Workplace Harassment" training. While this training was developed for supervisors and managers, it provides information that is relevant to all members, and all members regardless of rank are required to complete the training.
2. Completing the training will help members identify and avoid conduct that could constitute discrimination, harassment, and retaliation under federal, California, and San Francisco law. The training addresses employees' and supervisors' rights and responsibilities with regard to equal employment opportunity, and provides important information on the City's policy regarding the treatment of co-workers and the public.
3. All members, both uniformed and civilian, must complete the training by Friday, December 16, 2016, regardless of a member's completion of the training in 2015. The training must be completed during regular work hours. No overtime will be approved. The training can be paused and then resumed at a later time. The link to access the training is:

<https://slate.workplaceanswers.com/ccsf/>

4. Accessing and Completing the Training

For your convenience, the login instructions for the training are attached (Attachment A).

Members should allocate between 2 and 2 ½ hours to complete the training. Members may take the training at their own pace, which allows one to stop and then resume where they left off at any time. However, if a member proceeds too quickly and does not meet the 2-hour time requirement, the member will not receive the Certificate of Completion and will need to review the course information until the 2-hour requirement is met.

To log into the training course, you will need your Disaster Service Worker (DSW) number.

5. If you have any access or log-in issues, please call Jesusa Bushong at 558-3615 or Maryann Poon at 558-3329.
6. Failure to comply with the training completion by this deadline date may result in disciplinary action. Thank you for your cooperation.

Joanne Hayes-White  
Chief of Department



## ACCESSING THE 2016 PREVENTING WORKPLACE HARASSMENT – CCSF CA SUPERVISORS TRAINING

### STEP 1: LOGGING IN TO THE TRAINING COURSE

To access the login screen, click on the link below or open your internet browser and copy the link into the browser's address field.

- Make sure an updated Adobe Flash Player is installed.
- If using Internet Explorer, make sure it is at least version 11.
- If you encounter problems using a browser, i.e., Internet Explorer, please try Chrome or Firefox.

**<https://slate.workplaceanswers.com/ccsf/>**

You will see the following "Employee Login" screen:

**If you have a 5 digit  
DSW #, you must  
add 0 (zero) before  
the # to access the  
training**

Employee Login

Last Name:

DSW Number:

Login

Enter your DSW Number which is at the top of your City identification badge. If you have a 5 digit number, add a 0 (zero) before the number. 0123456789 for 01234567.

If you do not have your DSW Number, contact your Human Resources Dept.

If you are not a CCSF employee, please contact your supervisor or contact the HR Department at 415-435-4400, Ext. 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4420, 4421, 4422, 4423, 4424, 4425, 4426, 4427, 4428, 4429, 4430, 4431, 4432, 4433, 4434, 4435, 4436, 4437, 4438, 4439, 4440, 4441, 4442, 4443, 4444, 4445, 4446, 4447, 4448, 4449, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4458, 4459, 4460, 4461, 4462, 4463, 4464, 4465, 4466, 4467, 4468, 4469, 4470, 4471, 4472, 4473, 4474, 4475, 4476, 4477, 4478, 4479, 4480, 4481, 4482, 4483, 4484, 4485, 4486, 4487, 4488, 4489, 4490, 4491, 4492, 4493, 4494, 4495, 4496, 4497, 4498, 4499, 4500.

If you are not a CCSF employee (i.e., non-CCSF employee) and are not a CCSF employee, please contact your supervisor or contact the HR Department at 415-435-4400, Ext. 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4420, 4421, 4422, 4423, 4424, 4425, 4426, 4427, 4428, 4429, 4430, 4431, 4432, 4433, 4434, 4435, 4436, 4437, 4438, 4439, 4440, 4441, 4442, 4443, 4444, 4445, 4446, 4447, 4448, 4449, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4458, 4459, 4460, 4461, 4462, 4463, 4464, 4465, 4466, 4467, 4468, 4469, 4470, 4471, 4472, 4473, 4474, 4475, 4476, 4477, 4478, 4479, 4480, 4481, 4482, 4483, 4484, 4485, 4486, 4487, 4488, 4489, 4490, 4491, 4492, 4493, 4494, 4495, 4496, 4497, 4498, 4499, 4500.

Verify login information.

Employee Login

Are you:

Last Name:

DSW Number:

NO YES

Verify information

### STEP 2: ACCESSING THE 2015 PREVENTING WORKPLACE HARASSMENT COURSE

Select the course.

Active Training Courses	Last Accessed	Percent Complete
2015 Preventing Workplace Harassment - CCSF CA Supervisors	<input type="text"/>	<input type="text"/>

#### Certificate of Completion

After completing the course, you will be prompted to "Retrieve Certificate of Completion" and to print the certificate. Give the certificate to your Department Human Resources staff for placement in your personnel file.

#### Assistance

If you encounter problems with the course, please email [dhr-eeogabox@sfgov.org](mailto:dhr-eeogabox@sfgov.org), or call Svetlana Vaksberg at (415) 551-8926 in the DHR EEO Division.

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 16 A-57

October 18, 2016

From: Chief of Department  
To: Distribution List "A"  
Subject: The Great California Shake Out – October 20, 2016  
Reference: Rules and Regulations, Section 402  
Enclosure: Attachment "A" – Emergency Recall Drill - Roster

Officer Endorsement:  
Sec.1108 - R. & R. \_\_\_\_\_

1. There will be a City-wide Earthquake Drill on Thursday, October 20, 2016. All SFFD Stations and facilities will participate in this drill.
2. At 10:20 AM, all Companies that are in quarters will open all bay doors and move their apparatus out of the Station.
3. Company Officers will lead all members under their command in a review of manual operations of apparatus doors and procedures for manually starting emergency generators. Members will discuss and identify gas and electrical shut-off valves and evacuation routes from the facility.
4. Company Officers and supervisors of other uniformed members (BFP, BFI, DOT, EMS, DEC and BOE) will conduct a recall exercise and contact all off-duty members to confirm that the contact information on file is accurate. An updated Company Roster shall be forwarded to the Deputy Chief of Operations by Friday, October 28, 2016, that will include:
  - The valid contact number
  - The off-duty members contacted (either direct contact or a message was left)
    - If a message is being left for a member, the message shall include the details of the Drill and that the member is instructed to return the call to their Station by 1900 hours if possible, or after 1900 hours, to contact 415-558-3656 and leave a telephone message acknowledging receipt of the call.
  - The members that indicated they would be capable of returning to duty within 12 hours
5. Questions regarding this General Order should be directed to the Assistant Deputy Chief of Homeland Security at 415-558-3680.

Joanne Hayes-White  
Chief of Department

CC'S TO THE COMMISSION

THOMAS P. O'CONNOR JR.  
PRESIDENT

DANIEL A. GRACIA  
VICE PRESIDENT

FLOYD K. ROLLINS II  
SECRETARY

SEAN M. BUFO  
TREASURER



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

## SAN FRANCISCO FIRE FIGHTERS

- Local 798 -

1139 MISSION STREET, SAN FRANCISCO, CA 94103-1514

TELEPHONE (415) 621-7103 • FAX (415) 621-1578

WWW.SFFDLOCAL798.ORG

October 17, 2016

Micki Callahan  
Human Resources Director  
City and County of San Francisco  
Department of Human Resources  
One South Van Ness Avenue  
Fourth Floor  
San Francisco, CA 94103-5413

**Re: Protest of H-40 Examination Announcement**

Dear Ms. Callahan:

This letter is a protest, under Civil Service Commission Rule 310.3, of the examination announcement, dated October 11, 2016, for an H-40 Battalion Chief examination. I understand that the original plan was to conduct a new H-40 examination on December 10, 2016, now postponed until January 10, 2017.

There is currently an active eligible list for the H-40 position. That list expires in February, 2017. There are approximately 50 to 60 employees on the H-40 list. About 5 to 10 employees on the H-40 list will probably be promoted in the next few months due to the following: (1) An H-50 (the next rank above H-40) examination is scheduled for October 24, 2016; and (2) a new Battalion (with additional H-40 positions) is scheduled to open in January 2017. Due to the H-40 vacancies that are likely to occur in the near future, if the H-40 examination is conducted before the current list expires, it will cause a number of employees on the current list (who would otherwise be promoted shortly) to take the test unnecessarily. Many employees will thus spend countless hours preparing for an unnecessary examination. It will also require the City to expend needless funds on administering the examination to those employees.

Administering this H40 exam prior to the expiration of the current list will also adversely affect those employees on the current H30 Captain's list. Until the current H40 list is expired, a preponderance of H30 Captains will only be afforded Acting H30 positions, making them ineligible for applying for the H40 exam. This is absolutely unacceptable, especially in light of

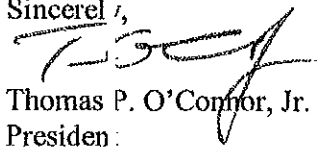
the fact that the H50 application period was specifically extended to accommodate soon to be appointed H40's.

Moreover, the issuance of an examination announcement before the expiration of the list for the position is unprecedented. I am informed that the City has not done this for at least 70 years. In other words, there is a longstanding past practice of waiting until the list expires before conducting a new test.

In the interest of abiding by the City's custom and past practice, saving employees from needlessly preparing for another test, and conserving the City's fiscal resources, we request that you grant this protest. Specifically, we ask that you rescind the current examination announcement and postpone the issuance of a new one until after February 7, 2017.

If you have any questions concerning this protest, please do not hesitate to contact me.

Sincerely,



Thomas P. O'Connor, Jr.  
President

cc: Chief of Department – Joanne Hayes-White  
San Francisco Fire Commission  
Eiane Sidd-Champion

THOMAS P. O'CONNOR JR.  
PRESIDENT

DANIEL A. GRACIA  
VICE PRESIDENT

FLOYD K. ROLLINS II  
SECRETARY

SHON M. BUFORD  
TREASURER



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

**SAN FRANCISCO FIRE FIGHTERS**  
- Local 798 -

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

October 4, 2016

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

RE: Elyse Duckett Grievance dated May 11, 2016

Dear Chief Hayes-White:

This is the **third letter** regarding a grievance filed on behalf of Firefighter Elyse Duckett on May 11, 2016.

The Department proposed correcting their error by "making FF Duckett whole through a retro-payment of Mandatory Overtime for May 16, 2015". A Settlement Agreement was to be presented and reviewed by all relevant parties. To this date, no such Settlement Agreement has been presented.

Local 798 requests an immediate response to our multiple requests for compensation for FF Elyse Duckett.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adrienne Sims', written over a horizontal line.

Adrienne Sims, Director  
San Francisco Fire Fighters Local 798  
Cc: Firefighter Elyse Duckett  
Fire Commission

**COPY**

CHIEF OF DEPARTMENT

JOANNE HAYES-WHITE  
CHIEF OF DEPARTMENT



EDWIN M. LEE  
MAYOR

**SAN FRANCISCO FIRE DEPARTMENT**  
CITY AND COUNTY OF SAN FRANCISCO

October 12, 2016

The Honorable President and  
Members of the Fire Commission  
698 Second Street  
San Francisco, CA 94107

Dear Commissioners:

I have approved a leave of absence with pay for the member listed below, in order to attend Conferences taking place in October 2016, as noted below:

Name	Rank	Dates for Approved Leave	Conference
Thomas O'Connor	H-40 Battalion Chief	October 20, 2016 – 1 day (24 hours)	IAFF Cancer Summit, Westin St. Francis, San Francisco, CA
Thomas O'Connor	H-40 Battalion Chief	October 24, 2016 – 1 day (24 hours)	Public Safety Employees' Pension & Benefits Conference, Las Vegas, NV

Per the Memorandum of Understanding Side Letter between the City and County of San Francisco and the San Francisco Fire Fighters Local 798, the Department has approved the request for this member to attend the Conferences.

The Department will not incur any travel related costs for these members to attend the meeting.

Very truly yours,

  
Joanne Hayes-White  
Chief of Department

cc: Deputy Chief Mark Gonzales, Operations  
Deputy Chief Raemona Williams, Administration  
EMS Captain Andy Zanoft, Administration  
Bureau of Assignments  
Local 798  
Personnel File



**SAN FRANCISCO  FIRE DEPARTMENT**

**DEPUTY CHIEF - OPERATIONS  
MEMORANDUM  
CD2-16-05**

---

**TO:** To All Officers  
**FROM:** Deputy Chief Mark Gonzales, Operations  
**DATE:** October 18, 2016  
**SUBJECT:** PPE

---

Company and Chief Officers shall conduct an inventory of all PPE assigned to their subordinates and enter the information into HRMS by close of business on 11/04/2016. The purpose of this inventory is to capture accurate serial numbers of turnout coats and turnout pants.

Officers must validate the inventory assigned to each firefighter by going to HRMS/Officer/PPE and checking each garment as verified. It is important that the serial number in HRMS is exactly the number on the garment. In some instances the information already exists in HRMS. In these cases, the officer needs to verify (by checking the verified box) that the information is correct.

If an item on the existing list is not in use anymore, please delete it from the list. If a new garment has been assigned, please add it to the firefighter's PPE Issued list by clicking "Add row".

For members that do not have any PPE information entered, Officers shall enter information in the required boxes for:

- Turnout Coats (only enter serial number on shell of garment) size, brand, date and last cleaning
- Turnout Pants (only enter serial number on shell of garment) size, brand, date and last cleaning
- Helmet- size
- Gloves- manufacturer and size
- Turnout boots- size
- Hood- quantity
- Suspenders- quantity

A query of completed inventories will be run on 11/05/2016. It is not necessary to submit any paperwork that the inventories have been conducted.