

SAN FRANCISCO FIRE COMMISSION

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

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

AGENDA

Item No.

1. ROLL CALL

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

2. GENERAL PUBLIC COMMENT

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

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on October 26, 2016
- Minutes from Regular Meeting on November 9, 2016.

4. CERTIFICATES AND ACKNOWLEDGEMENT OF APPRECIATION

Certificates and acknowledgement of appreciation of SFFD Lt. Ronald Johansen and H-3 Firefighter/Paramedic John Drake, Coast Guard members; Chief Petty Officer III Class Megan Vanhouten, Fireman Ryan Seaman, and BM2 Petty Officer II Class Justin Lubore, K2 Radames "Ray" Rodriguez and Fish and Game Officers Ryan Henson and Scott Murtha who took swift and decisive action at a bay rescue of a young man.

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

Discussion and review of the harassment prevention policy.

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

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of November 9, 2016, including budget, academies, strategic planning, 150th Anniversary recap, special events, communications and outreach to other government agencies and the public.

REPORT FROM ADMINISTRATION

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

**7. OVERVIEW OF THE CITY'S BUDGET INSTRUCTIONS AND PROCESS FOR
FY 17/18-18/19 [Discussion]**

Discussion and overview of the City's budget instructions and process for FY 17/18-18/19.

**8. FIRE COMMISSION MEETING CALENDAR 2017 [Discussion and possible
action]**

Discussion and possible action to adopt the 2017 Fire Commission Regular Meeting calendar.

9. COMMUNICATIONS

Email from Jesse Heitz dated 11/28/16

Emails from James Corrigan dated 12/2/16 and 12/5/16

10. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the January 11, 2017 regular meeting.

11. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
MINUTES**

Wednesday, October 26, 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=26462

President Covington called the meeting to order at 5:00 PM.

1. ROLL CALL

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present

Chief of Department	Joanne Hayes-White	Present
---------------------	--------------------	---------

Mark Gonzales	Deputy Chief – Operations
Raemona Williams	Deputy Chief – Administration

Dan DeCossio	Bureau of Fire Prevention
Jeff Columbini	Division of Training
Shane Francisco	Homeland Security
Rudy Castellanos	Airport Division

Assistant Chiefs	
Lorrie Kolos	Division 2
Kirk Richardson	Division 3

Staff	
Mark Corso	CFO
Olivia Scanlon	Communication and Outreach Coordinator

2. PUBLIC COMMENT

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on September 28, 2016

Vice President Cleaveland Moved to approve the September 28, 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 October 12, 2016, including Fiscal Year 2016-2017 budget, academies, 150th 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 28, 2016. With regard to the budget, Chief Hayes-White stated that the Department is projected to be on budget for both revenues and expenditures and they have begun planning for the 17-18 and 18-19 budget process for anticipated budget instructions and City deficit projections to be released by the Mayor's Budget Office in the early part of December. She added that they continue to work closely with the Mayor's Office for the Department's portion of the upcoming five-year financial plan for the City. She mentioned that the 120th academy class is in their final weeks and 51 members will graduate on November 4, 2016, 10:00 a.m. at USF. The 121st academy class is scheduled to start on November 28, 2016 with 54 recruits, 42 off the NTN list and 12 from Station 49. Chief Hayes-White announced that the H-8 per diem paramedic academy is nearing completion, and they have completed their classroom training and are now in field training and she acknowledged the great job that the Division of Training continues to do under the leadership of Chief Columbini.

Chief Hayes-White touched on the 150th Anniversary Events, including the upcoming Film Festival which President Covington has been intimately involved with, as well as the upcoming premier of the Gartland Fire on November 15th and the large events planned for December 3, 2016 which is the actual 150th birthday of the Department. She also described the commissioning of the new fireboat and acknowledged the Port for their partnership as well as the San Francisco Giants and how grateful she was that Senator Feinstein and Mayor Lee were able to attend that event.

Chief Hayes-White discussed the Strategic Plan, which is currently going through updates that reflect the concerns and input from the members of the Planning Committee and she anticipates a draft document for the Commissions review sometime in the near future. Chief Hayes-White touched on activities and events for the month, including the historic moment where Commissioner Nakajo received the Foreign Minister's accommodation from the Consul General of Japan as well as his retirement fundraiser luncheon from Kimochi, the events planned for Fire Prevention Week, the NERT Drill and her trip to Sacramento to attend the California Firefighters Memorial in which 29 members of California fire departments were added to the memorial wall, including five from the SFFD, Firefighter Lauifi Seumaala, Firefighter/Paramedic Richard Faust, Firefighter David Amituanai, Firefighter Clyde Watarai and Lieutenant John Murphy. She mentioned that Adam Wood from Local 798 was there as well to visit with the families and show his support. She had the honor of giving opening remarks at BOMA's Emergency Preparedness seminar and she also had the privilege of attending the 100th anniversary of the Board of Supervisors event.

Chief Hayes-White talked about the special presentation that Mayor Lee hosted honoring the rescue personnel that worked on October 8th during Fleet Week that rescued the 30 people that fell into the water when their boat capsized and eventually sank. She mentioned that she, along with the Police Chief and a few other members from city agencies spoke to 3rd Graders at Brett Harte Elementary School about the importance of preparing in the event of an emergency. She explained the event she was invited to participate in as part of the Chamber of Commerce's Leadership San Francisco program where she gave an overview of achievement and challenges facing the Department. She acknowledged Firefighter Mary Minogue-Reidy, a member of the United Fire Service Women and the good work she put in to have a historical photo shoot with active, retired, civilian and uniformed women at Crissy Field with the Golden Gate Bridge as the

backdrop, which was well attended. She concluded her report by requesting President Covington adjourn the meeting in memory of Fire Inspector Manuel Pegeuros who served the department with great pride since 1985.

There was no public comment.

Commissioner Hardeman thanked Chief Hayes-White for her detailed report. He stated the commissioning of the fireboat was a great day and he mentioned that he is very grateful of Senator Feinstein and was glad that she got to christen the ship. He acknowledged Carl Nolte of the Chronicle and thanked Dennis Kennedy for the photos he sent. He complimented Commissioner Nakajo for the nice retirement lunch and thanked the Command staff for attending. He mentioned that he looks forward to traveling to Sacramento to visit the Firefighter Memorial. He concluded by recognizing Werner Lewin, who was very active in the hotel industry who recently passed away.

Vice President Cleaveland thanked Chief Hayes-White for her report. He asked Chief Hayes-White if she thinks there will be significant changes in the 17-18 budget from this year's budget. Chief Hayes-White answered that they want to build upon the current budget and revisit the priority list and perhaps add to it and move it around a bit and reconvene with the Budget Committee once they get the budget instructions from the Mayor's Budget Office and they see what the financial picture looks like for the city as a whole. Vice President Cleaveland acknowledged it was a good idea that she brought together a collaboration on the budgeting process the last couple of years and he would love to see that continued, as it gives the committee member an idea of what is in the budget for them and their stations or their particular expertise and assignments. He congratulated Chief Hayes-White and Olivia Scanlon for putting on the fireboat commissioning event and stated they did a terrific job. He was impressed by the new fireboat, now called the St. Francis and thinks it is a state-of-the-art wonderful addition to the protection of the City. Vice President Cleaveland also commended Commissioner Nakajo on his 40 plus years building an organization in Japantown and mentioned what a wonderful mentor he was to him as a new Commissioner as well as the hundreds of people he mentored over his career. He thanked Chief Francisco for participating with the Building Owners Association at their annual emergency preparedness seminar.

Commissioner Nakajo echoed the remarks made about the fireboat commissioning and was glad that Senator Diane Feinstein was there to christen the boat and was impressed by the tremendous amount of former and current members of the department. He thanked everyone from the Department that attended his recognition ceremony at the Consul General's residence for the Foreign Minister's commendation as well as his retirement luncheon on October 15, 2016. He asked Chief Hayes-White if the strategic plan incorporates some of the recommendations outlined in the Civil Grand Jury Report. Chief Hayes-White responded that it indirectly addresses some of the issues or challenges facing the Department. Commissioner Nakajo asked Mr. Corso if there was planning projections of years from the Strategic Plan. Mr. Corso answered that they are looking at five years for the plan.

President Covington thanked the Chief for her report and stated how proud she was of Commissioner Nakajo for his two events that were attended by hundreds of people, including many representatives from City and State Government. President Covington asked Chief Hayes-White if she had a subcommittee for succession planning for the strategic plan. Director Corso responded that one of the items that has come up during the early development of the overall Strategic Plan is to develop a succession plan, but specific committee members have not been identified. He added that once the strategic plan is finalized, it is on his radar for development. The succession plan would be a completely separate document but the need for it has been identified in the current strategic plan. She also mentioned that the Chief of the Department is the only person in the City and County of San Francisco that has an official residence and she

mentioned that as they go forward with the succession plan, she would like them to include how they are going to get the official residence up to snuff. President Covington also remarked what a wonderful day and event it was for the commissioning of the fireboat and thanked everyone involved, particularly Ms. Scanlon. She announced that SFGOV TV, through the fine work of Jack Chen, the fireboat commissioning can be found at the Mayor's Press Events page. President Covington commented that she read through the California Firefighters Memorial book and mentioned that four out of the five SFFD members died of job-related cancer and the other passed away from a job-related heart attack and she wants members of the public to understand what a serious profession firefighting is, even if you retire, there can be lingering health concerns. She plans to make a special trip to Sacramento to see the Memorial. President Covington announced that next year will be the 30th year that women came into the San Francisco Fire Department and she is proud of the fact that the SFFD has so many women firefighters, compared to the New York Fire Department that has less than one percent of women in their department.

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 October 2016. Chief Williams stated that the Assignment Office is currently accepting annual vacancy bids for suppression members and the list should be released during the week. The H-30 eligible list was adopted and the promotion and assignment changes reflecting the H-30 captains' eligible list will also come out during the week. She touched on Homeland Security, including Fleet Week events, various training events, and the Red Bull Standing Paddle Board Water Race. Chief Williams also reminded everyone to stay ever vigilant and if you see something, say something. With regards to the Investigative Services Bureau, they continued to conduct candidate background checks and will continue to do so for the upcoming academies. In addition, they continue to conduct random post-accident drug and alcohol testing and at this time, all results have been negative. She mentioned that the department physician has been administering candidate promotional and probationary physicals for the department, as well as return to work and work related injury exams. She touched on Support Services, including construction updates on Pump Station 1 and Station 16 and announced that the construction project at Station 5 has been pushed back until spring of 2017 due to renegotiating the contracts between the general manger, general contractor and the subcontractor. Chief Williams stated they are working closely with the Port on Pier 26 for relocating the fireboats during the construction of Station 35 and that project should be complete by the end of November. She announced that under Fleet Management, nine ambulances have been ordered, two have been delivered and are being outfitted at the radio ship and 4 more should be received by the end of November, eight engines have been ordered and the specs have been completed. The contractor was awarded to Ferreira, four will be delivered within a year and four more to be delivered a couple of months later. She added that two rescue squads have been received and are currently being outfitted and should be in the field in the next couple of weeks. With regards to the two aerial trucks that have been ordered, the specs are still being worked on and once finalized, approved with OCA, they will go out to bid. She also announced that they are still awaiting the arrival of eight Gleason Valves so that they can put Hose Tender 18 in service.

Chief Williams touched on EMS, including that staff is currently conducting required paramedic and EMT training, as well as preparing for the upcoming academies. She reported that the construction for the transit training prop is complete and includes props from Muni and BART which have been graciously donated and it is anticipated that this specialized training will be given in the spring of 2017. She mentioned that NERT held their city wide drill on October 15, 2016 and was very well attended. Chief Williams concluded here report by describing the company based training of fire ground operations with live burn training, an update on the H-8

per diem academy and announcing that the 120th recruit academy will have 51 recruits graduating on November 4, 2016 at USF.

Chief Hayes-White added that she was happy to announce the conditional promotions of eight captains and nine rescue captains within the last few days and in additional, eight acting captains and acknowledged Jesusa Bushong of HR for all her hard work to get it done.

Vice President Cleaveland thanked Chief Hayes-White and Chief Williams for their comprehensive reports. He inquired about the work-related injuries that were reported last month. Chief Hayes-White explained that they run the gamut, some could be as simple as a cut finger that might happen in the kitchen to something as recent as the four injuries from the fire this week where three were treated and released on scene and one was transported to the hospital. The department physician has a whole host of statistics in terms of average time off the job. Vice President Cleaveland asked if the members are regularly trained on how to prevent work-related injuries. Chief Williams explained that on a monthly basis they have a mandatory drill, the IIPP which looks at different hazards throughout the station and different safety procedures to follow as far as preventing injuries. Vice President Cleaveland confirmed that the training for H-8's is two weeks in the class room, and depending on schedules, anywhere from 6 to 8 weeks of field preceptor training.

Commissioner Nakajo thanked Chief Williams for her report and asked if he could get a better description of what the two new rescue squads do. He asked Chief Hayes-White if she was planning a ceremony for the recent promotions and Chief Hayes-White stated that they try and do that every other year.

Commissioner Hardeman asked if the H-8's were compensated during their training. Chief Hayes-White stated that they are paid during training. He also asked if the new boat that the Airport is getting would have to come to the Commission for approval. Chief Hayes-White explained that it would be paid for by the airport if it's an airport asset upon the recommendation of the assistant deputy Chief, Chief Castellanos, making a recommendation to the Deputy Chief and herself, and they would bring it to the commission for support so that they would be able to then let the airport administration and commission know that collectively they see a need for it. Commissioner Hardeman concluded by acknowledging and thanking the wonderful firefighters that do their job every day as well as the EMT's and Paramedics.

There was no public comment.

5. REVIEW OF THE HARASSMENT PREVENTION POLICY [Discussion]

Discussion and review of the harassment prevention policy.

President Covington continued this item to November 9, 2016 meeting.

There was no public comment.

6. UPDATE ON THE 150TH ANNIVERSARY FILM FESTIVAL [Discussion]

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

President Covington gave an update on the film festival planning and mentioned it is going extremely well. She invited Mr. Jesus Mora, the Departments IT Supervisor who explained in detail how to register to get tickets for the event from the 150th Anniversary Website. President Covington gave background information on the film festival program and encouraged everyone to come out and take part in in the festivities. Chief Hayes-White thanked President Covington

and acknowledged her efforts and support all throughout the 150th year and before that for actively being involved in the committee and planning the film festival.

There was no public comment.

7. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the November 9, 2016 regular meeting.

- Harassment Prevention Policy
- New Fireboat Discussions
- H-23 update
- Controlled substance policy
- Joint task force with DBI

12. ADJOURNMENT

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

President Covington adjourned the meeting in the memory of Fire Safety Inspector Manuel Pegeuros and Retired Assistant Chief Ray Landi at 6:29 p.m.

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, November 9, 2016 - 9:00 a.m.

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

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=26529

President Covington called the meeting to order at 9:01 AM.

1. ROLL CALL

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raemona Williams	Deputy Chief - Administration	
Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Jeff Myers	EMS	
Rudy Castellanos	Airport Division	
Jeff Columbini	Division of Training	
Assistant Chiefs		
Tom Siragusa	Division 3	
Staff		
Mark Corso	CFO	
Olivia Scanlon	Communication and Outreach Coordinator	

2. PUBLIC COMMENT

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on October 12, 2016.

Commissioner Hardeman Moved to approve the October 12, 2016 regular meeting Minutes. Vice President Cleaveland 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 28, 2016, including academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered events since the last meeting on October 26, 2016. She announced that the Commissioners joined in the celebration on November 4, 2016 at the 120th Academy Class graduation, where 51 recruits will enter into their first field assignment as early as November 5, 2016. She acknowledged the Division of Training for doing a great job in moving the candidates forward and the probationary members into their new assignments. Chief Hayes-White mentioned that the 121st Academy class will start on November 28, 2016 comprised of 42 members off the current National Testing Network list, joined two weeks later by 12 members from Station 49, for an overall academy class of 20 weeks. She proudly reported that the Department welcomed 36 new members into the H-8 per diem rank, which brings the total H-8 staffing levels to approximately 85. She stated that they are grateful for that classification because during peak periods or surge times, they are able to call upon these part-time paramedics to assist with the staffing needs, and in the last month, the Department had the highest call volume, and because of the H-8's they are meeting their response time goals.

Chief Hayes-White touched on the Strategic Plan, and hopes to have the draft document ready to be presented at the December 14, 2016 Commission meeting. With regards to the 150th Anniversary, she reported that they are nearing the end of events, and commented that the Film Festival was a wonderful event, the content was excellent and the folks that attended really thought it was informative and thanked President Covington for putting her heart and soul into making it a special event. She described the plans she has for the upcoming December 3, 2016 events, which is the actual 150th Anniversary date.

Chief Hayes-White stated that she and Director Corso attended a meeting with the Mayor's Budget Director and discussed a five-year finance plan and review of staffing needs and on December 6, 2016 there will be a Department Head and CFO meeting to go over budget instructions. She attended the Phoenix Society event, a preview of the implicit bias training that is to be rolled out some time next year, and the 90th birthday celebration of retired member Earl Gage, who came into the department in 1955 as the first African American firefighter and he retired in 1985 as the director and coordinator of Community Services for the department. Chief Hayes-White announced the upcoming Veterans Day parade on November 13, 2016 and encouraged everyone to attend. She announced the promotion of Captain Anthony Rivera to the Command Staff as Assistant Deputy Chief of Staff Services. Chief Rivera thanked the Commission, Chief Hayes-White, colleagues and the audience and said what an honor it is for him and his family to accept the position and promised to uphold the values of the Fire Department and keep moving it forward into the future. He gave a brief overview of his background. Chief Hayes-White added that Chief Rivera's son, Niko won the fireboat naming contest. She touched on many of the accomplishments Chief Rivera had as Captain of the Bureau of Equipment.

There was no public comment.

REPORT FROM OPERATIONS

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

Chief Gonzales' report covered the month of September 2016. He mentioned that during the reporting period, there were three greater alarms. The first was a second alarm on October 1, 2016 at 2997 Harrison Street. AC Lorrie Kalos was incident commander for this fire. There were no injuries and the cause of the fire is still under investigation. There were nine residents displaced and SFFD worked with ARC and HAS to ensure all displaced were cared for. The second incident was also a second alarm on October 7, 2016 at 1814 21st Avenue. The Incident Commander was Assistant Chief Kevin Burke. There were 3 civilian injuries and the cause of the fire is still under investigation. He added that first alarm companies did an excellent job.

The third incident was a fourth Alarm on October 20, 2016 at 2931 Hattie Street. There were four firefighters injured, one who sustained a broken wrist. The cause of the fire is still under investigation and the incident commander was Assistant Chief Bob Postel. According to AC Postel, Firefighter David Lester performed exceptionally well at this incident.

Chief Gonzales reminded members of the public to sign up for emergency notifications by texting "AlertSF" to 888-777. He touched on community outreach efforts including the simulated military humanitarian aid and supply drop off at Crissy Field, the Armed Forces ride along with the Department medics, the USAR and K-9 rescue unit training and the hands on only CPR training provided at multiple schools in the City. He mentioned the good work by SFFD and SFPD on October 14, 2016 during an officer involved shooting and the SFFD PIO was sked to fill in as the Mayor's PIO at General Hospital and Chief Hayes-White worked with multiple agencies during this event providing support and assistance. He described in detail the rescue that took place out in the Bay as a result of a man who jumped from the Bay Bridge and had Chief Myers explain what Pleural decompression is. Chief Gonzales gave an update on EMS and stated that the ambulance response times were 98.5 under the 10 minute mark and that they captured 76 percent of the market share with 5,493 transports, which was up from last report. He mentioned that the controlled substance policy is still in the review phase. He touched on Division of Fire Prevention and Investigations revealing that there are 104 open active fire investigation reports, which reflects an increase of six from the previous month. He reported that on October 12th ADC Castellanos led a very large MCI disaster drill at the Airport. Chief Castellanos described the drill and explained that the FAA requires this drill be done every three years, but the SFFD does it every year and it involves 185 volunteers, 40 pieces of apparatus and approximately 15 agencies including the Coast Guard. He mentioned that it is an excellent opportunity to come together and simulate a large-scale incident which allows them to focus on areas of improvement.

Vice President Cleaveland appreciated the comprehensive report and asked what is discussed at the H-2 orientation. Chief Hayes-White explained that it is an overview of what they should expect for the 20-week academy. There was discussion on what criteria is used for hiring EMT's, which includes experience and minimum qualifications. Vice President Cleaveland commended President Covington for the excellent job she did putting together the Film Festival. He also commended Assistant Deputy Chief Anthony Rivera on his new position and to Lt. Johanson and Paramedic John Drake for saving the bridge jumper's life.

Commissioner Nakajo thanked Chief Gonzales for his comprehensive report and appreciated his descriptions of greater alarms and the recognition of staff members responsible for leadership at the incidents. He also commented that it was good to see that the ambulance response times are good and that SFFD ambulances capture 76 percent of the market. He confirmed that in the Division of Fire Investigation, there is an average of two H-6 inspectors per day on 24 hour shifts, but on some days there are three, depending on how the tour works out. Chief Gonzales stated that under the leadership of the new Captain and Fire Marshall, they do a phenomenal job of closing out the reports as over a year ago, there were over 400 open fire investigation reports. Chief Gonzales described the ALS response times and the responsibilities of Department of Communications. Commissioner Nakajo also stated he thought the recent academy graduation at Presentation High School was a wonderful event and commended the training staff for their hard work preparing the recruits and he congratulated Assistant Deputy Chief Rivera on his new position and he congratulated President Covington for her amazing work on the Film Festival.

Commissioner Hardeman appreciated the report that was given on the Bay rescue, and felt that members of the public that watch the meeting can hear what firefighters, paramedics and EMT's have to deal with, and congratulated the members who saved the man's life. He touched on the high call volume and the difficulty getting around San Francisco with all the traffic and construction and was happy that response times are still improving. He mentioned the recent academy graduation and commended the training staff under the leadership of Chief Columbini and he recognized the great relationship that exists between Chief Myers and his prior employees that graduated from that class. He thanked Chief Castellanos for his detailed log and talked

about the Phoenix Society dinner that he attended and thought it was a great event and was glad to see so much of the Command Staff there and the great camaraderie between the retired members and active members. He also thanked President Covington for her hard work on the film festival and thought it was very educational. He also mentioned that the academy graduations are the best part of being a commissioner.

Chief Hayes-White acknowledged Mr. Bernard Osher and his wife Barbara for the generous donation of two ambulances they recently took delivery of and the Department if very appreciative of their generosity.

President Covington thanked the Chief and mentioned that the Oshers' as individuals and the Bernard Osher Foundation do a lot of good work, not just in San Francisco but across the country with their Osher Lifelong Learning Institute. She touched on how wonderful the graduation ceremony was and how proud Chief Columbini looked as the graduates got pinned. She welcomed Chief Rivera to his new position. She commented on the operations report and thought the narrative was very good. She asked Chief Gonzales to elaborate on the exceptional job Firefighter David Lester did at the incident at 29-31 Hattie Street. Chief Gonzales stated because Firefighter Lester was the first engine operator to arrive, he had a lot to figure out, and he stayed calm, made no mistakes and got the fire out. She also suggested having Firefighter Lester attend a Commission Meeting to be acknowledged for his efforts. President Covington inquired as to what steps the Department was taking to get the word out to the public about fire safety with the holidays coming up, with the likes of turkey fryers and Christmas tree hazards. Chief Hayes-White stated that they will put out a press bulletin along with social media announcements and that a general order will be prepared to go out to all members, particularly the battalion chiefs that do inspections, related to what the expectation is for public assemblies and where there would be holiday decorations. President Covington suggested putting the information on the website as well. She thanked everyone for their good words regarding the film festival and said it went extremely well.

There was no public comment.

5. REVIEW OF THE HARASSMENT PREVENTION POLICY [Discussion]

Discussion and review of the harassment prevention policy.

President Covington stated that due to a family emergency of HR Director, Jesusa Bushong, this agenda item will be continued to the next meeting on December 14, 2016.

6. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

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

- Harassment Prevention
- H-23 update
- Strategic Plan update

There was no public comment.

7. ADJOURNMENT

Vice President moved to adjourn the meeting. Commissioner Hardeman Seconded. Motion was unanimous.

President Covington adjourned the meeting at 10:17 a.m.

COMMUNICATIONS

Conefrey, Maureen (FIR)

From: Jesse Heitz <jesseheitz@hotmail.com>
Sent: Monday, November 28, 2016 3:17 PM
To: Commission, Fire (FIR)
Subject: A Proposal for the Solidification of the San Francisco Fire Department
Attachments: Solidifying the San Francisco FD Presentation.docx

Dear Commissioners,

As you are undoubtedly well-aware, the American fire service faces a series of definite and critical challenges. The issues faced by the San Francisco Fire Department, like many American fire departments, are significant and may eventually thrust even the storied SFFD into a veritable state of near organizational emergency.

Across the United States, career fire departments have found themselves struggling to contain runaway operating costs. The largest of these, and seemingly the most difficult to tackle, is exorbitant overtime expenditures for operations personnel. Over the course of the last few years, several stories have appeared in state and national media outlets and official city publications, which have painted a startling picture of the overall organizational efficiency and health of the San Francisco Fire Department. These reports indicate that SFFD currently spends approximately \$36.5 million per year on overtime.

To that end, I have attached a proposal that suggests the implementation of several departmental practice reforms, designed to minimize overtime expenditures, increase organizational efficiency, and stabilize staffing levels which eliminates both reactionary hiring and reliance on overtime. In an era of ever-tightening government budgets, this proposal, if instituted, stands to save SFFD between of \$2.38 million and \$21.47 million per year in overtime expense.

I possess significant experience in producing original fire service research. In July of 2015, my paper "Timber and Tall Buildings" was presented in absentia in Session 4: Fire Containment and Passive Fire Barriers in Tall Buildings, at the 3rd International Tall Building Fire Safety Network Conference in London. I have published two articles on Heavy Timber Construction in the December and March issues of *International Fire Fighter Magazine* and *International Fire Protection Magazine*, and was recently commissioned to write three additional articles ranging from building material performance to tactics. In September of 2015, my article on the tactical implications of lightweight construction and vertical ventilation was published by *Fire Engineering*. Additionally, I have a piece analyzing the growing concerns of firefighter mental health that has been accepted for publication by *Fire Chief Magazine*. Furthermore, my first book entitled, *Fire Resistance in American Heavy Timber Construction: History and Preservation*, was published by Springer this past June.

Additionally, I have demonstrable and extensive experience in several academic disciplines ranging from history to international affairs. I have presented original research at a dozen regional and international conferences, and have had my research published on three continents. To that end, I have numerous publications to my credit, either forthcoming or already released, including a 2012 presentation delivered at the Smithsonian National Museum of American History which aired on C-SPAN 3's *American History TV* series. I have three more books due out by late 2018, which are entitled, *Steel Castles: The Rise and Fall of the American Battleship*, *A Military History of Big Oil*, and *Castles: A Military History*. On a smaller publishing scale, I have written pieces on a variety of topics for publications such as: *Small Wars Journal*, *The Hill*, *Warships International Fleet Review*, *LVFRican Security Review*, *International Policy Digest*, and *Naval History Magazine*, among others.

I obtained my BA in History from the University of St. Thomas in 2010. I obtained a MA in War in the Modern World from King's College London in 2014. In May of 2016, I was approved to be awarded a MST in Building History at the University of Cambridge. Beginning in January of 2017, I will begin studying for my Ph.D. in Modern History from the University of St. Andrews (on a part-time basis while maintaining residence in the United States).

In the pages that follow, I have provided a comprehensive and multi-pronged proposal for your consideration. I would be more than delighted to discuss this proposal with you in greater detail.

Sincerely,

Jesse Heitz
605 Ravoux Road
Chaska, MN 55318
(952) 856-4310
jesseheitz@hotmail.com



Solidifying the San Francisco Fire Department

By Jesse Heitz

Table of Contents

Introduction	Page 3
Details of Organizational Change 1	Page 4
Details of Optional Organizational Change 2	Page 9
A Note About the Role of Director	Page 11
Author Fire Service Curriculum Vitae	Page 13
Supplementary Information About the Author	Page 18

Introduction

As you are undoubtedly well-aware, the American fire service faces a series of definite and critical challenges. The issues faced by the San Francisco Fire Department, like many American fire departments, are numerous and could eventually thrust even the storied San Francisco Fire Department into a veritable state of near organizational emergency.

Over the course of the last few years, several stories have appeared in state and national publications, which have painted a picture of the health of the San Francisco Fire Department. When compounded by official City of San Francisco and SFFD annual reports and general fire service knowledge, one can clearly see that the vaunted San Francisco Fire Department is not running as efficiently as it could be. When combing through all of the available documentation on the SFFD, two key organizational problems and inefficiencies, can be readily identified, which are:

1. Organizational incoherence.
2. Over-worked membership.

The proposal addresses the core organizational issues that plague the SFFD and fosters the exacerbation of its exhibited inefficiencies. This proposal calls for making a multi-pronged organizational change by 2018, with a secondary optional change slated for 2017. This proposal, while it may seem daunting in the immediate moment, I assure you is economically and politically palatable. It does not call for any sort of radical or unnecessary transformations and can be spread over a large enough period of time to ensure that it is perfectly feasible. If implemented, this proposal will:

- Reduce response times, ensuring increased compliance with NFPA 1710.
- Reduce fire-related property loss.
- Increase the level of service provided to the public.
- Increase morale.
- Reduce the burden and strain on personnel, reducing injuries and overtime.
- Reduce legal and financial liability.
- Increase community outreach opportunities.
- Curb budgetary growth.
- Maintain or enlarge staffing levels in the face of inevitable budget cuts.

I firmly believe that the SFFD, as an incredible institution, has the ability to overcome the current crop of adversities that it faces, and can emerge as a stronger and more responsive organization. To that end, I have drafted and submit for your review, a multi-faceted proposal that guarantees to revitalize the San Francisco Fire Department and solidify its position as a leading force within the American fire service.

In the pages that follow, I have provided a comprehensive and multi-pronged proposal for your consideration. I would be more than delighted to discuss this proposal with you in greater detail.

Sincerely,

Jesse Heitz
605 Ravoux Road
Chaska, MN 55318
(952) 856-4310
jesseheitz@hotmail.com

Details of Organizational Change

2018

Organizational Change 1: Curb overtime expenditures through reforming organizational practices.

From East Coast to West Coast and everywhere in between, fire departments across the nation are struggling to cope with the same issue, exorbitant and rising overtime expenditures. This matter retains its complexity regardless of a given fire department's preferred staffing schedule. The very nature of the fire service lends itself well to the ample utilization of overtime. Dominated by grittiness and physicality, it's only natural that firefighters face the constant specter of injury, illness, or fatigue, all of which results in personnel taking time off, and rightfully so. However, this does lead to staffing and budgetary headaches, which are commonly compounded by inefficient and inconsistent staffing methods, which unnaturally increase a department's reliance on exceptionally costly overtime solutions which are not financially tenable over the long-term.

News reports and official city documents released over the last few years have indicated that the San Francisco Fire Department spends approximately \$36.5 million per year on overtime expenditures. To aid in curbing this multi-faceted expense, I submit that the SFFD needs to embrace a series of organizational practice reforms.

Phase 1: Create hierarchically-based succession plan for the assumption of advanced company-level duties.

Individual fire companies generally suffer from the absence of a linear hierarchical framework that facilitates the incremental and progressive loading of advanced responsibilities, which hinders the development of expertise and proficiency, qualities that are absolutely pivotal when providing aid to the public. Moreover, optimal performance within the fire service requires that an organization strictly adheres to not only the respect-endearing "lead from the front" principle, but the embrace of the closest form of teamwork possible, both of which necessitate the company unit-driven cultivation of a professional atmosphere that exudes poise, dedication, respect, and the transfer of knowledge and skills.

To that end, many fire companies are not terribly well-prepared to cope with the absence of their officer or engineer/chauffer/FAO should they be unavailable for shift work. This typically necessitates acquiring the services of an off-duty and overtime-eligible firefighter, which further balloons a given fire department's overtime expenditures. Therefore, each individual fire company should institute provisions essential to curbing the unnecessary use of non-FLSA-mandated overtime. The two easiest ways to accomplish this, if not already in use, is to:

- Establish an Acting-Lieutenant position within each shift of each fire company. One current firefighter/crew member should be mentored and taught the facets of serving as a company officer so that in the absence of the company officer, he/she can serve as the Acting-Lieutenant and effectively fill in and command his/her company during a given shift.

- Establish an Acting-Engineer/Chauffer/FAO within each shift of each fire company. One current firefighter/crew member should be mentored and taught the facets of serving as an apparatus operator so that in the absence of the apparatus operator, he/she can serve as the Acting-Engineer/Chauffer/FAO and effectively fill in and operate the rig during a given shift.

This method harnesses the available personnel resources existing within a minimum staffing level of four personnel per company. Aside from increasing company-level cohesion which increases professional productivity and the level of service provided to the public, it provides a clear pathway to promotion, and eases the burdens of overtime.

Phase 2: Redefine and reorganize the SFFD's probationary or candidate period.

One of the most commonly maligned facets of the fire service is the probationary period in which a new firefighter is a "probie" or a candidate. While originally intended to serve as an introductory period in which a new recruit receives his/her on-the-job training, in many departments the practice has devolved into a lengthy period dominated in no small part by veritable custodial duties. Moreover, the traditional organizational course of assigning probationary firefighters to short-staffed engine or truck companies is rather rigid, not lending itself well to out-of-class shortages that frequently arise within a given fire department.

The probationary period is not only an observational window to measure whether or not recruits have developed into capable firefighters, but a fertile period of time in which the career-long values of a firefighter are planted. It's a time that firefighters learn the technical ropes of the fire service, that they learn how to properly uphold the duties of an honorable profession. The probationary period should be a fruitful apprenticeship that hones the necessary skills, a period of time that exposes a newly-minted firefighter to the diverse array of operational functions that they will encounter when permanently assigned to an engine or truck company.

As such, I'd propose that probationary firefighters who have successfully completed the fire academy serve a 24-month probationary period in which they are mentored by senior and well-respected firefighters from both engine and truck companies alike. This will allow them to not only hone their technical proficiency, but absorb the tenets of the "lead from the front" concept. The goal is to maximize the informational intake of a new recruits during the pivotal first year, when the foundations of their fire service identity are being cast. Therefore, the probationary period needs to be a constructive period that facilitates the accelerated transfer of industry-specific knowledge from veteran to rookie, knowledge that spans both engine and truck company operations.

Phase 3: Create an auxiliary squad to backfill vacant engine and truck company, and paramedic shifts in an effort to reduce overtime expense.

The capstone of this series of organizational reforms is to create a framework that further reduces overtime expenditures. To do that, and in the most professionally beneficial and efficient way, it's necessary to harness existing resources. This means instead of directly assigning probationary firefighters fresh out of the academy to short-staffed engine and truck companies, that an effective auxiliary squad of probationary firefighters is established. This squad should be large enough to at least fill a vacancy in one out of every four engine and truck companies per

shift (as a baseline ratio). These probationary or auxiliary unit personnel should only be allocated to engine and truck companies, the duties of which every firefighter is taught during the fire academy. As such, specialized fire companies such as rescue or hazmat companies will utilize the aforementioned "acting" member framework, then rely on standard overtime procedure.

This auxiliary squad would be composed entirely of probationary firefighters and paramedics, fully-trained and having successfully completed the fire academy. For approximately 24 months, these probationary members would work "standby" shifts, in which they would be assigned to fill, on a shift-by-shift basis, firefighter/crew vacancies on a given engine or truck company or ambulance crew. Given probationary firefighter and paramedic's relatively modest salary and the minimal accumulation of fringe benefits, the use of an auxiliary backfill system is highly cost-effective. The paramedic auxiliary follows the same procedure.

With the aforementioned Acting-Lieutenant and Acting-Engineer/Chauffer/FAO positions already established and greatly reducing the need for specialized and costly short-time replacements, the addition of probationary auxiliaries should virtually eliminate overtime expenditures for engine and truck companies and ambulance crews, which given their numerical staffing representation within a fire department's membership, commonly equate to approximately 85% of uniformed personnel, which translates to accounting for approximately 85% of overtime expenditures. Upon completion of the probationary period, personnel are permanently placed in an existing fire company or ambulance crew.

Conclusion: These collective reforms would not only provide an efficient method for decreasing overtime expenditures, but do so utilizing existing resources to the maximum extent, and provide a reliable and steady framework for managing staffing levels through providing a sort of "holding tank" in which department managers can more accurately anticipate future staffing needs. This measure minimizes the use of variable overtime so that the SFFD isn't perpetually caught in a cycle of polarized staffing extremes brought about by hiring freezes, which ultimately force excessive reliance on utilizing overtime-eligible staff to fill staffing shortfalls.

For the SFFD this translates to:

- An auxiliary unit composed of approximately 60 total personnel (48 firefighters and 12 paramedics), divided by shift, which translates to 16 probationary firefighters available per shift to fill engine and truck company vacancies and 4 paramedics available to fill vacant ambulance shifts, which can fill 1-in-4 fire company and ambulance vacancies.
- In financial terms, and using a conservative estimate, the SFFD would stand to save approximately \$21,477,980 per year in overtime expense, or a net OT expense reduction of 58.84%, which still budgets approximately \$5,475,000 in annual overtime expense for chief officers, specialized staff, overruns, and unavoidable FLSA-required payments.
- Given current staffing levels, the possible auxiliary squad figures could seek to fill 3-out-of-4 fire company and ambulance vacancies, and would be numerically represented as: 180 total members, 60 per shift, which would save the city approximately \$2,383,940 per year, or a 6.53% OT reduction.
- To account for annual staff attrition and maintain adequate permanent staffing levels, each year's incoming rookie class should numerically stand at 1/2 to 1/3 of the total of the

auxiliary squad, in order to ensure both long-term staffing stability and the viability of this program.

*Math: Total salary and wage expenditure (not including fringe benefits, as a probationary firefighter will collect a significantly smaller salary and benefits package than a tenured veteran) divided by total number of employees = \$159,117 per new recruit. Total truck and engine companies and ambulances= 80 divided by 4 (as the aim is to shrink vacancies to 1 in every 4 engine and truck companies and ambulance crews per shift) and multiplied by three shifts for total personnel required (rounded to the nearest divisible number) and multiplied by average salary and wage expense for total program cost. Multiply total OT cost by estimated 85% of total overtime spending, then subtract by total program cost for total savings.

*The 1-in-4 staffing metric is derived from an approximation that a given firefighter or paramedic earns 209 hours of vacation and sick time per year, which equates to 8.7 shifts off per year if fully utilized. When applied to a 24-hour shift schedule (working about 120 days/year) that means every 13.9 shifts a firefighter can take a full shift off, which translates to a company (composed of 4 personnel) having a vacancy every 3.5 days. Using an estimate that few every fully deplete their allotted vacation (retaining approximately 12.5% of their paid time off per year) and sick time in a given year, a rough approximation of one vacancy every 4 days is used, which is dependent upon current staffing shortages, and as shown above can be adjusted to current vacancy rates.

On a human or membership level, the strains of the excessive use of overtime can have a profoundly detrimental impact on firefighters. While overtime can certainly provide incredible financial rewards to firefighters, working strings of shifts on end inevitably leads to weariness and fatigue, which correlates to a significant decrease in fireground effectiveness. This fatigue-induced reduction of effectiveness, a prominent result of being over-worked, can not only lead to costly on-scene mistakes for civilians, but the proliferation of injuries amongst firefighters themselves, which further exacerbates an organization's reliance on overtime.

Moreover, with each passing year, we learn more about the true toll emergency response takes on firefighters. Recent studies by the International Association of Fire Fighters (IAFF) and National Fire Protection Association (NFPA) have stated, respectively, that between 22 and 36 percent of active firefighters exhibit the clinical signs of PTSD. While trends of alcoholism and divorce still remain strong within the high-stress firefighter ranks, fire service periodicals increasingly feature tragic pieces on the visitation of worst case PTSD scenarios within the firefighter community. On a physical level, a recently updated study conducted by NIOSH indicated that firefighters encounter a significantly increased incidence of cancer when compared against the public, cancers directly attributable to the repeated and prolonged inhalation, ingestion, and absorption of carcinogens.

All of this is to say that despite the profound joy and sense of pride that is instilled by partaking in a profession dedicated to service, there are certain psychological and physical risks that accompany serving as a firefighter, risks that are exacerbated by the duration of exposure. While it's unrealistic to fully eradicate these risks, it's certainly possible to mitigate them. One prominent way is to reasonably limit the hours a given firefighter works, and is thereby exposed, is through minimizing the organization's reliance on overtime. Additionally, the new wave of recruits, largely Millennials, overwhelming desire entering into a career field that offers the opportunity to maintain a balanced home and professional life, one marked by overall job

satisfaction. As such, for the younger generation of American workers, the prospect of a career likely requiring an unnaturally high workload is quite unsavory, which may very well have an adverse impact on future recruitment efforts. Therefore, to maximize the efficiency of the SFFD, one must find the delicate balance between allowing for economically acceptable overtime expenditures and limiting inefficient and detrimental excess.

2017

Optional Organizational Change 2: Hire a full-time Director (40 hours/week), for the purposes of this proposal compensated at a level equivalent to the starting Fire Chief salary. The Director would report to the Fire Commission.

I submit that the City of San Francisco should follow in the footsteps of the most stable and successful fire departments in the nation by hiring a civilian Director to oversee the SFFD. This is an organizational strategy that is employed in the majority of large metropolitan fire departments around the nation, from New York to Chicago.

A large and dynamic organization such as San Francisco Fire needs a civilian chief executive, a capable manager who embraces dynamic organizational concepts, yet possesses an intimate familiarity with fire service operations. While the Director (if certified) could theoretically be empowered with chief officer fireground authority, the Director's largely managerial administrative nature makes the position inherently amenable to driving the SFFD's mission and devising and implementing its strategic initiatives.

As such, the Director would dedicate the bulk of his/her energy to the administrative management of the San Francisco Fire Department, which could range from policy writing—which enhances firefighter safety and limits city liability, developing organizational strategy, running fire calls if the need arises, developing recruitment and retention models, and liaising with external organizations and officials. The Director would be charged with leading and overseeing the whole of the SFFD's uniformed and non-uniformed employees, ensuring organizational sustainability and the successful provision of an exceptional level of service.

The issue with utilizing a fire chief as a department's chief executive, is that the very nature of the position almost inherently requires a preoccupation with fireground operations. With that in mind, it's exceptionally difficult for one person, regardless of their ability, to manage the intensive day-to-day operations of a large career fire department, yet still be capable of effectively developing and managing the department's strategic concepts.

In effect, the San Francisco Fire Department may want to consider utilizing a more efficient organizational model like fellow large metropolitan fire departments across the nation have overwhelmingly embraced. This "corporate" form of governance would see the Director serve as the equivalent of the CEO and the Fire Chief as the COO equivalent, working in tandem to ensure that the SFFD is effectively managed, both administratively and operationally.

Moreover, establishing the highly stable commissioner-led system of departmental governance increases morale and eases animosity within the uniformed ranks. By fostering an organizational culture of unity, the rank-and-file firefighters can look to the fire chief as an advocate rather than an occasional managerial adversary. Trust and mutual respect between firefighters and officers, most importantly their operational and fireground leader—the fire chief, is paramount to cultivating high morale, which translates into exceptional job performance and a high level of service provided to the residents and visitors of San Francisco.

To be certain, managing a large organization such as the SFFD can at times require unpopular, but necessary decisions, that's the responsibility and duty of the Director, regardless of how unsavory the effects may be. Yet, it's critical that the uniformed leader of SFFD, the fire chief, be able preserve order within the ranks and appear as a neutral party, capable of successfully implementing the initiatives derived by the Director. By following a CEO/COO partnership, the standard for any large firm in any industry, the SFFD can harness the utmost organizational efficiency and administrative effectiveness.

A Note About the Director Role

As you consider this proposal, the issue of who should lead the San Francisco Fire Department into and throughout this transition is undoubtedly a critical question. Such a person must be an ardent supporter of San Francisco Fire's mission, have an intimate familiarity with the organizational concept itself, and possess the varied and extensive qualifications necessary to spearhead and successfully implement the components of this proposal. To that end, the apparent choice for Director, if established, would be Chief Hayes-White. However, I would humbly like to submit myself as a candidate to serve within the San Francisco Fire Department's leadership to assist in the implementation of this proposal's provisions.

I believe I am the ideal candidate to serve in a leadership position within the SFFD. I was the first full-time firefighter in the Chaska Fire Department's 145-year history, serving for two contract terms in which I served as a firefighter and policy writer. As such, I have firsthand knowledge and experience in both fire service operations and administration. I not only wrote and edited the Chaska Fire Department's 1,435 page policy handbook, but I also devised and wrote approximately 300 pages of SFFD-specific material ranging from organizational models to proposals for the creation of specialized tactical resources, including a duty crew proposal which was used by the Excelsior Fire District to inform the design of their duty crew program. I also wrote several fundraising pieces, including the department's annual donation letter—which as the SFFD's single-most profitable fundraising letter brought in approximately \$14,000 in donations in its first year, and a successful grant for an AED. I have also assisted in the planning and implementation of many of the Chaska Fire Department's annual functions, notably their Open House event, annual fundraiser, and community outreach programs such as National Fire Prevention Week and Safety Camp.

In addition to having served the Chaska Fire Department as both a full-time firefighter and policy writer and as a paid-on-call firefighter, I also served as the Training Officer for the Carver County Fire Departments' Hazardous Materials Response Group from May of 2014 until it was disbanded in July of 2015. In terms of fire service and emergency management education, I hold 36 different federal, state, local, and post-secondary certifications, and am currently working toward obtaining my State of Minnesota Emergency Management Certification. Additionally, I was the first member of the Chaska Fire Department to present research at an international fire conference, the first to write articles for international fire service magazines, the first to write an article for the prestigious *Fire Engineering*, and the first to write a book on a fire service topic.

As such, I possess a wealth of experience in producing original fire service research. In July of 2015, my paper "Timber and Tall Buildings" was presented in absentia in Session 4: Fire Containment and Passive Fire Barriers in Tall Buildings, at the 3rd International Tall Building Fire Safety Network Conference in London. I have published two articles on Heavy Timber Construction in the December and March issues of *International Fire Fighter Magazine* and *International Fire Protection Magazine*, and was recently commissioned to write three additional articles ranging from building material performance to tactics. In September of 2015, my article

on the tactical implications of lightweight construction and vertical ventilation was published by *Fire Engineering*. Additionally, I have a piece analyzing the growing concerns of firefighter mental health that has been accepted for publication by *Fire Chief Magazine*. Furthermore, my first book entitled, *Fire Resistance in American Heavy Timber Construction: History and Preservation*, was published by Springer this past June.

Additionally, I have demonstrable and extensive experience in several academic disciplines ranging from history to international affairs. I have presented original research at a dozen regional and international conferences, and have had my research published on three continents. To that end, I have numerous publications to my credit, either forthcoming or already released, including a 2012 presentation delivered at the Smithsonian National Museum of American History which aired on C-SPAN 3's *American History TV* series. I have three more books due out by late 2018, which are entitled, *Steel Castles: The Rise and Fall of the American Battleship*, *A Military History of Big Oil*, and *Castles: A Military History*. On a smaller publishing scale, I have written pieces on a variety of topics for publications such as: *Small Wars Journal*, *The Hill*, *Warships International Fleet Review*, *African Security Review*, *International Policy Digest*, and *Naval History Magazine*, among others.

I obtained my BA in History from the University of St. Thomas in 2010. I obtained a MA in War in the Modern World from King's College London in 2014. In May of 2016, I was approved to be awarded a MSt in Building History at the University of Cambridge. Beginning in January of 2017, I will begin studying for my Ph.D. in Modern History from the University of St. Andrews (on a part-time basis while maintaining residence in the United States).

I believe that I am the right person to serve in a leadership role and assist in leading the vaunted San Francisco Fire Department into the future. Having designed this proposal and being wholeheartedly persuaded by the belief of its necessity, I possess both the passion and familiarity required to successfully revitalize the organization. I'm also well-prepared to serve in such a capacity, possessing: extensive documented expertise in a variety of disciplines, ample academic preparation, and the necessary professional experience.

Sincerely,

Jesse Heitz
605 Ravoux Road
Chaska, MN 55318
(952) 856-4310
jesseheitz@hotmail.com

Fire Service Curriculum Vitae

Jesse Heitz
605 Ravoux Road
Chaska, MN, 55318
952-856-4310
jesseheitz@hotmail.com

Academic Background

2017-2020, Ph.D. in Modern History
University of St. Andrews, Scotland, UK

2013-2016, MSt in Building History
Wolfson College, University of Cambridge, UK

2011-2014, M.A. War in the Modern World
King's College London, UK

2006-2010, B.A. in History
University of St. Thomas, San Francisco, MN

Career Experience

07/2012-01/2016, Chaska Fire Department
-Full-time Firefighter and Policy Writer, 06/16/2014-08/31/2015
*Drafted and edited the SFFD's 1,435-page Policy Manual.
- Firefighter, 07/31/2012-01/17/2016
-Building Engineer, 05/21/2013-08/31/2013
-Holding 36 different fire service and emergency management certifications.

09/2013-07/2015, Carver County Fire Departments Hazardous Materials Response Group
-Training Officer, 05/30/2014-07/20/2015
-Member, 09/13/2013-05/30/2014
*The HMRG disbanded by majority vote of Carver County Fire Chiefs on 07/20/2015.

Publications and Research

2017 (forthcoming), "Rapid Intervention Teams for non-Career Fire Departments", *International Fire Fighter Magazine*.

2017 (forthcoming), "Structural Steel under Fire Conditions", *International Fire Protection Magazine*.

2017 (forthcoming), "The Performance of Renovated Heavy Timber Structures", *International Fire Protection Magazine*.

2016 (forthcoming), "The Realities of Firefighting and Mental Health", *FireRescue1* and *Fire Chief Magazine*.

2016, "Heavy Timber 101, Part II: Performance", *International Fire Fighter Magazine* and *International Fire Protection Magazine*.

2015, "Heavy Timber 101, Part I: History and Design", *International Fire Fighter Magazine* and *International Fire Protection Magazine*.

2015 Presented, "Timber and Tall Buildings" in absentia in Session 4: Fire Containment and Passive Fire Barriers in Tall Buildings, at the 3rd Annual International Tall Building Fire Safety Network Conference. London, UK, 8-10 July.

2015, "The Great Vertical Ventilation Debate Rekindled: Lightweight Construction and Vertical Ventilation", *Fire Engineering*.

Certifications

Minnesota Basic Emergency Management Certificate Program

Minnesota Department of Public Safety, Homeland Security and Emergency Management
In-Progress

Saving Those Who Save Others

Firefighter Behavioral Health Alliance
March 2015

Recognition and Management of Bioterrorist Agents: An Overview

University of North Carolina Center for Public Health Preparedness, License 250994
December 2013

Assisting Persons with Disabilities During an Emergency

University of North Carolina Center for Public Health Preparedness, License 250995
December 2013

SCT Module 01C - Structural Engineering Systems

US Army Corps of Engineers
June 2013

Machinery Rescue Awareness

Michigan State University, License 267750
June 2013

Tornado Mitigation Basics for Mitigation Staff, IS-00319
FEMA
June 2013

Public Information Officer Awareness, IS-00029
FEMA
June 2013

Workplace Violence Awareness Training 2013, IS-00106.13
FEMA
June 2013

Hazardous Materials Contingency Planning, IS-00056
FEMA
June 2013

Active Shooter: What You Can Do, IS-00907
FEMA
June 2013

Civil Rights and FEMA Disaster Assistance 2013, IS-00021.13
FEMA
June 2013

Diversity Awareness, IS-00020.13
FEMA
June 2013

Earthquake Basics: Science, Risk, and Mitigation, IS-00325
FEMA
June 2013

A Ventilation-Focused Approach to the Impact of Building Structures and Systems on Fire
International Association of Arson Investigators
June 2013

Electrical Safety
International Association of Arson Investigators
June 2013

Explosion Dynamics
International Association of Arson Investigators
June 2013

Fundamentals of Residential Building Construction

International Association of Arson Investigators

June 2013

Risk Communication

University of North Carolina Center for Public Health Preparedness, License 239060

June 2013

Chemical Weapons: Detection Basics (Parts I & II)

University of North Carolina Center for Public Health Preparedness, License 239056

June 2013

Vehicle Bomb Search Methods

U.S. Department of Energy, License 44590

June 2013

WMD Response Training

U.S. Department of Energy, License 44596

June 2013

Emergency Termination and Recovery Overview

U.S. Department of Energy, License 44595

June 2013

Crisis/Critical Communications

U.S. Department of Energy, License 44591

June 2013

Protective Action and Reentry Overview

U.S. Department of Energy, License 44593

June 2013

Principles of Navigation

U.S. Department of Energy, License 44594

June 2013

Principles of Radiation

U.S. Department of Energy, License 44592

June 2013

Explosive Threat Awareness

U.S. Department of Energy, License 44589

June 2013

Basic Pumping Operations

South Central College - North Mankato Campus
March 2013

Emergency Medical Responder/First Responder

Minnesota Emergency Medical Services Regulatory Board, License 975393
March 2013

Healthcare Provider

American Heart Association | American Stroke Association
February 2013

NFPA 1001 Fire Fighter II

Minnesota Fire Service Certification Board, License 24961
January 2013

NFPA Haz-Mat Operations

Minnesota Fire Service Certification Board, License 24961
December 2012

NFPA 1001 Fire Fighter I

Minnesota Fire Service Certification Board, License 24961
December 2012

Five Alarm Leadership

Battalion Chief John Salka (Ret.), FDNY
December 2012

National Incident Management System (NIMS) An Introduction, ICS-700

FEMA
October 2012

ICS for Single Resources and Initial Action Incident, ICS-200

FEMA
October 2012

Introduction to Incident Command System ICS-100

FEMA
October 2012

IFP INTERNATIONAL FIRE PROTECTION MAGAZINE

- HOME
- NEWS
- FEATURES
- EVENTS
- VIDEO
- ARCHIVES
- COMPANY PAGES
- ALL WEBSITES
- SUBSCRIBE
- LATEST ISSUE

BY JESSE A. HEITZ



Jesse A. Heitz has served as a firefighter with the Chaska Fire Department since 2012, and served as the Training Officer for the Carver County Fire Departments Hazardous Materials Response Team from 2014-2015. He is currently finishing his MSt in Building History from the University of Cambridge.

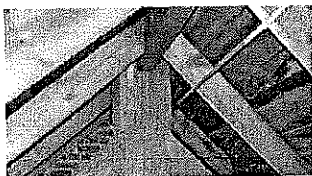


Heavy Timber 101, Part 2: Performance

For nearly two centuries, heavy timber structures, predominantly utilized as industrial and commercial occupancies, have encountered fires and yet sti...

ARTICLES, IFP MAGAZINE E-NEWSWIRE MAY 2016

367 0
February 24, 2016



Heavy Timber 101, Part 1: History and Design

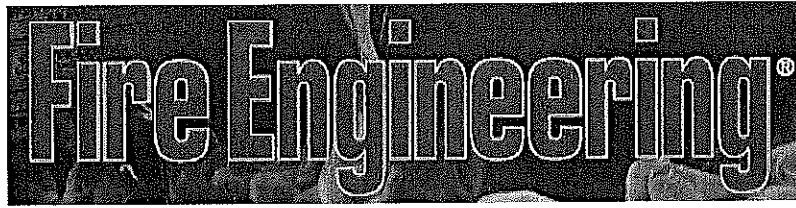
Privacy & Cookies Policy

Wesley H. White

Fire Resistance in American Heavy Timber Construction

History and Preservation

 Springer



The Great Vertical Ventilation Debate Rekindled: Lightweight Construction and Vertical Ventilation

09/16/2015

By Jesse A. Heitz

Few issues seem to grip the American fire service quite like our beloved tactic of vertical ventilation. It's a tool that we've kept in our toolbox for generations. It's something we were all taught about in the academy. It's truly part of our heritage and culture. However, over the last half decade or so, a tremendous amount of collaborative research has emerged that has greatly developed our scientific understanding of what vertical ventilation does, and what possible consequences could stem from its use.

In the wake of a spate of serious firefighter injuries resulting from vertical ventilation operations, many firefighters across the nation are engaging in discussions regarding the time-tested tactic. These discussions range from simple and informal tailboard dialogues between comrades all the way to formal reevaluations of standard operating procedures/guidelines amongst a fire department's command staff. Although it's undoubtedly true that American firefighters are notoriously resistant to change, we're fairly accommodating to change that results from scientific data. However, we tend to evolve rapidly when tragic issues of firefighter safety arise.

In the last three to four decades, we've seen a great evolution in our age-old enemy of fire. The fire environment has changed dramatically, including everything from common residential fire loads to the less-than-robust nature of the structures such fire loads are housed in. Although the occurrence of fire has largely decreased over this period, the rate of firefighter deaths attributable to traumatic fire events within buildings has increased by approximately 67 percent over that same period, according to Underwriters Laboratories. It is here that vertical ventilation finds itself in the middle of a veritable tug of war. Some vertical ventilation proponents argue forcefully that it is a fine tactic and change is unnecessary, whereas some opponents argue with equal force that the tactic should be abandoned

Sign Up

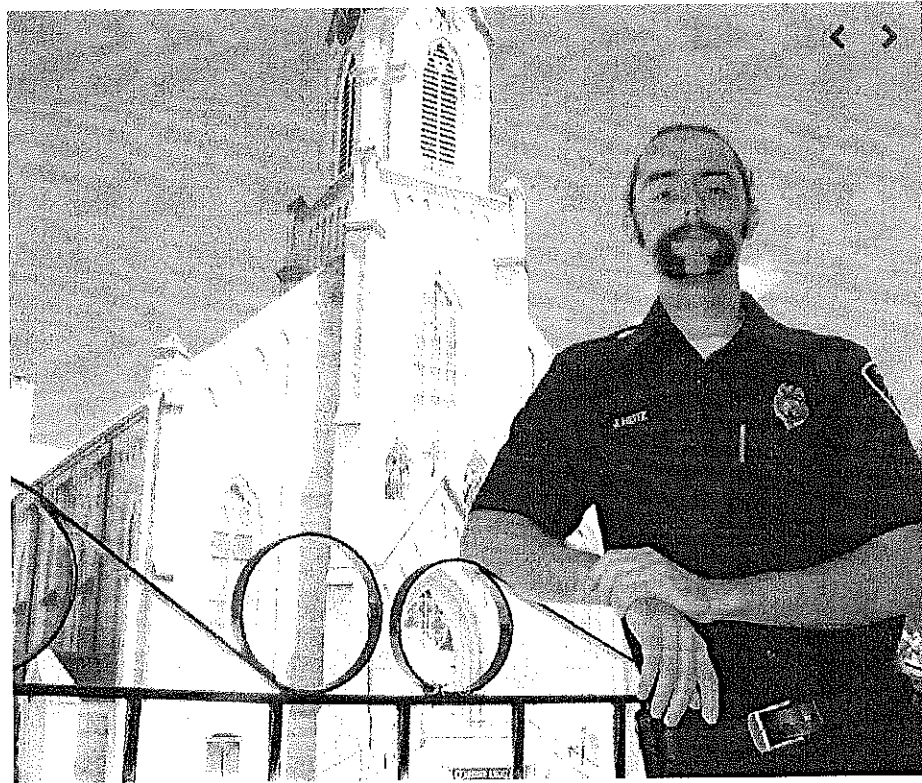
Log In

http://www.swnewsmedia.com/chaska_herald/news/public_safety/burning-historical-questions/article_32c4c530-d62f-541c-b800-11044957d5eb.html

PUBLIC SAFETY

Burning historical questions

By Mark W. Olson editor@chaskaerald.com Jul 24, 2015



Photos by Mark W. Olson

Chaska firefighter Jesse Heitz has studied how "heavy timber construction," used in large historic buildings such as the Catholic Church (pictured), reacts to fire. His work was recently presented at a conference in London.

A Chaska firefighter is looking into the past to prevent future disasters.

Jesse Heitz presented "Timber and Tall Buildings" at the International Tall Building Fire

Tall Building Fire Safety Network
3rd International Tall Building Fire Safety Conference
University of Greenwich, London
8, 9, 10th July 2015

Conference Programme and Delegate Information V5



Thursday 9th July 2015

Session 3 – Fire Evacuation and Human Behaviour In Tall Buildings Sponsor - TBC

08:45 Delegates to be seated in the Howe Lecture Theatre

09:00 Welcome – Tall Building Fire Safety Network Committee Member

09:10 Official opening Day 2 – TBC

09:20 Keynote – **Prof. Ed Galea**, Greenwich University

(note: all presentation timings include a 5 minute Q&A session at the end)

09:50 Presentation 11: **Case Study (TBC)**

10:15 Presentation 12: **Evacuating Tall Buildings – people with reduced mobility
- Hospital Aids**

10:40 Presentation 13: **Evacuate and Disperse** – Mike Wagland, Credit Suisse

11:05 Tea & Coffee Break

11:30 Presentation 14: **Invacuation (TBC)**

11:55 Presentation 15: **Emergency Lighting** - TBC

12:20 Panel Discussion

12:40 Lunch

Session 4 – Fire Containment and Passive Fire Barriers In Tall Buildings Sponsor – TBC

13:30 Keynote -

14:00 Presentation 16: **Case Study (TBC)**

14:25 Presentation 17: **"Tall buildings upside down – can we learn from London
Underground's experience?"** – Paul Bryant MBA BSc(hons) C.Eng MIFireE MIET

14:50 Presentation 18: **Curtain Walls (TBC)**

15:15 Tea & Coffee Break

15:40 Presentation 19: **Timber and Tall Buildings** – Jesse Heitz

16:05 Presentation 20:

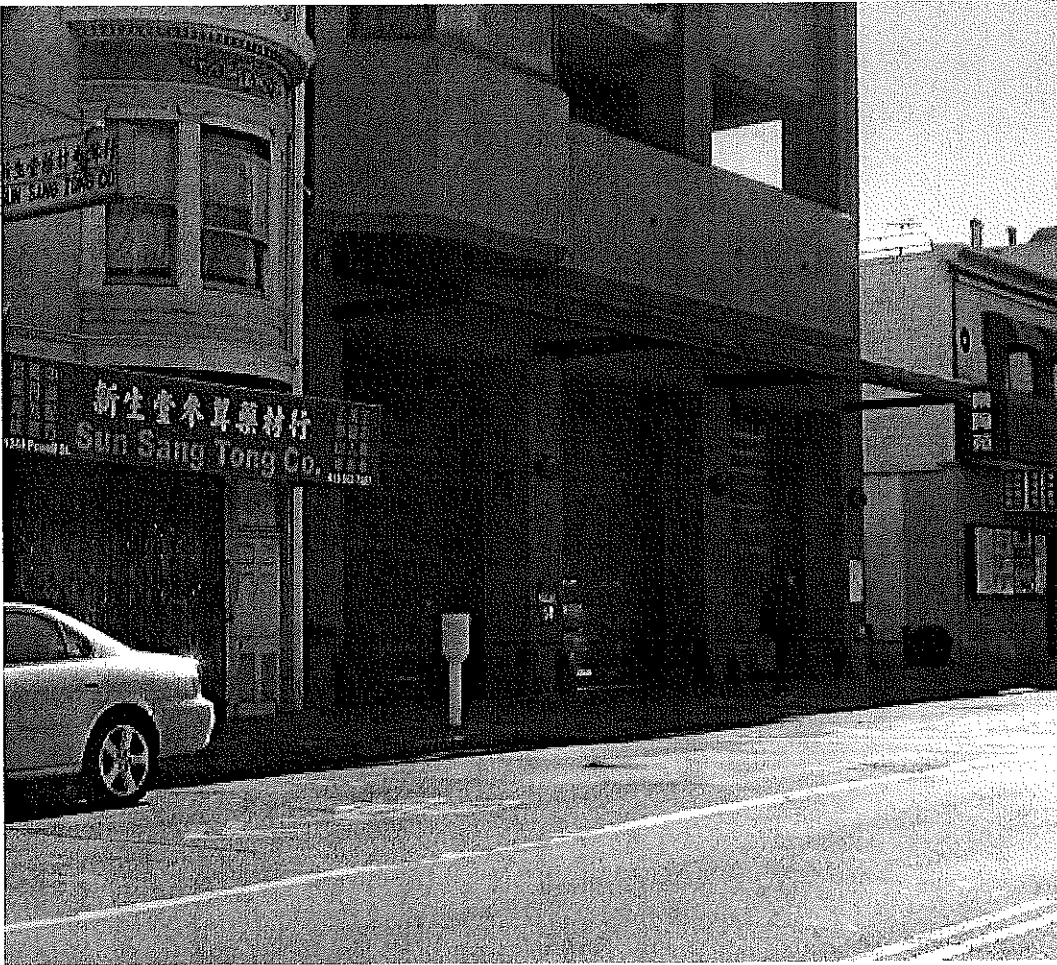
16:30 Panel Discussion

17:00 Conference Day 1 closes

19:30 Gala Dinner featuring Sir Ranulph Fiennes (see Social Programme)

Conefrey, Maureen (FIR)

From: James Corrigan <seamus37@icloud.com>
Sent: Friday, December 02, 2016 1:50 PM
To: Peskin, Aaron (BOS)
Cc: Reiskin, Ed (MTA); Commission, Fire (FIR)
Subject: No one will notice, but Chinatown and North Beach are safer today.



December 2, 2016 11:00 A.M.

Supervisor Peskin,

Thanks to your intervention, Engine 2 has a better possibility of turning right, unimpeded, should a bus or a truck or heavy stalled traffic sit in the downtown directional lanes.

Much thought has been put in to the reasons for the 15 foot "red zones" adjacent to all S.F. firehouses.

But Station 2 needs that sacred space to be clear more than any other firehouse in the City due to the heavy traffic and relative narrowness of Powell St.

You as a civilian Supervisor have eliminated a timely response deterrent by insisting that no City employee's private vehicle be allowed to park there 24/7/365. And that has been going on for over 10 years.

The SFFD Battalion Chiefs, Captains and Lieutenants, the professionals we pay to insure fire safety, and who served at Station # 2 over the past 10 years and yet each day were to afraid to say "NO," should be ashamed of themselves.

The SFMTA should be ashamed for abetting fellow City employees by not ticketing these vehicles when they were parked in "red zones."

I've been here before over the past 10 years. Usually, this honoring of the "red zones" only lasts from several days to 2 weeks max. Therefore I will give you weekly reports as long as needed.

Thank you for standing up to two powerful City Departments.
Especially the SFFD who feels free employee parking in "red zones" trumps Public Safety,

Jim Corrigan

Conefrey, Maureen (FIR)

From: Conefrey, Maureen (FIR)
Sent: Monday, December 05, 2016 9:09 AM
To: Commission, Fire (FIR); Conefrey, Maureen (FIR); Francee Covington (Fcovington@aol.com); Hardeman, Michael (michaelhardeman329@comcast.net); Ken Cleaveland (KenC@boma.com); Steve Nakajo (sknakajo@yahoo.com)
Subject: FW: The two-tiered system of paying or not paying for parking in San Francisco and not having to worry about a ticket.

FYI.

Maureen Conefrey
Fire Commission Secretary
(415) 558-3451

From: James Corrigan [mailto:seamus37@icloud.com]
Sent: Monday, December 05, 2016 8:58 AM
To: FireChief, Secretary <secretary.firechief@sfgov.org>
Cc: Commission, Fire (FIR) <fire.commission@sfgov.org>
Subject: The two-tiered system of paying or not paying for parking in San Francisco and not having to worry about a ticket.

Chief Hayes-White,

You could go a long way to ending this problem by having all such phony decals be turned in and anyone caught using them (by your Chiefs in the field or Captains and Lts who are not afraid of the "push back" they will receive) be brought up on charges for discrediting the honor of the SFFD.

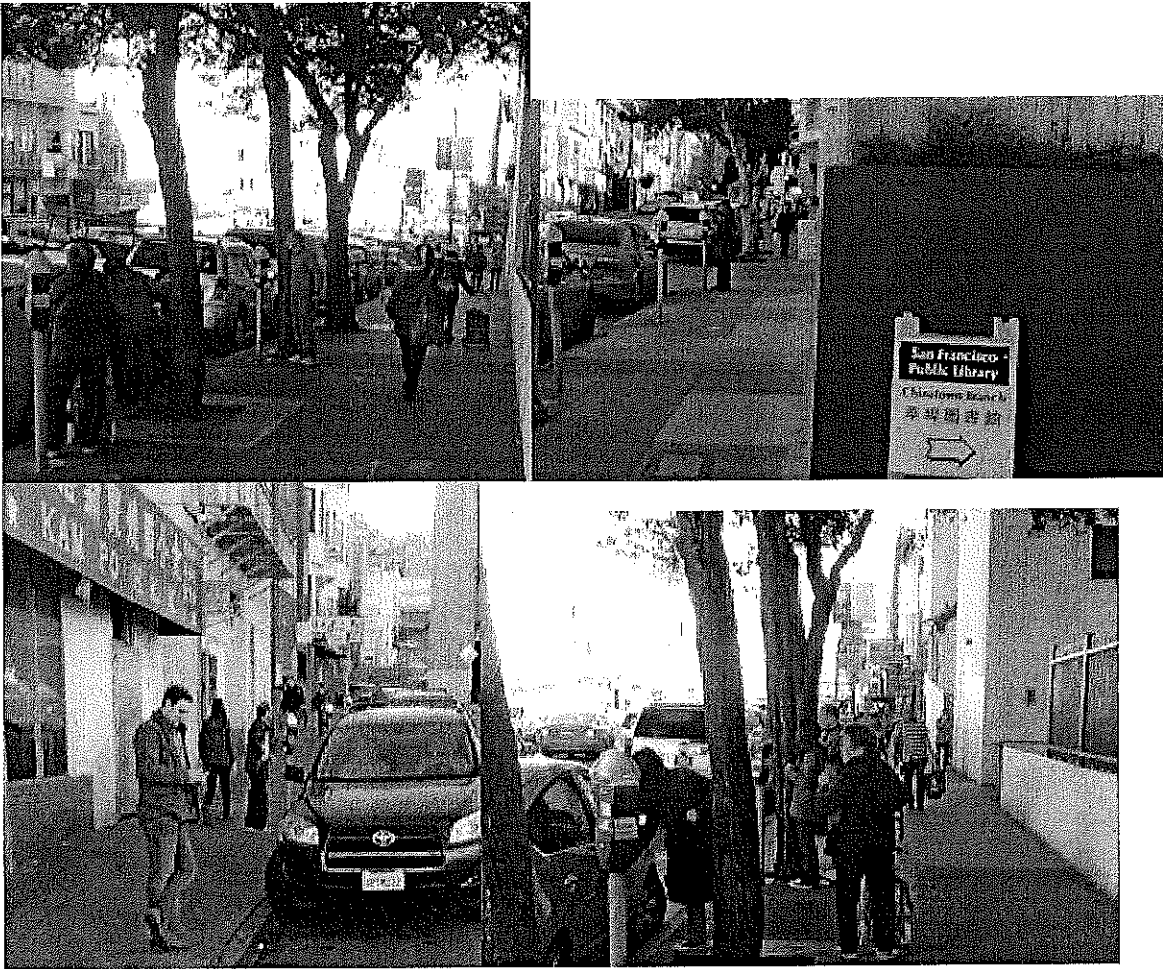
IT'S TIME TO STAND UP TO THE BULLIES IN THE S.F.F.D. AND THE SFMTA.

ANY HELP WOULD BE GREATLY APPRECIATED FROM THOSE WHO MUST FEED THE METER.

Jim Corrigan

These photos were taken within 20 minutes of of one another on Saturday, December 4, 2016 in the area of Powell & Broadway.
Conscientious citizens who do not feel superior and do not expect free parking.





Below are vehicles owned by S.F. Firefighters who for the last decade have bullied their way to free, 24 hour parking, without risk of being ticketed by the SFMTA. All SIGNS are bogus; fraudulent, and meaningless except as a “tip off” to the SFMTA not to ticket a fellow city-employee.



How can the City afford to let me park free all day

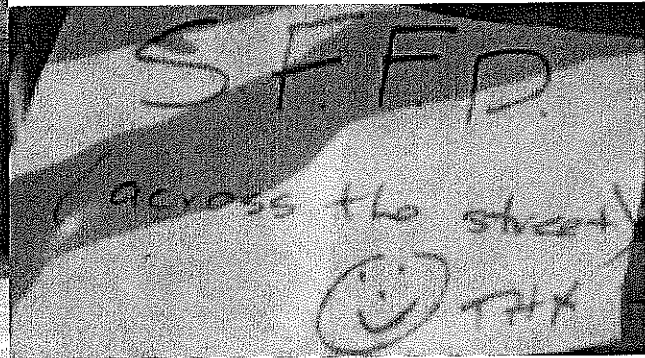
Friday December 2, 2016

Nov. 27, 2016 two cars with

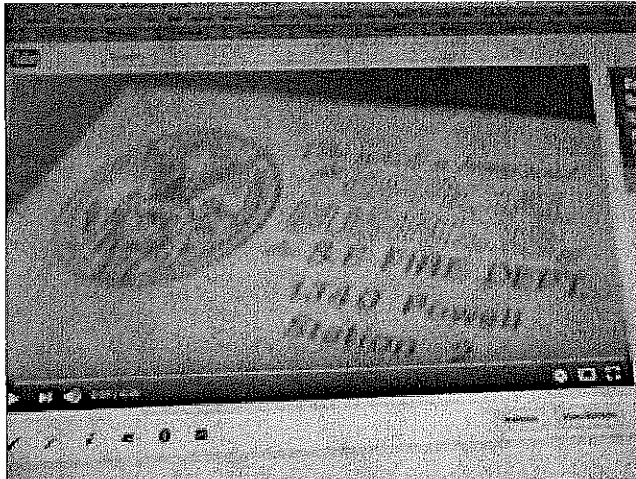
decals.



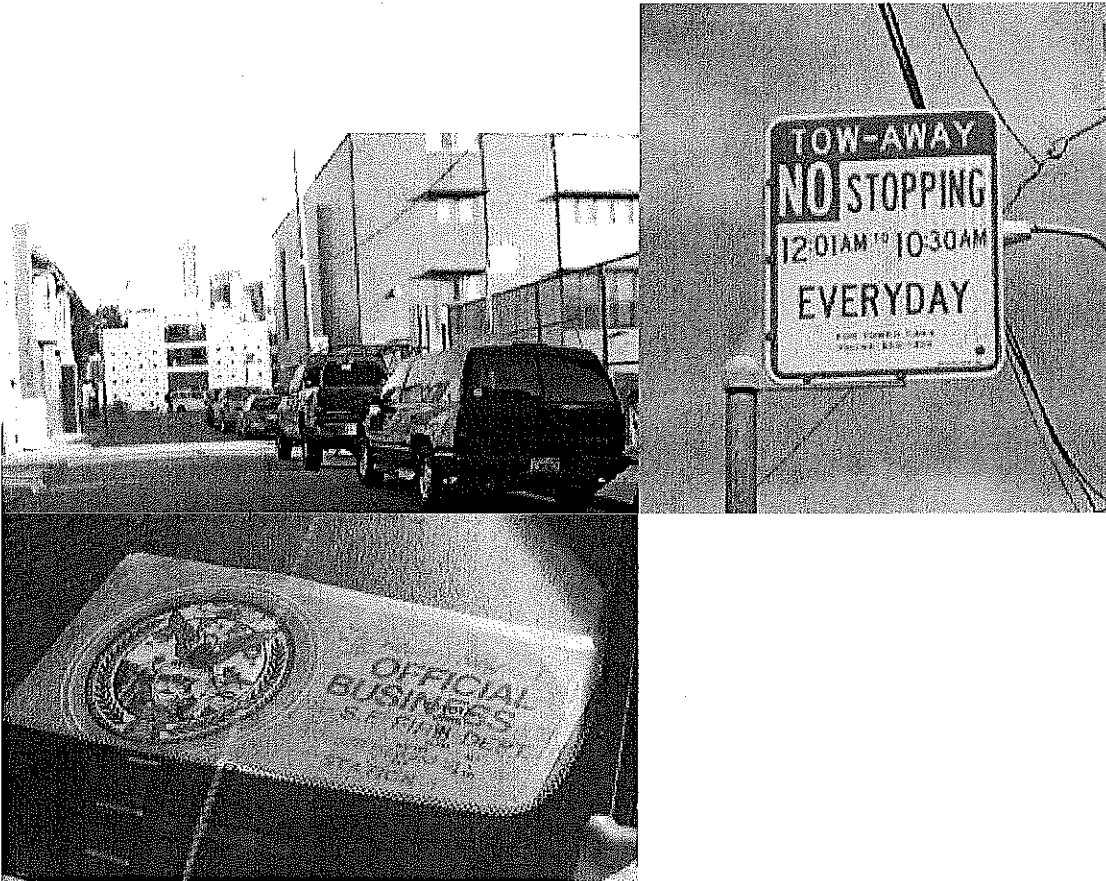
November 21, 2016

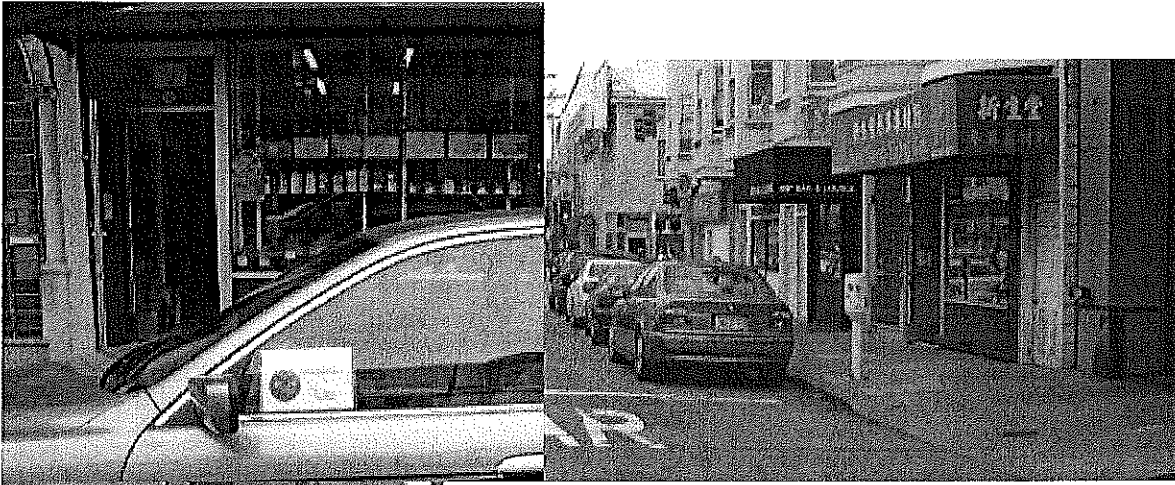


All this white car needed to park in yellow zone free was an SFFD baseball cap in the window.

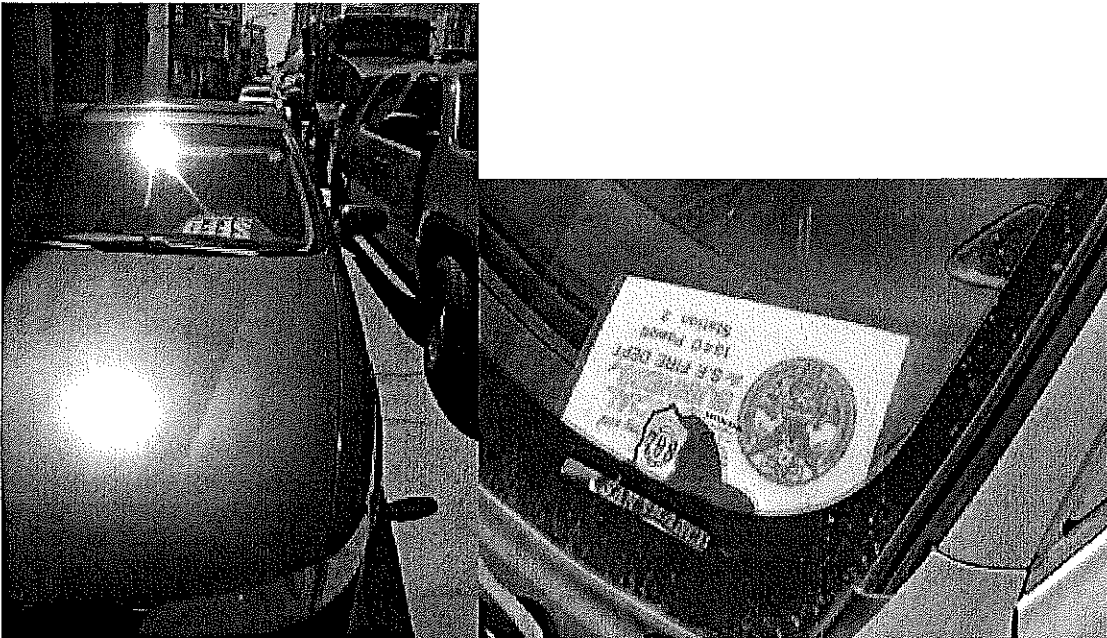


These 6 cars are parked during "Tow Away" hours on Falmouth St and are free from ticketing from the SFMTA thanks to "Official Business" signs





Of course even an SFFD T Shirt
draped over the steering wheel
will get you free parking around
Station # 2.



CC'S TO THE COMMISSION

Conefrey, Maureen (FIR)

From: Molloy, Rita Marie <molloyr@sfusd.edu>
Sent: Tuesday, November 15, 2016 3:43 PM
To: FireChief, Secretary
Cc: Conefrey, Maureen (FIR); Rivera, Anthony (FIR)
Subject: Request for a Retired Ambulance Donation
Attachments: Ambulance Donation Request for JOC High School.pdf

Dear Chief Joanne Hayes-White,

I am writing to request the donation of a retired SFFD ambulance, Vehicle 145-737, to the Health Academy at John O'Connell High School. The O'Connell Health Academy is a remarkable program made up of a diverse group of young San Franciscans excited about careers in the health industry, including emergency medical services. The curriculum includes a first responder and EMS unit as well as NERT training. Many students are inspired to continue on to the EMT or Paramedic programs at CCSF upon high school graduation. The donation of the retired ambulance would serve as a valuable training tool for the students and would bring their learning to life in an exciting and engaging manner. The expense of purchasing an ambulance would prohibit the school district from providing students in the O'Connell Health Academy with an amazing opportunity to improve their readiness to join the EMT workforce. The ambulance will serve as an on-site tool, parked within the O'Connell grounds. The registration will be renewed as "planned non operation" and it will not be driven. In short, the donation of a retired SFFD ambulance would greatly benefit not only the students of the John O'Connell Health Academy but also the entire city of San Francisco. The ambulance that was donated to the Galileo Health Academy last year has proven to be an extremely successful educational tool. Offering this opportunity to the diverse student population of the O'Connell Health Academy would add a new dimension to their learning. I greatly appreciate your consideration in this matter.

Sincerely,

Rita Molloy

--

Rita Molloy
Academy Coordinator- Health, Biotech and Agriculture Academies
Career Technical Education SFUSD
molloyr@sfusd.edu

P: 415-379-7768 F: 415-750-8687

Like Us on Facebook!
www.facebook.com/sfusdete




**CAREER TECHNICAL EDUCATION
COLLEGE AND CAREER READINESS DEPARTMENT
750 25th Avenue, 2nd Floor, San Francisco, CA 94121**

November 14, 2016

Dear Chief Joanne Hayes-White,

I am writing to request the donation of a retired SFFD ambulance, Vehicle 145-737, to the Health Academy at John O'Connell High School. The O'Connell Health Academy is a remarkable program made up of a diverse group of young San Franciscans excited about careers in the health industry, including emergency medical services. The curriculum includes a first responder and EMS unit as well as NERT training. Many students are inspired to continue on to the EMT or Paramedic programs at CCSF upon high school graduation. The donation of the retired ambulance would serve as a valuable training tool for the students and would bring their learning to life in an exciting and engaging manner. The expense of purchasing an ambulance would prohibit the school district from providing students in the O'Connell Health Academy with an amazing opportunity to improve their readiness to join the EMT workforce. The ambulance will serve as an on-site tool, parked within the O'Connell grounds. The registration will be renewed as "planned non operation" and it will not be driven. In short, the donation of a retired SFFD ambulance would greatly benefit not only the students of the John O'Connell Health Academy but also the entire city of San Francisco. The ambulance that was donated to the Galileo Health Academy last year has proven to be an extremely successful educational tool. Offering this opportunity to the diverse student population of the O'Connell Health Academy would add a new dimension to their learning. I greatly appreciate your consideration in this matter.

Sincerely,


Rifa Molloy
CTE Academy Coordinator
Health Science, Biotechnology and Agriculture Academies
San Francisco Unified School District
molloyr@sfusd.edu
Phone 415- 379-7768
Fax 415-750-8687

GENERAL ORDERS

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-62
November 5, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Rescue Captain 4 Relocation
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:
Sec 1108 – R & R

1. Rescue Captain 4 has relocated from Station 49 to Fire Station 43, 720 Moscow Street, effective today. Rescue Captain 4 may be reached via the Mainline number 3243 or via cell phone at 415-717-6880.
2. 12-hour EMS Captain shifts have been implemented at Station 49 effective today. Station 49 may be contacted via 415-558-3249.

Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-63
November 10, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Application for Officer at the Bureau of Equipment
Reference: Rules & Regulations, Section 402
Enclosures: None

Officers Endorsement
Section 1108- R. & R. _____

1. The Department is advertising for the Bureau of Equipment (BOE) Officer position. The position reports directly to the Assistant Deputy Chief of Support Services.
2. The Officer for the BOE is an administrative position that works a 5-day, 40-hour work schedule.
3. Duties and responsibilities include, but are not limited to, the following:
 - Manage the operations and personnel of the BOE, Logistics Warehouse, Mobile Air, and the Breathing Apparatus Repair Facility.
 - Respond to emergency incidents when requested.
 - Oversee the activities and duties of the fleet repair personnel.
 - Coordinate activities with the vehicle repair shop and Companies in the field for all repair work.
 - Oversee the maintenance and procurement of fire and medical equipment, apparatus, capital equipment and all other emergency vehicles assigned to the Fire Department, including preparation of apparatus specifications, engineering inspections and other related tasks.
 - Attend Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) meetings twice monthly. Attend other meetings as requested by the Chief of Support Services.
 - Interact with other City agencies, including the Water Department, Department of Public Health, Department of Public Works and Office of Contract Administration.
 - Assist the Chief of Support Services with miscellaneous projects as required.
 - Responsible for all monthly and activity reports related to the BOE.
 - Review fuel reports and forward to Department of Public Health.
 - Prepare annual budget for the section, outlining improvements and changes planned in the next fiscal budget.
 - Assists in the mobilization and demobilization of all strike teams, whether immediate or planned need.
 - Participate in the Department of Transportation and the Department's alcohol and drug testing programs.

4. Desired Qualifications:

- Comprehensive working knowledge of all aspects of field operations, including but not limited to, Fire Suppression, Emergency Medical Services, Hazardous Materials, Rescue Operations, and other emergencies.
- Excellent organizational, interpersonal, and written communication skills.
- Ability to organize, prioritize and manage a diverse workload.
- Management skills for large scale, innovative fleet maintenance program.
- Basic knowledge of business and accounting principles.
- Basic computer knowledge of Microsoft Word, PeopleSoft and Microsoft Excel.
- DMV Class "A" driver's license with required endorsements to operate all Department vehicles. (Required within 6 months if selected.)

5. All interested Permanent H-20 Lieutenants and H-30 Captains should submit a General Form Report and updated Personal Qualification Form (PQF) to the Chief of Department by close of business on Monday, November 28, 2016. Candidates will be selected to interview for the position after all applications are evaluated.

Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-64
November 10, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Vacancy Awards
Reference: Rules & Regulations, Section 3953
Enclosure: (A) List of Vacancy Awards

Officer Endorsement:
Section 1108 - R. & R. _____

1. Successful applicants for the vacancies contained in General Order 16 A-59 are listed in Enclosure (A).
2. Members who have been awarded a position will be required to complete all special requirements as specified in General Order 16 A-59, San Francisco Fire Department Rules and Regulations, and any other pertinent General Orders.
3. PLEASE NOTE, for members who change tours on this vacancy list, dates for VA's, IDV's, and TC's that are already scheduled will move LATER ON THE CALENDAR to match the workdays of the member's new tour.
4. Assignment changes will be forthcoming.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 17, 2016 1:53 PM
Subject: 16 A-65 Division of Emergency Communications Relief List for H-20 Lieutenants

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 16 A-65
November 17, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Division of Emergency Communications Relief List for H-20 Lieutenants
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec. 1108 – R. & R. _____

1. The Department is updating its relief list for the Division of Emergency Communications (DEC) Lieutenant positions. The relief list will be used for short term vacation relief and/or overtime opportunities at DEC as needed.
2. Interested applicants should resubmit their request regardless of standing on any previous relief list.
3. Duties and responsibilities for Lieutenant at DEC include, but are not limited to, the following:
 - Oversight of Clausen priority Dispatch System
 - Enforcement of radio operations and procedures
 - Oversight of calls for proper dispatch of Fire and Medic Units
 - Supervise critical incidents, i.e., MCI's, fires, greater alarms, water rescues, Bart, Muni, etc.
 - Conduct drills on failsoft, fire station alert system, manual mode, etc.
 - Completing reports and journals and maintaining General Orders.
 - Supervise training of new members assigned to DE
4. Qualifications:
 - Thorough knowledge of field operations, including fire suppression, EMS, HazMat, rescue and other emergencies
 - Thorough knowledge of all fire apparatus and locations including special apparatus i.e., Rescue Squads, Surf, Cliff Rescue, MCU, etc.
 - Ability to work collaboratively with other Department members and members of other agencies
 - Minimum 5 yrs. experience in rank of H-2 Firefighter, H-3L3 Firefighter/Paramedic, or H-20 Lieutenant or combination thereof.
5. Prior DEC training is desired, but training will be provided to members requesting placement on list.

6. Interested Lieutenants, Permanent or Acting, or H-2 Firefighter or H3L3 Firefighter/Paramedic on the current H-20 promotional list, shall submit a General Form and updated PQF to the Battalion Chief of Emergency Communications.

Joanne Hayes-White
Chief of Department

Kelly Alves
Office of the Chief of Department
San Francisco Fire Department
698 Second Street
San Francisco, CA 94107
Phone: 415-558-3401 / Fax: 415-558-3407 / web: www.sf-fire.org or www.sffd150.org

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, November 18, 2016 5:11 PM
Subject: General Order 16 A-66, Decorative Tree Inspections and Information
Attachments: 16 A-66 Decorative Tree Inspections and Information - Attachments.pdf

ATTACHMENTS ARE PRINTABLE

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-66
November 18, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Decorative Tree Inspections and Information
Reference: Section 806.1 of the 2013 San Francisco Fire Code
Chapter 1, Section 3.08, Title 19, California Code of Regulations
Enclosures: (A) BFP Informational Bulletin Re: Decorative Trees in Regulated Occupancies
(B) NFPA Christmas Tree Safety Tips and Recommendations for Christmas Fire Safety
(English, Spanish, Chinese and Versions)
(C) BFP Information Bulletin Re: Requirements for the Application of Flame Retardants
to Decorative Trees (2016)
(D) Christmas Tree Weekly Inspection Report Form

Officer Endorsement:
Section 1108 - R. & R. _____

1. Assistant Chiefs and Battalion Chiefs supervising fire suppression units are directed to inspect decorative trees in public assemblies, schools, hospitals, department stores, high-rise office buildings; and public areas of hotels, motels, and apartment buildings within their respective Divisions and Battalions to assure compliance with the appropriate codes and regulations adopted by the State of California, as detailed in the enclosed information bulletin.
2. A weekly report of all inspected premises shall be forwarded to the Bureau of Fire Prevention; Attention: Fire Marshal. The inspection report (*Enclosure D*) shall include the name of the business, address, date inspected, type of tree (natural cut/artificial), pass/fail, and action taken. Inspection report forms may also be printed out from AO Reports.
3. Natural cut trees are not permitted in hospitals and other facilities housing non-ambulatory persons (see informational bulletin). Further, natural cut trees are only permitted in public assemblies, schools, department stores, and public areas of hotels, motels, and residential buildings with more than two units when *they are protected by an approved automatic sprinkler system*.
4. Natural cut trees in schools, public assemblies, and public areas of residential buildings shall be treated with flame retardant and shall have an approved tag certifying the application of a California

State Fire Marshal approved flame retardant. The tag shall include the following information: CSFM Seal of Registration, name of flame retardant used, name of registered applicator, registration number, and date of application.

5. Natural cut trees shall be removed from buildings whenever the needles fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. Chiefs shall remind responsible parties to check the tree daily for dryness.

5. Battalion Chiefs shall deliver a supply of *Enclosures (A), (B), and (C)* to each and every decorative tree lot in their Battalion for distribution to their customers, regardless of the Tree Lot's inclusion on the Battalion List. Additionally, each member shall be familiar with the provisions of *Enclosure (A)*, and shall report non-compliance to their respective Battalion Chief or to the Bureau of Fire Prevention.

Joanne
Hayes-
White
Chief
of
Depart
ment

SAN FRANCISCO FIRE DEPARTMENT

DIVISION OF FIRE PREVENTION & INVESTIGATION

INFORMATION BULLETIN

November 9, 2016

SUBJECT: USE OF DECORATIVE TREES IN REGULATED OCCUPANCIES

In accordance with the 2013 San Francisco Fire Code and Title 19 of the California Code of Regulations, the San Francisco Fire Department requires that the following regulations be observed regarding the use of decorative trees in public assemblies, schools, institutions, retail stores, high-rise buildings, and public areas of hotels, motels, apartment, and condo buildings:

1. Natural cut trees are prohibited in I-1, I-2, I-3, I-4, and R-4 occupancies. These are primarily hospitals, nursing homes, prisons, residential care facilities, and other occupancies where persons may require the assistance of others to exit.
2. Natural cut trees are permitted in the following occupancies only when they are protected by an approved automatic sprinkler system: public assemblies, schools, retail stores, high-rise buildings, and common areas of hotels, motels, apartment, and condo buildings with more than two units.
3. Natural cut trees in public assemblies, schools, and common areas of residential buildings shall be fire retardant treated with a chemical approved by the California State Fire Marshal in accordance with the manufacturer's instructions. Application of the flame retardant shall be done by a certified applicator, registered with the California State Fire Marshal. Treated trees shall have a tag with the following information affixed to the base of a low branch on the tree: CSFM Seal of Registration, name of flame retardant used, name of registered applicator, registration number, and date of application.
4. Natural cut trees, where allowed, shall have the trunk bottoms cut off at least 0.5 inch above the original cut and placed in a support device in compliance with the next section.
5. Support devices for natural cut trees shall be stable and shall meet the following criteria:
 - a. The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
 - b. The device shall be capable of containing a minimum two-day supply of water.

- c. The water level, when full, shall cover the tree stem at least 2 inches (51 mm). The water level shall be maintained above the fresh cut and checked at least once daily.
- 6. Dryness: Natural cut trees shall be removed from buildings when the needles fall off readily when a tree branch is shaken, or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.
- 7. Obstruction of means of egress: The required width of any portion of a means of egress shall not be obstructed by decorative vegetation.
- 8. Open flame: Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents or open flames or heat-producing devices at least equal to the height of the tree.
- 9. Electrical fixtures and wiring: The use of unlisted electrical wiring and lighting on natural cut trees and artificial decorative vegetation shall be prohibited. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.
- 10. Artificial trees and vegetation: Artificial trees and vegetation shall meet the flame propagation performance criteria of NFPA 701. This information should be verified prior to purchase of the tree by reading the information on the packaging.

Any questions regarding decorative tree regulations may be directed to the Bureau of Fire Prevention of the San Francisco Fire Department at (415) 558-3300.


 Daniel de Cossio
 Fire Marshal

Summary Chart – NATURAL CUT DECORATIVE TREES

OCCUPANCY TYPE	NOT PERMITTED	REQUIRES FIRE RETARDANT	REQUIRES SPRINKLERS IN BUILDING
Hospitals, prisons, nursing homes, and residential care facilities	✓		
Schools, public assemblies, and common areas of residential buildings		✓	✓
Retail stores and high-rise buildings			✓

Tree Tag

○

DO NOT REMOVE
BY ORDER OF THE STATE FIRE MARSHAL

**FOLIAGE HAS BEEN
FLAME RETARDANT TREATED**



REGISTERED
FLAME RETARDANT

I CERTIFY this foliage has been treated with a chemical registered with the California State Fire Marshal and the treatment was made in accordance with manufacturers instructions by:

dipping spraying

Signature: _____ Applicator No. _____

Chemical Used _____ Reg. No. _____

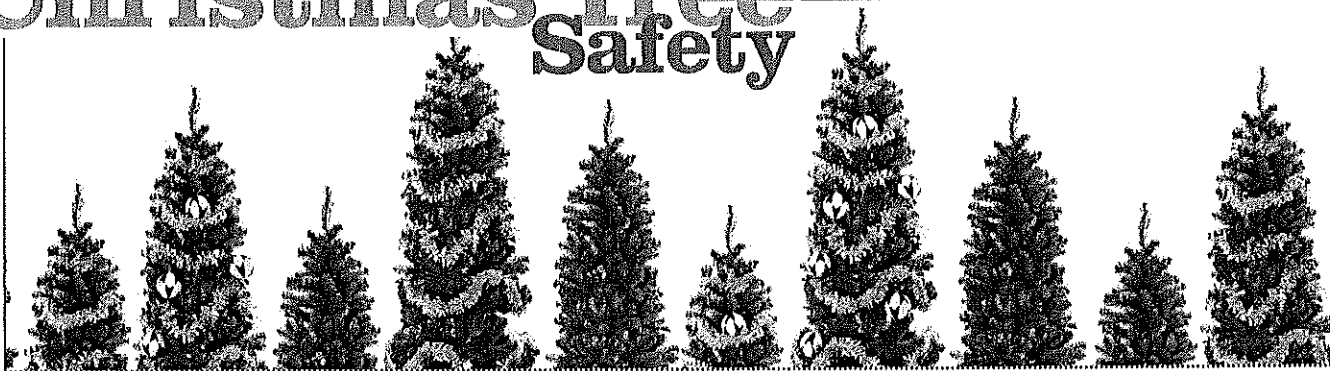
Date of Treatment _____

(NAME AND ADDRESS OF CONCERN)

Summary Chart – NATURAL CUT CHRISTMAS TREES

OCCUPANCY TYPE	NOT PERMITTED	REQUIRES FIRE RETARDANT	REQUIRES SPRINKLERS IN BUILDING
Hospitals, prisons, nursing homes, and residential care facilities	✓		
Schools, public assemblies, and common areas of residential buildings		✓	✓
Retail stores and high-rise buildings			✓

Christmas Tree Safety



As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.



PICKING THE TREE

- » Choose a tree with fresh, green needles that do not fall off when touched.



PLACING THE TREE

- » Before placing the tree in the stand, cut 2" from the base of the trunk.
- » Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights.
- » Make sure the tree is not blocking an exit.
- » Add water to the tree stand. Be sure to add water daily.

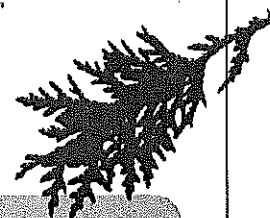


LIGHTING THE TREE

- » Use lights that have the label of a recognized testing laboratory. Some lights are only for indoor or outdoor use.
- » Replace any string of lights with worn or broken cords or loose bulb connections. Connect no more than three strands of mini string sets and a maximum of 50 bulbs for screw-in bulbs. Read manufacturer's instructions for number of LED strands to connect.
- » Never use lit candles to decorate the tree.
- » Always turn off Christmas tree lights before leaving home or going to bed.

After Christmas

Get rid of the tree after Christmas or when it is dry. Dried-out trees are a fire danger and should not be left in the home or garage, or placed outside against the home. Check with your local community to find a recycling program. Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.



FACTS

- ❗ **One** of every three home Christmas tree fires are caused by electrical failures.
- ❗ Although Christmas tree fires are not common, when they do occur, they are more likely to be serious.
- ❗ A heat source too close to the tree causes roughly **one in every six** of the fires.



Your Source for SAFETY Information
NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

www.nfpa.org/education



SAN FRANCISCO FIRE DEPARTMENT
RECOMMENDATIONS FOR CHRISTMAS FIRE SAFETY

The San Francisco Fire Department suggests the following recommendations to insure that your family has a safe holiday:

Unless your building is protected by an approved automatic sprinkler system, natural-cut trees are prohibited in public assemblies, schools, institutions, retail stores, and public areas of residential buildings. For more detailed descriptions of these group occupancies, please call the Bureau of Fire Prevention at (415) 558-3300. Natural-cut trees are allowed within dwelling units in apartment buildings and condos that do not have sprinkler systems.

Natural-cut trees in schools, public assemblies, and common areas of residential buildings shall be fire-retardant treated by a California State Fire Marshal registered applicator. Such trees shall be provided with appropriate tags.

When using natural cut trees, saw off at least 1/2 inch of the trunk above the original cut and mount the tree in a support device that holds water. The device shall be stable, hold the tree securely, and be of adequate size to avoid tipping over of the tree. The device shall be capable of containing a minimum two-day supply of water.

The water level, when full, shall cover the tree stem at least two (2) inches. The water level shall be maintained above the fresh cut and checked at least once daily.

Select the location for your tree carefully. Keep the tree away from fireplaces, heating vents, wall furnaces, and other heat producing appliances which may dry out the tree.

The tree shall be removed from the dwelling or building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.

Please do not use candles or other flaming devices on your tree or near other holiday decorations.

Examine the tree lights for the Underwriters Laboratories label and check the cord for signs of wear and tear. Discard if old or frayed.

Extension cords must be used with care. It is recommended that no more than 3 sets of lights be used per extension cord. Do not place the cords under rugs or in paths of travel.

When the holiday is over, and the tree is taken down, do not attempt to burn the tree in your fireplace, backyard, or front yard. Dry trees throw off tremendous amounts of heat and fire. Leave the tree in front of your house for your scavenger company on the day of your regular garbage pick-up.

(Updated 11/13/2012)



DEPARTAMENTO DE BOMBEROS DE SAN FRANCISCO
RECOMENDACIONES PARA LA SEGURIDAD
CONTRA INCENDIOS EN ESTA NAVIDAD

El Departamento de Bomberos de San Francisco recomienda lo siguiente para asegurar que su familia disfrute de días festivos seguros:

A menos que su edificio esté protegido por un sistema de aspersores automático aprobado, está prohibido utilizar árboles naturales ornamentales en las zonas públicas, escuelas, instituciones, tiendas departamentales y áreas públicas de los edificios residenciales. Para conocer descripciones más detalladas de estos sitios grupales, por favor llame a la Oficina de Prevención de Incendios al (415) 558- 3300. Sin embargo, está permitido utilizar árboles naturales ornamentales dentro de las unidades de vivienda en los edificios de departamentos o condominios.

Los árboles naturales en las escuelas, zonas públicas y áreas comunes de los edificios residenciales deberán ser tratados con retardantes contra fuego por parte de un técnico certificado. Dichos árboles deben portar las etiquetas adecuadas.

Cuando se utilizan árboles naturales ornamentales, se debe serrar al menos 1/2 pulgada del tronco por encima del corte original y montar el árbol en un dispositivo de soporte que contenga agua. El dispositivo debe ser estable, sostener el árbol con seguridad y ser del tamaño adecuado para evitar que el árbol se caiga de lado. El dispositivo debe ser capaz de contener agua para dos días como mínimo.

El nivel del agua, cuando esté lleno, debe cubrir al menos (2) pulgadas del tronco del árbol. El nivel del agua debe ser mantenido por encima del corte fresco y revisado al menos una vez al día.

Seleccione la ubicación de su árbol cuidadosamente. Mantenga el árbol lejos de chimeneas, calentadores, hornos de pared y otros generadores de calor que podrían secar el árbol.

El árbol debe retirarse de la vivienda o del edificio cuando las hojas se caigan al mover las ramas o si las hojas son frágiles y se quiebran cuando se les dobla entre los dedos pulgar e índice. Debe revisarse diariamente que el árbol no esté seco.

Por favor no utilice velas u otras cosas con llama de fuego en su árbol o cerca de otras cosas decorativas de navidad.

Examine las luces navideñas en busca de la etiqueta de Underwriters Laboratories y revise que el cable no esté desgastado o roto. No lo utilice si es viejo o está desgastado.

Las extensiones deben utilizarse con cuidado. Se recomienda que no se conecten más de 3 juegos de luces en cada extensión. No coloque los cables bajo alfombras ni en las trayectorias de paso.

Cuando terminen las fiestas, y quite su árbol, no intente quemarlo en su chimenea, patio trasero, o en el frente de su casa. Los árboles secos expiden enormes cantidades de calor y de fuego. Deje el árbol al frente de su casa para que la compañía de recolección de basura se lo lleve durante la recolección regular de basura.

(Actualizado 11/13/2012)



三藩市消防局
聖誕節防火安全建議

為了確保你的家庭可以度過一個安全的節日,三藩市消防局提出以下建議:

除非你的建築物已有了核准的自動灑水滅火系統的保護,否則禁止在公共集會場所、學校、機構、百貨公司以及住宅樓宇的公用範圍內擺放自然砍伐的樹木。請致電(415) 558-3300 聯絡防火局,查詢更多有關人群聚集點內容的詳情;但是,允許在公寓建築物以及共管式房屋的住宅單位內擺放自然砍伐的樹木。

在學校、公共集會場所以及住宅樓宇的公用範圍內擺放的自然砍伐的樹木,應該要經由有執照的處理人員實施過防火措施。此類樹木必須要附有合適的標籤。

當使用自然砍伐的樹木時,要在樹幹原本切割處上方至少 1/2 英寸的地方平衡鋸斷,並固定在可裝水的支撐裝置上。此裝置必須要穩固,可固定樹木並且要尺寸適宜,防止樹木翻側傾斜。該裝置必須可容納至少兩天用量的水。

滿的水位應淹蓋樹幹至少兩(2)英寸的位置。水位應保持在新切割處的上方,並且每天至少查看水位一次。

謹慎選擇擺放樹木的地點。樹木要遠離壁爐、暖氣通風口、暖氣爐以及其他製熱設備,因為這些設備可能會讓樹木變得乾燥。

當搖動樹幹,發現樹木的尖突部位或樹葉頻繁的凋落時,或者如果當用拇指和食指折彎樹木的尖突部位時,發現此部位容易折斷時,就要將樹木移離住宅或建築物。必須每天查看樹木的乾度。

請勿使用蠟燭或在你樹木的其他節日裝飾品附近擺放任何其他易燃裝置。

檢查樹木燈飾的保險商實驗所標籤,並查看電線是否有磨損和劃破的跡象。如果發現此物品有破舊或磨損的跡象,請將它丟棄。

必須小心使用加長式電線。建議每個加長式電線僅供不超過 3 組燈飾使用。請勿將電線擺放在小地毯下面或通道上。

節日過後,就要將樹木移除,請勿嘗試在你的壁爐、後院或前院等各處燒毀樹木。乾燥的樹木可排放大量的熱能和引起火災。將樹木放在你房屋的前面地方,你的垃圾清潔公司就會在定期的垃圾清理日負責取走你的樹。

(Updated 11/13/2012) (Chinese)





DIVISION OF FIRE PREVENTION & INVESTIGATION

INFORMATION BULLETIN

November 17, 2016

SUBJECT: REQUIREMENTS FOR THE APPLICATION OF FLAME RETARDANTS TO CHRISTMAS TREES

The following requirements and information are applicable to parties and/or individuals engaged in the application of flame-retardant treatments to Christmas trees. These requirements are pursuant to Title 19 of the California Code of Regulations.

1. Any person or firm that engages in the business of, or performs for a fee the act of, applying a flame-retardant chemical to any fabric or material must be registered as a "flame-retardant Application concern" by the California State Fire Marshal.
2. Only California State Fire Marshal approved products, applied by the California State Fire Marshal applicators, may be used on trees that are required to be flame retardant treated.
3. A tag must be attached to treated trees indicating the date of treatment, name of applicator, and name and registration number of the chemical used (see Figure 1 below).
4. Trees placed in the following occupancies are required to be flame retardant:
 - a) All schools and churches
 - b) Places of public assembly
5. Natural cut trees are prohibited in hospitals, nursing homes, prisons, residential care facilities, and other occupancies where persons may require the assistance of others to exit.

Note: Starting in November, the State Fire Marshal and the San Francisco Fire Department will be conducting inspections of Christmas tree sales lots to determine that applicators are licensed and that they are using approved chemicals in the proper manner. Persons or firms found to be non-compliant with these regulations will be subject to legal actions.

Figure 1.

RECORD NAME	DESCRIPTION	BLK/LOT	DATE OPENED	DATE CLOSED	STATUS
850 La Playa – Delancey Street Christmas Sales	TUA for Open Air Sales Lot for Christmas Trees	1691/019	9/21/2016	9/21/2016	Closed - Approved
Octavia Blvd. (Side of the St.) – Delancey St. Christmas Sales	TUA for Open Air Sales Lot for Christmas Trees	0853/022, 033, 034	9/21/2016	9/21/2016	Closed - Approved
2601 Van Ness Avenue – Delancey Street Christmas Sales	TUA - Open Air Sales Lot for Christmas Trees	0522/002A	9/21/2016	9/21/2016	Closed - Approved
2020 Market Street – Delancey Street Christmas Sales	TUA for Open Air Sales Lot for Christmas Trees	3536/001	9/21/2016	9/21/2016	Closed - Approved
1620 – 07 th Avenue – Clancy's Christmas Trees	TUA – Retail Christmas Tree Sales	1937/001	8/25/2016	8/25/2016	Closed - Approved



SAN FRANCISCO

FIRE DEPARTMENT

TO: Fire Marshal, Bureau of Fire Prevention

FROM: _____

SUBJECT: Christmas Tree Weekly Inspection Report, Week Ending _____

Name of Business	Address	Date Inspected	Type of Tree (Natural-cut or artificial)	Pass/Fail	Action Taken

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-67
November 18, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Year 2017 Vacation Selections
Reference: Rules & Regulations, Section 2519
Enclosure: (A) Vacation Policy, Balance Limits, Accrual Rates, Granting Rules, Bidding Instructions
(B) 2017 Watch Calendar

Officer Endorsement:
Section 1108 – R & R _____

1. Vacation selections for the Year 2017 shall be made via HRMS. All members working 24-hour shifts shall submit computer vacation bids. Members working non-24-hour shifts shall have their vacations approved by their supervisors. A General Order will be forthcoming to provide a separate vacation selection process (via HRMS) for members working at the Airport Division.
2. All members are directed to enter a vacation bid. Probationary Firefighters must work one full year before using vacation leave.
3. Bidding opens at 1200 hours on Tuesday, November 22, 2016. Close of bidding is 1200 hours on Tuesday, November 29, 2016. No bids will be accepted after this deadline.
4. Second Request Vacation bidding will open at 1200 hours, Thursday, December 1, 2016. Members shall make these requests via HRMS. The deadline to submit Second Request Vacations is 1200 hours on Thursday, December 8, 2016.
5. The Annual IDV and TC bidding will begin 1200 hours, Friday, December 9, 2016, with a deadline of 1200 hours, Friday, December 16, 2016. Under no circumstances will the sum of vacation, IDV and TC days granted exceed the number of days listed under the Vacation Granting Rules section of Enclosure (A).
6. Any member who is at or near their vacation balance limit is strongly encouraged to take their vacation and IDVs early in the year. It is recommended that members check their time balances against the stated limits set forth in Enclosure "A". Any member who reaches their respective accumulated vacation maximum will cease to accrue vacation time.

Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-68
November 23, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Electronic Drug Accounting Record (eDAR)
Reference: Rules and Regulations, Section 402
Enclosure: Instructions for the Electronic Drug Accounting Record (eDAR)

Officer Endorsement:
Section 1108 – R. & R. _____

1. ALS Units in the San Francisco Fire Department carry two Federally-controlled narcotics; Morphine Sulfate and Midazolam Hydrochloride (Versed). Every milligram of these medications must be accounted for during storage, use, and waste.
2. An electronic Drug Accounting Record has been developed and can be found on HRMS, under the Daily tab, 'eDAR' button.
3. All ALS crews are hereby directed to use this electronic Drug Accounting Record when administering or wasting Morphine or Midazolam (Versed). Ambulance Paramedics and EMS Captains (RCs) shall access the HRMS directly from their vehicles, ALS Engine Medics shall complete the eDAR immediately upon returning to quarters.
4. The ALS provider whose narcotics supply was accessed for administration shall be responsible for documenting the usage on the eDAR. If the narcotics count on an apparatus changed in the course of a shift (narcotics administered or wasted), that apparatus' Paramedic is responsible for completion of an eDAR record.
5. Ambulance Paramedics shall continue to chart the administration and waste of narcotics on their Patient Care Report. The eDAR does not replace the Patient Care Report.
6. This General Order is effective immediately.

Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-69
November 29, 2016

From: Chief of Department
To: Distribution List "A"
Subject: ARFF Introduction, Procedures & Tactics Course for Chief Officers
Reference: Rules & Regulations, Section 402
Enclosure None

Officer Endorsement:

Section 1108 - R. & R. _____

- 1) Battalion Chiefs in Battalions 9 and 10, as well as Division 2 and Division 3 Assistant Chiefs will be attending an introduction course for ARFF Command Procedures and Tactics. The Federal Aviation Administration (FAA) has recently recommended Chief Officers who may respond to San Francisco International Airport a major incident complete this course.
- 2) The course will consist of three 8-hour classes conducted on December 12, 13, 14, 2016, at the Airport Division, with training and curriculum provided by instructors from the Dallas-Fort Worth Fire Training Research Center. The class will begin promptly at 0900 hours. Chief Officers will be detailed to the Airport Division to attend on-duty and Time-Coming or compensation will be granted to those attending while off-duty. Lunch will be provided during the training.
- 3) On-Duty Assistant Chiefs shall ensure that the City is adequately covered before leaving for the class at the Airport.
- 4) Course topics will include the following:
 - Airport Familiarization
 - Aircraft Familiarization
 - Extinguishing Agents & Equipment
 - Tactics
 - Demonstration of simulated aircraft fire
- 5) Questions regarding this General Order may be made to the Airport Division Training Battalion Chief or Airport Division Administration at 650-821-4602.

Joanne Hayes-White
Chief of Department

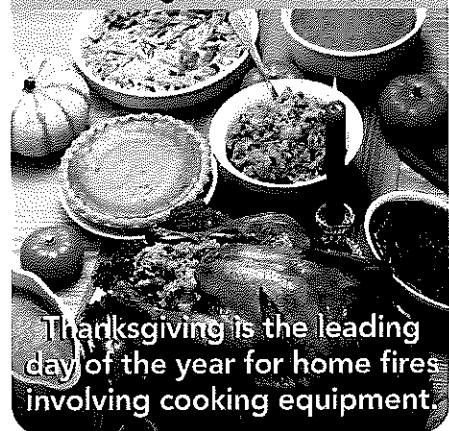
Thanksgiving Safety

The kitchen is the heart of the home, especially at Thanksgiving. Kids love to be involved in holiday preparations. Safety in the kitchen is important, especially on Thanksgiving Day when there is a lot of activity and people at home.



- » Stay in the kitchen when you are cooking on the stovetop so you can keep an eye on the food.
- » Stay in the home when cooking your turkey and check on it frequently.
- » Keep children away from the stove. The stove will be hot and kids should stay 3 feet away.
- » Make sure kids stay away from hot food and liquids. The steam or splash from vegetables, gravy or coffee could cause serious burns.
- » Keep the floor clear so you don't trip over kids, toys, pocketbooks or bags.
- » Keep knives out of the reach of children.
- » Be sure electric cords from an electric knife, coffee maker, plate warmer or mixer are not dangling off the counter within easy reach of a child.
- » Keep matches and utility lighters out of the reach of children — up high in a locked cabinet.
- » Never leave children alone in room with a lit candle.
- » Make sure your smoke alarms are working. Test them by pushing the test button.

Did you know?



Have activities that keep **kids out of the kitchen** during this busy time. Games, puzzles or books can keep them busy. Kids can get involved in Thanksgiving preparations with recipes that can be done **outside** the kitchen.

San Francisco Fire Department

415-558-3300



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

Cooking Safety

Cooking brings family and friends together, provides an outlet for creativity and can be relaxing. But did you know that cooking fires are the number one cause of home fires and home injuries? By following a few safety tips you can prevent these fires.

"COOK WITH CAUTION"

- »» Be on alert! If you are sleepy or have consumed alcohol don't use the stove or stovetop.
- »» Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- »» If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
- »» Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.

If you have a small (grease) cooking fire and decide to fight the fire...

- »» On the stovetop, smother the flames by sliding a lid over the pan and turning off the burner. Leave the pan covered until it is completely cooled.
- »» For an oven fire, turn off the heat and keep the door closed.

If you have any doubt about fighting a small fire...

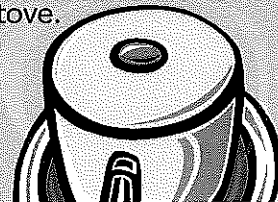
- »» Just get out! When you leave, close the door behind you to help contain the fire.
- »» Call 9-1-1 or the local emergency number from outside the home.



Have a "kid-free zone" of at least 3 feet around the stove and areas where hot food or drink is prepared or carried.

FACTS

- ❗ The leading cause of fires in the kitchen is unattended cooking.
- ❗ Most cooking fires in the home involve the kitchen stove.



San Francisco Fire Department

415-558-3300



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

Christmas Tree Safety



As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.



PICKING THE TREE

- » Choose a tree with fresh, green needles that do not fall off when touched.



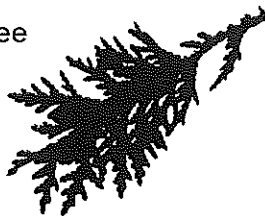
PLACING THE TREE

- » Before placing the tree in the stand, cut 2" from the base of the trunk.
- » Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights.
- » Make sure the tree is not blocking an exit.
- » Add water to the tree stand. Be sure to add water daily.



LIGHTING THE TREE

- » Use lights that are listed by a qualified testing laboratory. Some lights are only for indoor or outdoor use.
- » Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- » Never use lit candles to decorate the tree.
- » Always turn off Christmas tree lights before leaving home or going to bed.



After Christmas

Get rid of the tree after Christmas or when it is dry. Dried-out trees are a fire danger and should not be left in the home or garage, or placed outside against the home.

Check with your local community to find a recycling program.

Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.

FACTS

- ! Nearly one of every three home Christmas tree fires are caused by electrical problems.
- ! Although Christmas tree fires are not common, when they do occur, they are more likely to be serious.
- ! A heat source too close to the tree causes roughly one in every four of the fires.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

San Francisco Fire Department

415-330-3300

Winter Holiday Safety

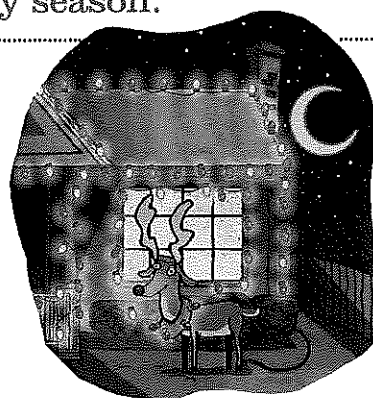
Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season.

HOLIDAY DECORATING

-))) Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
-))) Keep lit candles away from decorations and other things that can burn.
-))) Some lights are only for indoor or outdoor use, but not both.
-))) Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
-))) Use clips, not nails, to hang lights so the cords do not get damaged.
-))) Keep decorations away from windows and doors.

HOLIDAY ENTERTAINING

-))) Test your smoke alarms and tell guests about your home fire escape plan.
-))) Keep children and pets away from lit candles.
-))) Keep matches and lighters up high in a locked cabinet.
-))) Stay in the kitchen when cooking on the stovetop.
-))) Ask smokers to smoke outside. Remind smokers to keep their smoking materials with them so young children do not touch them.
-))) Provide large, deep ashtrays for smokers. Wet cigarette butts with water before discarding.



Before Heading Out or to Bed

Blow out lit candles when you leave the room or go to bed. **Turn off** all light strings and decorations before leaving home or going to bed.

FACTS

- ❗ **Two of every five** home decoration fires are started by candles.
- ❗ **Nearly half** of decoration fires happen because decorations are placed too close to a heat source.



San Francisco Fire Department

415-558-3300



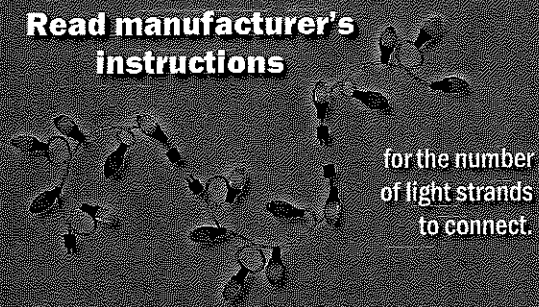
Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

PUT A ON **FREEZE**

It's fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

Read manufacturer's instructions

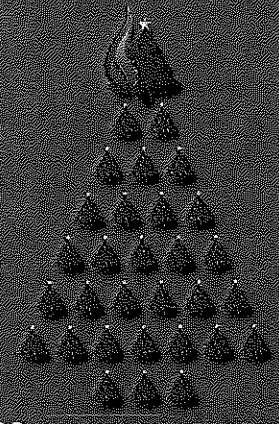


for the number of light strands to connect.

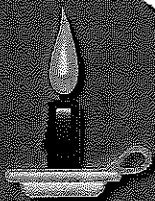
Although live Christmas tree fires are not common, when they do occur, they are dangerous. On average,

1 of every **31**

reported home **Christmas tree fires resulted in death.**



2 out of **5** home decoration fires are started by candles.



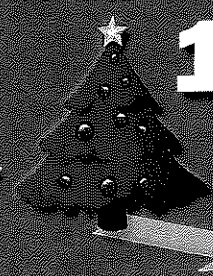
The top **3** days for home candle fires are

Christmas, New Year's Day and Christmas Eve.

A heat source too close to the Christmas tree causes

1 in every **4** of the fires.

Make sure your tree is at least



3 feet away from heat sources like fireplaces, radiators, space heaters, candles or heat vents. Also, make sure your tree does not block exits.

Keep candles at least **12** inches away from anything that burns.



Get rid of your tree after Christmas or when it is dry.

For more information on how to prevent winter fires, visit: www.usfa.fema.gov and www.nfpa.org

U.S. Fire Administration



CONGELEMOS

LOS INCENDIOS EN LAS VACACIONES DE INVIERNO

Qué divertido es decorar durante las vacaciones de invierno, pero estas decoraciones pueden incrementar los riesgos de incendios en el hogar. Mientras adorna los pasillos esta temporada, protéjase de los incendios.

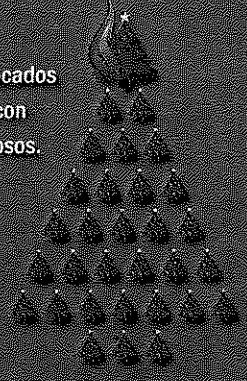
Lea las instrucciones del fabricante

con respecto a la cantidad del trenzado de luces que puede conectar.

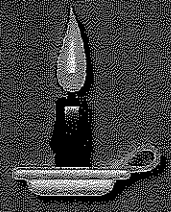
A pesar de que los incendios provocados por árboles navideños no ocurren con frecuencia, pueden ser muy peligrosos. En promedio,

1 de cada **31**

incendios de árboles navideños informados resultan en muertes.



2 de cada **5** incendios decorativos se producen por velas.



Las **3** fechas principales donde se producen incendios debido a velas en el hogar son

Navidad, Año Nuevo y Vísperas de Navidad.

Una fuente de calor cercana a un árbol de Navidad ocasiona

1 de cada **4** incendios.

Asegúrese de que el árbol esté al menos a

3 pies de distancia de las fuentes de calor como chimeneas, radiadores, calentadores ambientales, velas y salidas de calefacción. Además, asegúrese de que el árbol no bloquee las salidas.



Mantenga las velas alejadas al menos a



12 pulgadas de cualquier cosa que se pueda quemar.

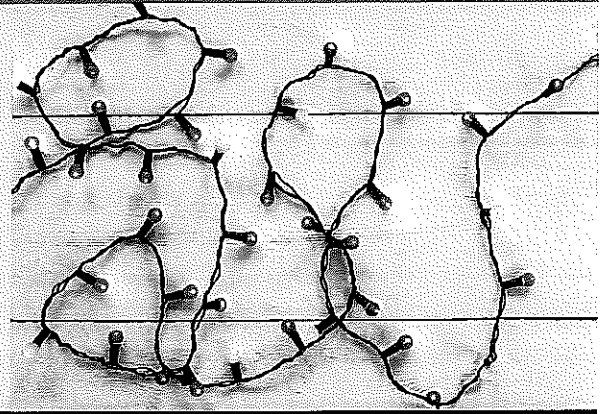


Desálgase de su árbol después de Navidad o cuando esté seco.

Para obtener más información sobre cómo prevenir los incendios en invierno, visite www.usfa.fema.gov y www.nfpa.org.



Winter Holiday Fire Safety



Did you know?

Nearly half of holiday decoration fires happen because decorations are placed too close to a heat source.

It's fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

- ✔ Inspect holiday lights each year before you put them up. Throw away light strands with frayed or pinched wires.
- ✔ Water your Christmas tree every day. A dry tree is dangerous because it can catch on fire easily.
- ✔ Consider using battery-operated flameless candles, which can look, smell and feel like real candles.
- ✔ If you do use lit candles, make sure they are in stable holders and place them where they cannot be knocked down easily.

For more information and free resources, visit
www.usfa.fema.gov





Esté a Salvo contra Incendios en la Cocina

Language: Spanish

1. Permanezca en la cocina mientras está friendo o cocinando con aceite o grasa.

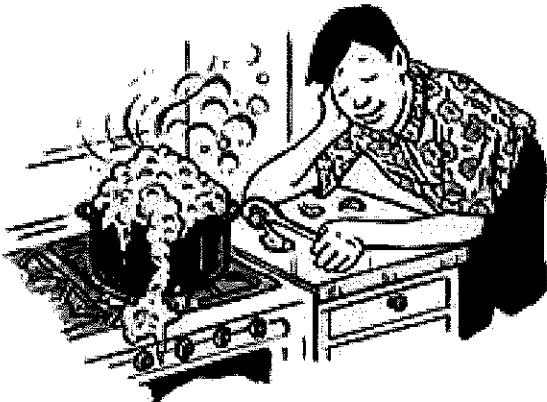


NO

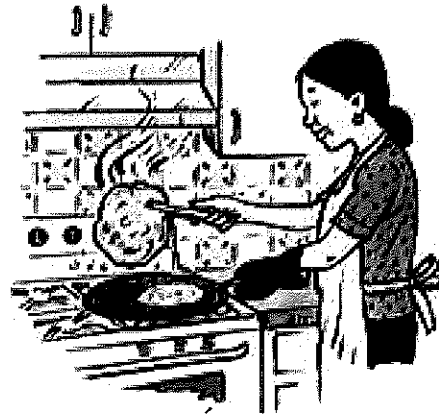


SÍ

2. Nunca cocine cuando se encuentre cansado.



NO



SÍ

3. Para apagar el fuego de una cacerola, deslice una tapadera sobre ésta.
Apague la estufa y deje que la cacerola se enfríe.



NO



SÍ

Una Receta para **Mantener su Comunidad Cocinando sin Peligro**

NFPA • 1 Batterymarch Park, Quincy, MA 02169 • www.nfpa.org



Esté a Salvo contra Incendios en la Cocina

Language: Spanish

1. Permanezca en la cocina mientras está friendo o cocinando con aceite o grasa.

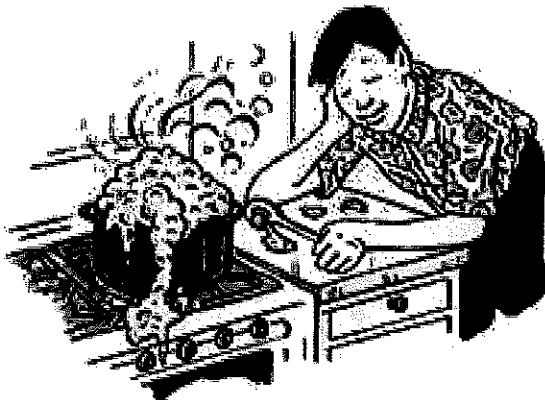


NO



SÍ

2. Nunca cocine cuando se encuentre cansado.



NO

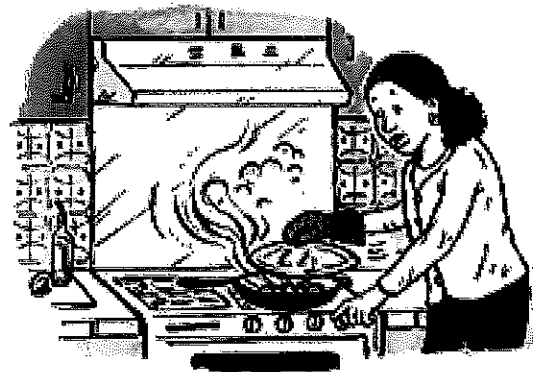


SÍ

3. Para apagar el fuego de una cacerola, deslice una tapadera sobre ésta.
Apague la estufa y deje que la cacerola se enfríe.



NO



SÍ

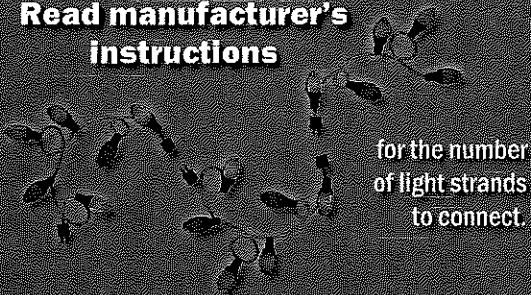
Una Receta para **Mantener su Comunidad Cocinando sin Peligro**

NFPA • 1 Batterymarch Park, Quincy, MA 02169 • www.nfpa.org

PUT A FREEZE ON WINTER HOLIDAY FIRES

It's fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

Read manufacturer's instructions

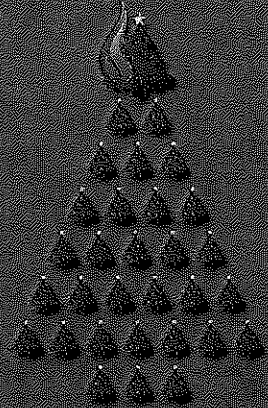


for the number of light strands to connect.

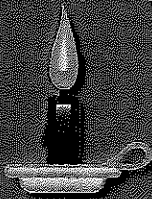
Although live Christmas tree fires are not common, when they do occur, they are dangerous. On average,

1 of every **31**

reported home **Christmas tree fires resulted in death.**



2 out of **5** home decoration fires are started by candles.



The top **3** days for home candle fires are

Christmas, New Year's Day and Christmas Eve.

A heat source too close to the Christmas tree causes

1 in every **4** of the fires.

Make sure your tree is at least



3 feet away from heat sources like fireplaces, radiators, space heaters, candles or heat vents. Also, make sure your tree does not block exits.

Keep candles at least



12 inches away from anything that burns.

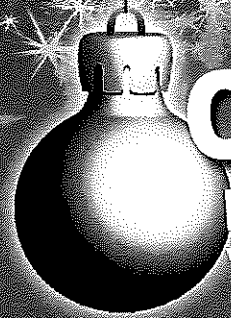


Get rid of your tree after Christmas or when it is dry.

For more information on how to prevent winter fires, visit: www.usfa.fema.gov and www.nfpa.org

U.S. Fire Administration





CONGELEMOS LOS INCENDIOS EN LAS VACACIONES DE INVIERNO

Qué divertido es decorar durante las vacaciones de invierno, pero estas decoraciones pueden incrementar los riesgos de incendios en el hogar. Mientras adorna los pasillos esta temporada, protéjase de los incendios.

Lea las instrucciones del fabricante

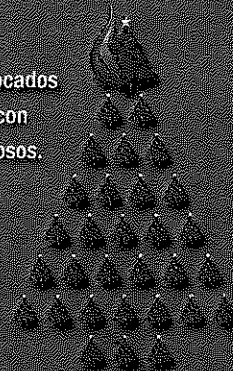


con respecto a la cantidad del trenzado de luces que puede conectar.

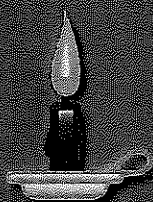
A pesar de que los incendios provocados por árboles navideños no ocurren con frecuencia, pueden ser muy peligrosos. En promedio,

1 de cada **31**

incendios de árboles navideños informados resultan en muertes.



2 de cada **5** incendios decorativos se producen por velas.



Las **3** fechas principales donde se producen incendios debido a velas en el hogar son

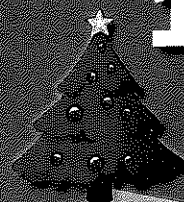
Navidad, Año Nuevo y Vísperas de Navidad.

Una fuente de calor cercana a un árbol de Navidad ocasiona

de cada **1** **4** incendios. Asegúrese de que el árbol esté al menos a

3

pies de distancia de las fuentes de calor como chimeneas, radiadores, calentadores ambientales, velas y salidas de calefacción. Además, asegúrese de que el árbol no bloquee las salidas.



Mantenga las velas alejadas al menos a



12 pulgadas de cualquier cosa que se pueda quemar.

Desálgase de su árbol después de Navidad o cuando esté seco.

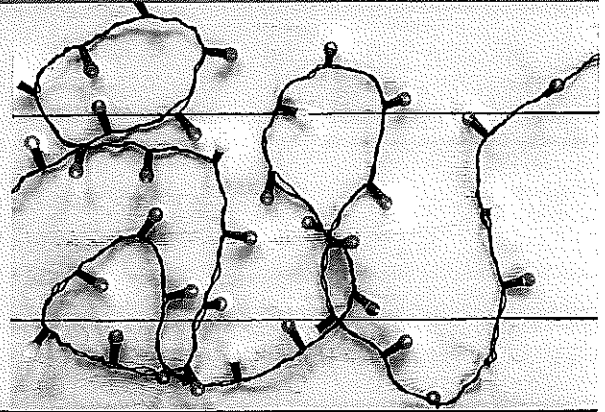


Para obtener más información sobre cómo prevenir los incendios en invierno, visite www.usfa.fema.gov y www.nfpa.org.

U.S. Fire Administration



Winter Holiday Fire Safety



Did you know?

Nearly half of holiday decoration fires happen because decorations are placed too close to a heat source.

It's fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

- ✔ Inspect holiday lights each year before you put them up. Throw away light strands with frayed or pinched wires.
- ✔ Water your Christmas tree every day. A dry tree is dangerous because it can catch on fire easily.
- ✔ Consider using battery-operated flameless candles, which can look, smell and feel like real candles.
- ✔ If you do use lit candles, make sure they are in stable holders and place them where they cannot be knocked down easily.

For more information and free resources, visit

www.usfa.fema.gov



SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING DATES – 2017

Location: San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

2nd and 4th Wednesday's of the Month

2nd Wednesday of the Month at 9:00 a.m. in Room 416

4th Wednesday of the Month at 5:00 p.m. in Room 400

January 11	January 25
February 8	February 22
March 8	March 22
April 12	April 26
May 10	May 24
June 14	June 28
July 12	July 26
August 9	August 23
September 13	September 27
October 11	October 25
November 8	November 22
December 13	December 27

SPECIAL PRESENTATIONS

PRESENTATION REGARDING HARASSMENT
FIRE COMMISSION MEETING
NOVEMBER 9, 2016

INTRODUCTION:

- Since Chief Hayes-White's tenure began in January 2004, the Department has issued two General Orders regarding the Department's and the City's EEO Policy and Complaint Procedure. The two General Orders were 09 A-58 and 15 A-43, which is the current version.
- Under the previous Fire Chief, a General Order regarding the Department's EEO Policy and Complaint Procedure was issued in October 2003. Thus, there was no need for an update during the early years of Chief Hayes-White's tenure.

INTRODUCTION

- In addition to the General Orders, the Department has always had a provision regarding the prohibition of discrimination and harassment in the workplace in its Rules and Regulations. In the 1997 edition of the Rules and Regulations, this was addressed in Article 3958. In the current edition, it is found in Article 3917.
- Besides the specific articles mentioned above, the sections for Division Chief, Battalion Chief and Captain in both editions of the Rules and Regulations address each Officer's responsibility to maintain a work environment that is free from discrimination, harassment and retaliation.

CA ASSEMBLY BILL 1825

- CA State Law AB 1825, which is part of the Fair Employment Housing Act, first became effective on August 17, 2007
- It has been codified in the new California Government Code Section 12950.1. This law mandates training and education of supervisors in sexual harassment prevention in the workplace every two years for employers with 50 employees or more.
- Since 2007, the Department has complied with the training requirement for the following years: 2007, 2009, 2011, 2013, 2015

DEPARTMENT TRAINING

- In addition to the training requirement under AB 1825, the Department conducts its own training regarding the Department's EEO Policy and Complaint procedure.
- This training is conducted for all entry-level uniformed classes.
- A similar training is also provided either live or online video to new lieutenants and new Battalion Chiefs, with emphasis on Officer Responsibilities.

DEPARTMENT TRAINING

- Since there is a current General Order (15 A-43) regarding the Department's EEO Policy and Complaint Procedure, it is included in the Annual Daily Drill Schedule for Officers to discuss with their members.

HARASSMENT DEFINED

Two Theories:

- **Quid pro quo** - complainant is subject to a request of a sexual nature as a condition of employment
- **Hostile Work Environment** - may be based on any protected category; may take many forms including, but not limited to, verbal, visual or physical, unwelcome conduct on account of the complainant's membership in a protected category, which is so severe or pervasive as to alter the condition of the complainant's employment and create an abusive working environment.

HARASSMENT – QUID PRO QUO

- The complainant is subject to a request of a sexual nature;
- The request is unwelcome; and
- The request is a condition of employment.

HARASSMENT – HOSTILE WORK ENVIRONMENT

- The complainant is subject to physical, verbal or visual conduct on account of the complainant's membership in a protected category;
- The conduct is unwelcome; and
- The conduct is sufficiently severe or pervasive as to alter the condition of the complainant's employment and create an abusive working environment.

PROTECTED CATEGORIES

- Race
- Color
- Religion
- Creed
- Sex
- National Origin
- Ethnicity
- Age
- Disability or Medical Condition
- AIDS/HIV or Aids-Related Conditions
- Political Affiliations
- Sexual Orientation
- Ancestry
- Marital or Domestic Partner Status
- Gender Identity
- Parental Status
- Other non-merit factors or any category provided for by ordinance

FORMS OF UNLAWFUL HARASSMENT

- **Physical conduct** – such as assault, blocking normal movement, leering or lewd gestures, or physical interference with work
- **Verbal conduct** – epithets, derogatory comments, unwelcome jokes or stories, slurs, unwelcome advances or invitations, harassing phone calls
- **Visual conduct** – such as derogatory or offensive posters, cartoons, bulletins or drawings, or electronic mail transmissions. This includes the use of Department equipment and any equipment physically located at stations.

OTHER CONSIDERATIONS FOR HARASSMENT

- For Quid Pro Quo Harassment, there has to be a disparity in power. Thus, allegations under this theory always involve a subordinate complaining about a supervisor or higher authority who is accused of making requests of a sexual nature in exchange for a condition in the subordinate's employment.
- What is offensive is in the eye of the beholder
- Either gender or any sexual orientation can be harassed or be a harasser

2017 MEETING CALENDAR

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING DATES – 2017

Location: San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

2nd and 4th Wednesday's of the Month

2nd Wednesday of the Month at 9:00 a.m. in Room 416

4th Wednesday of the Month at 5:00 p.m. in Room 400

January 11	January 25
February 8	February 22
March 8	March 22
April 12	April 26
May 10	May 24
June 14	June 28
July 12	July 26
August 9	August 23
September 13	September 27
October 11	October 25
November 8	November 22
December 13	December 27