

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting
Wednesday, March 8, 2017 - 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	Ken Cleaveland
Vice President	Stephen A. Nakajo
Commissioner	Michael Hardeman
Commissioner	Francee Covington
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 February 22, 2017.
- Minutes from Special Meeting on March 2, 2017.

4. UPDATE ON EMS-6 PROGRAM

Dr. Clement Yeh to provide update on EMS-6 Program since implementation of program.

5. 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 February 22, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS

Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, and Airport Division and update on H-23 classification.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting of February 22, 2017, including President Cleaveland and Vice President Nakajo's recent tour at the Department of Emergency Management's Communications Division.

7. COMMUNICATIONS

- Email from James Corrigan dated February 22, 2017.

8. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]*
Discussion regarding agenda for the March 22, 2017 regular meeting.

9. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES

Wednesday, February 22, 2017 - 5:00 p.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=27201

President Cleaveland called the meeting to order at 5:03 PM.

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raemona Williams		
Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Rudy Castellanos	Airport Division	
Shane Francisco	Homeland Security	
Jeff Columbini	Division of Training	
Assistant Chiefs		
John Cremen	Division 2	
Dave Franklin	Division 3	
Staff		
Olivia Scanlon	Communication and Outreach Coordinator	
Jesusa Bushong	Human Resources Director	

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 February 8, 2017.

Commissioner Hardeman Moved to approve the February 8, 2017 regular meeting Minutes. Vice President Nakajo Seconded. Motion to approve above Minutes was unanimous.

- Minutes from Special Meeting on February 9, 2017.

Commissioner Hardeman Moved to approve the February 9, 2017 special meeting Minutes. Vice President Nakajo Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

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

Report on current issues, activities and events within the Department since the Fire Commission meeting of January 11, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered events since the last meeting on February 8, 2017. She acknowledged the presence of former Deputy Chief of Operations, Raymond Balzarini who was in attendance at the meeting and mentioned that she excused Deputy Director Mark Corso from the meeting. She reported that the budget for this fiscal year remains on track for both revenues and expenditures and thanked the Commission for their support and involvement and that they were able to submit the budget in a timely fashion, along with a joint letter signed by her and President Cleaveland recognizing the three-percent reduction to the City's budget and the Department's concerns about creating an adverse impact to the Department's operations. She mentioned that the 121st academy class is its thirteenth week with 49 members and the date for graduation is April 14, 2017 at 10:00 a.m. at Riordan High School. She stated that in regards to the 122nd academy, she is working with HR and they have a number of alternates that were selected for the last process which they will move into the conditional phase, in addition, backgrounds will be sent out to a larger applicant pool for consideration for the April and September academy classes. She touched on the recent internal promotions, including seven H-8's who became full-time H-3 Level 2's, 18 former H-3 Level 1 EMT's are now H-3 Level 2 paramedics and 2 H-2 firefighters who became H-3 Level 3 fully cross-trained Firefighter Paramedics. She commended the good work of HR and the Department of Training under the leadership of Chief Columbini. Chief Hayes-White announced that they are in the process of selecting an EMS Division Chief and she anticipates that interviews will take place next week and that the H-40 Battalion Chief list was adopted February 22, 2017.

Chief Hayes-White touched on events that she attended including on February 9, 2010 celebration for the Year of the Rooster at City Hall, hosted by Mayor Lee and his staff, the High-rise drill at 525 Market Street on February 10th and 11, 2017, which was also attended by Chief Gonzales, Chief Columbini and Vice President Nakajo, the Chinese New Year's Parade on February 10, 2017, along with President Cleaveland, Vice President Nakajo and Commissioner Covington. She acknowledged the Asian Firefighter's Association for the dinner they provided following the parade. On February 13, 2017 the ambulance working group reconvened which President Cleaveland and Vice President Nakajo participated in and she announced her appreciation of their support. She mentioned that the goal is to have a transport unit on the scene of a Code 3 emergency, within a 10-minute timeframe in the 90th percentile so that they can get the critical patient to one of the nine receiving facilities, and with call volume up and other challenges, they are seeing response times creeping up and they want to get suggestions on how to get back to the 90th percentile. On February 14, 2017, she, along with Chief Raemona Williams had the opportunity to attend a ceremony put on by the Rotary Club where they acknowledged longtime member Firefighter Derek O'Leary, who served the Department from 1969 until 2001. She acknowledged that it was Assistant Chief Dave Franklin's birthday and he put on a luncheon for the 150th Anniversary Committee members, and she attended the swearing in for City Administrator Naomi Kelly at City Hall on February 16, 2017.

An announcement was made that because of the large attendance at the meeting, the Sherriff was opening up an overflow room. The standing audience was asked to move to room 421.

There was no public comment.

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 February 2017. She mentioned that the Assignment Office is working with the Division of Training in scheduling probationary firefighters, as well as the H-3 Level 1 and Level 2 ride-alongs. Regarding Homeland Security, she reported that Chief Francisco continues to attend various meetings and training exercises as well as updating the Command Staff on real and potential terrorist activities. He has prepared the event action plan for the Chinese New Year's Parade, met with various vendors regarding the FDOC update project and updating the Department's continuity of operations plan, as well as the tsunami plan, which are all works in progress. Chief Williams reminded the public that if you see something, say something. With regards to the Investigative Bureau, she announced that during this reporting period, the bureau has conducted various background testing for candidates for upcoming academies, as well as 39 random drug and alcohol tests which were all negative. She mentioned that the Physician's Office continues to administer promotional probationary pre-employment physicals for Department members, as well as job-related injuries and return to work exams. Under Support Services, she announced that Pump Station 1 has been extended due to the current testing of the fuel tanks and pumps on site, and are near completion and she added that all ESER projects continue to move forward and are on track. She mentioned that Chief Rivera is working with Central Shops and are in the process of outfitting Hose Tender 18 with Gleason valves and should be in service next month. Chief Williams added that they are working with MTA to standardize residential parking permits for fire stations and members. With regards to Station 5, she announced that the contract was awarded to Alten Construction and they are tentatively scheduled to begin in April and anticipated to complete the project by the summer of 2018. Station 16 is behind schedule due to inclement weather and other permitting issues that have since been resolved, and the contractor believes the project will still be completed on schedule. She acknowledged the Training staff and the good work they do as they are preparing for an upcoming fire behavior building construction training module as well as all the training and specialized training they perform, including the high-rise building drill which was conducted over the weekend. She stated that PG&E is working with the Department for training on how to respond to various utility type emergencies, as well as BART and Muni, which is an annual training that is conducted where members train on how to perform rescues with regard to BART and Muni, including auto extrication.

Vice President Nakajo thanked Chief Williams for her comprehensive report and wished Chief Franklin a happy birthday. He also welcomed former Chief Ray Balzerini. He asked for more information on the active shooter drill and Chief Columbini stated that the training will start on March 6th for a week at the airport, working with Chief Castellanos. Vice President Nakajo commended the Asian firefighters for the Chinatown parade and the dinner that followed and acknowledged the large contingent that showed up to participate in the parade. He also commended Chief Columbini and Chief Postel for the great job they did at the high-rise drill. Vice President Nakajo suggested that when the time comes for promotional ceremonies, he would like it to occur during a televised Commission meeting as it is a good way for the public to acknowledge the members. He added that he was looking forward to attending the EMT graduation on Friday on Treasure Island. He announced that the San Francisco Firefighters

Cancer Prevention Foundation is having their fundraiser on Saturday, March 4, 2017 and the entire commission supports the work that occurs through that foundation.

Commissioner Hardeman stated he was out of town at his daughter-in-law's soccer tournament during the Chinese New Year Parade, and he was sorry he missed the parade. He also commended Derek O'Leary on his recognition from the Rotary Club and mentioned that he and Mike O'Leary, Derek's dad, were on the same 8th grade basketball team and they won the city championship. He thanked retired Chief Balzerini for coming to the meeting and wished Chief Franklin a happy birthday. He mentioned that on his way to the meeting, he ran into Mayor Lee and had a nice conversation and Mayor Lee wanted everyone to know that he is working on getting a 5th Fire Commissioner and that he's following the Fire Department closely and appreciates all that happens here and appreciates all the commissioners. He added that he was happy to see that the recent promotions are causing a trickle-down effect for near future promotions.

Commissioner Covington thanked Chief Hayes-White and Chief Williams for their reports. She asked Chief Hayes-White if she could provide further information concerning the dialogue she is having concerning the budget and if it included the most recent addition of the 59-million dollars that has been discovered. Chief Hayes-White stated it was her understanding the figures would be adjusted, but she has not had that discussion one on one, the city is still projecting a deficit but she believes they are making some readjustments and anticipates it will be part of the ongoing dialogue. Commissioner Covington suggested lobbying as much as possible to have some leeway in terms of cut backs that the Department has been requested to make. Commissioner Covington remarked that with the news of the loss of members from the current academy class, it is very important that they start with robust numbers in academy classes so that they can have the numbers that are needed going forward, with upcoming retirements, so the Department is not caught flat footed. Chief Hayes-White added that it is not realistic to assume that everyone who starts the academy finishes. She mentioned that she attended the SFPD graduation on Friday and they started with an academy of 50 and graduated 35. She added that it is always difficult losing even one person, it's a rigorous schedule and there is a lot of expectations. The Division of Training Staff, meets the candidates more than halfway and they put their heart and soul into it and they work very hard for everyone to succeed. They touched on the medical and physical requirements for members being promoted and the Physician's Office role in that regard. Commissioner Covington thanked everyone who participated in the high-rise drill and mentioned that the New Year's Parade was fabulous along with the food and thanked the Asian Firefighters Association for hosting the event. Commissioner Covington asked if the Friday and Saturday slower response times are due to traffic congestion or higher call volume. Chief Hayes-White answered that it is a combination and they are looking at a number of things including the time the ambulances have at the hospitals, the nine receiving hospitals, how long they are waiting to transfer care of the patient, shifts of the private agencies as well as to make sure they're compatible or staffing up during peak periods. She added that the controller's office agreed to recalculate the number of FTEs that we have and provide an analysis and when they reconvene, they can review the data. She thanked Chief Franklin for hosting the 150th close out luncheon and mentioned that the 150th was a busy year and a good year for the Department. Chief Francisco briefly spoke about the tsunami plan, stating that it is a city wide plan not specific to the fire department.

President Cleaveland mentioned that he thinks the annual high-rise drills are critical and very important and he appreciates the Fire Department working with the private high-rise sector of the community. He also suggested that the ambulance working group focus on the patient delivery

to the hospitals and see how to cut down on wait times for the patient care transfer so they can get the ambulances back into service. He thanked everyone involved with the Chinese New Year's Parade and Chief Rivera for getting a nice ride for the Commissioners, as well as the Asian Firefighters Association for their nice dinner they put on. He was glad to hear there was talk on the residential parking as there have been numerous letters and complaints about members illegally parking at fire stations and confirmed that the firefighters pay for those permits, not the Department. Commissioner Hardman made brief statements on emergency flood outfits for the SFFD.

There was no public comment.

5. OVERVIEW FROM PORT FIRE MARSHAL KEN COFFLIN [Discussion]

Discussion regarding responsibilities assigned to the Port Fire Marshal.

Port Fire Marshal introduced himself and gave a brief history of his time with the Department. He's been the Port Fire Marshal for almost five years. He explained the makeup of the Port and mentioned that there are no addresses, everything is known either by pier or sea wall lot. He presented the attached PowerPoint: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Port%20Presentaion2-22-17.pptx>

Vice President Nakajo mentioned that he appreciated Port Fire Marshal Cofflin's presentation and that in his 21 years on the Commission, it's the first time he's seen the Port update or presentation with this kind of detail. He asked where Pier 1 was. Port Fire Marshal Cofflin answered that it is at the Embarcadero and Washington Street. There was brief discussion on the advocacy for a new fire protection engineer to design the sprinkler and standpipe system on Pier 31. Vice President Nakajo mentioned that he has noticed a lot of development and activity at the Port and that he remembers historically there had been some very large pier fires. Port Fire Marshal Cofflin reports directly to Fire Marshal Dan DeCossio.

Commissioner Hardeman mentioned that there is a huge group of construction workers located at Pier 50. Port Fire Marshal Cofflin stated that Pier 50 now is the Maintenance Division. Commissioner Hardeman confirmed that the new Warriors Arena will not fall under the jurisdiction of the Port.

Commissioner Covington thanked Port Fire Marshal Cofflin for his report and thanked Commissioner Hardeman for suggesting this as an agenda item. She mentioned that she had attended many of the listed events and that she's a great America's Cup fan, having taken classes regarding America's Cup history. She confirmed that the fire protection engineer is supported financially by the Port, but the Fire Department advertises the job, accepts the applications and hires the engineer. There was brief discussion on the Port becoming a historic district. Commissioner Covington asked if the state provides any money for upkeep. Port Fire Marshal Cofflin responded no, the state does not provide money for upkeep.

There was no public comment.

6. OVERVIEW FROM DIVISION OF TRAINING [Discussion]

Discussion, expectations and overview on H-2 recruit training.

Assistant Deputy Chief Columbini introduced Captain Sato and Rescue Captain Nick Payne who are extremely dedicated to the recruits and the Division of Training. He mentioned that he would give a brief overview of the academy and the changes that took place from the beginning of 2016 to now. He mentioned that they made changes to the curriculum due to the State Fire Marshal's office many changes, connecting with the national NFPA standards. They knew if they didn't make changes, it could affect grant eligibility, mutual aid, industrial standards and

training levels and most importantly the opportunity to improve the future of firefighters that they were ready to train. Chief Jeff Columbini presented the following PowerPoint. <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/dot.pdf>

Commissioner Covington thanked Chief Columbini for the update and stated that these are exciting times for the Division of Training and a lot has happened in a year. She asked how many academies are in the State of California. Captain Sato responded that there are 12 accredited local academies through the State Fire Marshal's office, but he didn't know how many different departments have their own academies that are not accredited. She commended Lt. Yee for his achievements and asked him to tell a little about himself. He mentioned that he has been at the Division of Training on and off since 2010, he was born and raised in San Francisco and went to Cal. He added that working for the SFFD was the best job in the world. Commissioner Covington asked if other departments would be using our training facilities. Chief Columbine stated that they have done that in the past, but unfortunately, because of the tight training schedule they have for the next three years, they are unable to offer that. He added that he is excited about the news regarding the search for a new training facility and that he has been fortunate to be attending meetings with Chief Rivera, meeting with DPW on a weekly basis and the ball is rolling. Chief Hayes-White added they are exhausting all avenues related to replacing the Treasure Island training facility, which she thinks they will be occupying into the early 2020 decade, but have had ongoing discussions with Brian Strong of Capital Budget and talking to the San Francisco Unified District board and possibly partnering with the PD to do some combined training. She also stated they're looking at placing a state of the art training facility on a bond.

Vice President Nakajo thanked Chief Columbini for his excellent report and acknowledged Captain Sato and Lt. Yee. He also acknowledged Mayor Lee for his support toward the Department with funding the H-2 classes. He commended EMS Rescue Captain Nick Payne. He also acknowledged Chief Hayes-White for her support toward the Training Division.

Commissioner Hardeman thanked Chief Columbini and asked when the State Fire Marshal put out notice of new requirements, what is the time limit to comply? Chief Columbini responded that with the backing of the Mayor's Office and the Chief, working with Captain Sato, they try and make the changes as quickly as possible to make sure they fit into the curriculum and firefighting in San Francisco and once they do that and it is a good fit, they put it in. Commissioner Hardeman also commended Chief Columbini on his delegating skills, and that delegating is the most important quality of a leader.

President Cleaveland asked how many state master instructors does the Department have and what does it take to be a state master instructor. Captain Sato answered that he believes they have four master instructors in the Department, him being one of them and it takes three different classes, and you have to meet the background requirements of being a training officer for a certain amount of time and having taught so many hours in the classroom either during basic firefighting or state fire curriculum. President Cleaveland also expressed his appreciation to the Mayor for supporting additional funding for the classes that have taken place under the leadership of Chief Columbini.

There was no public comment.

7. COMMUNICATIONS RECEIVED SINCE LAST MEETING OF FEBRUARY 8, 2017
[Discussion]

- Emails from James Corrigan dated February 12, 13, 14 and 15, 2017.

There was no public comment.

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

Discussion regarding agenda for the March 8, 2017 regular meeting.

- Airport Update
- EMS-6 Update
- Emergency Communications
- Fire Reserves
- Tsunami Plan update
- Solar v. Green update

There was no public comment.

8. ADJOURNMENT

President Cleaveland adjourned the meeting at 7:09 p.m.

SAN FRANCISCO FIRE COMMISSION

Fire Commission Special Meeting DRAFT Minutes

Thursday, March 2, 2017 2:00 p.m.

698 Second Street, Room 102 ■ San Francisco ■ California ■ 94107

The audio recording of the meeting can be found here: http://media-06.granicus.com:443/ondemand/sanfrancisco/sanfrancisco_a07bb648-3b54-4ecf-92e2-edd6d2ee0d0c.mp3

President Cleaveland called the meeting to order at 2:08 PM.

Item No.

1. ROLL CALL

President	Ken Cleaveland
Vice President	Stephen A. Nakajo
Commissioner	Michael Hardeman
Commissioner	Francee Covington (arrived late)
Chief of Department	Joanne Hayes-White
Mark Gonzales	Deputy Chief – Operations
Raemona Williams	Deputy Chief – Administration
Dan DeCossio	Bureau of Fire Prevention
Tony Rivera	Support Services
Rudy Castellanos	Airport Division

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.

No one from the Public spoke.

3. PRESENTATION OF RETIREMENT CERTIFICATES *[Discussion]*

Presentation of Retirement Certificates to members of the San Francisco Fire Department that have retired from the San Francisco Fire Department between January 1, 2015 and June 30, 2016.

President Cleaveland welcomed everyone in the audience and thanked the retired members for their dedicated service to the San Francisco Fire Department. Vice President Nakajo and Commissioner Hardeman acknowledged the retired members and praised the hard work they gave to the Department. President Cleaveland asked the members who were present to come forward and give a brief description of their most

memorable experiences while working for the Department. The following retired members spoke:

Andres Birkoff, David Chavez, Daniel Dunnigan, Melissa Fields, Alan Harvey, Michael Delane and George Nonomura.

Chief Hayes-White acknowledged the retired members and their families and friends in the audience and thanked them for their dedicated service to the San Francisco Fire Department and wished them well in the years to come. She acknowledged the Commission for recognizing the retirees.

Chief Hayes-White presented Retirement Certificates to the above retirees and photos were taken.

4. ADJOURNMENT

President Cleaveland adjourned the meeting at 2:30 p.m.

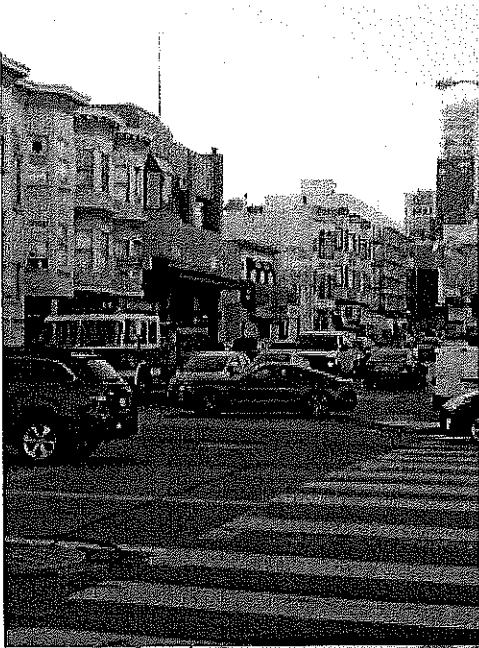
COMMUNICATIONS

Conefrey, Maureen (FIR)

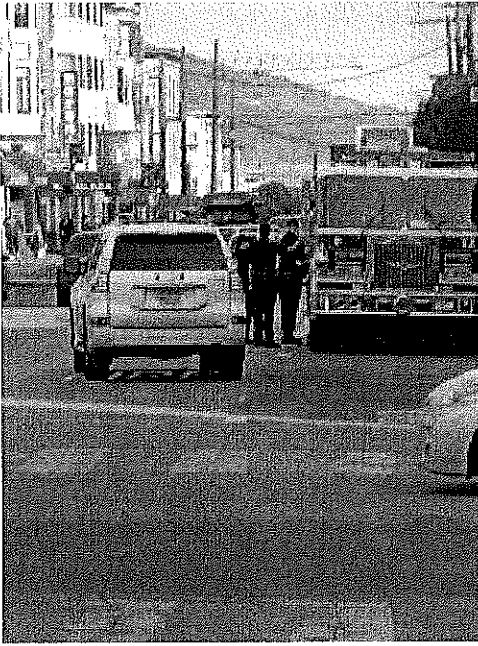
From: MaryLou Corrigan <marylouc@mac.com>
Sent: Wednesday, February 22, 2017 11:42 AM
To: Commission, Fire (FIR)
Subject: It is a legitimate complaint when the SFFD ties up traffic for more than two hours in Chinatown...everyday, and I add "unnecessarily."

As everyday, on **February 22, 2017** a Powell St. Traffic lane between Broadway & Pacific was removed by SFFD from 7 A.M. to





9:10 A.M. quite naturally causing, unnecessary, traffic congestion.



S.F. Fire Commissioners:

Nothing has changed regarding the daily tie up of traffic on Powell St. between Broadway & Pacific by the SFFD.

In a previous letter to the Chief I asked her three questions. Could you prompt Chief Hayes-White into answering them.

My questions, and ones I wish to receive answers to are:

- 1) **Are you in agreement with me that the February 14, 2017 elimination/blocking of a traffic lane by SFFD involved vehicles for over 3 hours is unacceptable?**
- 2) **Do you plan any changes (improvements) to reduce the time of using a Powell St, traffic lane by the SFFD from 3 hours to perhaps an acceptable 45 minutes?**
- 3) **How can any plan you submit to reduce the time the SFFD eliminates a traffic lane each morning on Powell St. be solved without making changes to see that at least some of the S.F. firefighters arrive at firehouse 2, without vehicles?**

A Department should be able to defend their actions.

Sincerely yours,

J. Corrigan

CC'S TO THE COMMISSION

Conefrey, Maureen (FIR)

From: MaryLou Corrigan <marylouc@mac.com>
Sent: Tuesday, February 28, 2017 8:15 AM
To: Lee, James (MTA); Boomer, Roberta (MTA); Reiskin, Ed (MTA); Maguire, Tom
Cc: Peskin, Aaron (BOS); Commission, Fire (FIR)
Subject: Re: I keep asking, and you continue to remain silent. Why doesn't the SFMTA administer tickets fairly

Mr. James Lee, Members of the Board of Directors, Mr. Reiskin, and Mr. Maguire:

Jim, It is very good to hear from you. I hope all is well.

Your E Mail below says you are in possession of an E Mail of mine dated "February 22, 2017."

Are you aware of the dozen of other E MAILS pointing out other violations that I have sent to Mr. Reiskin since November 28, 2016? They are complete with photos, showing S.F. firefighters parking their private vehicles in "red zones" and at meters without fear of ticketing. None of those prompted a reply from SFMTA.

Do you recall the many E Mails I sent to you and others since 2009, complaining about the same issues? (see samples below)

If you are interested in reviewing them, I can click and send them on to you.

They may increase your realization of the scope and longevity of this problem.

Your E Mail suggested that a Firefighters Union Local 798 on a vehicle has no influence on your P.E.'s.

Yet, your P.E.'s honored bogus "ON OFFICIAL SFFD BUSINESS" signs or placards on the dash for many years.

To be brief, wouldn't you agree that one of the best ways to change illegal parking behavior of an individual in San Francisco, such as parking in a "red zone" next to the firehouse at Station 2, or Station 8 on Bluxome or Station 19 in back of Stonestown is to ticket them?

Wouldn't you agree that the best way to ENCOURAGE such flaunting of the traffic code is to "NOT" ticket them?

I believe we are in agreement on both those points.

My hundreds of photos provided to the SFMTA/DPT of firefighters' private vehicles parking in "red zones" etc. around firehouses, 24 hours at a time, over the past 8 years is **EVIDENCE**

of one thing: These firefighters are not in fear of being ticketed because they have not been ticketed by the SFMTA in the past.

Simple logic supports my conclusion.

Of course, you can disprove me by sending me a lengthy list of tickets issued by the SFMTA for "red zone violations" over the past 8 years at these addresses:

1340 Broadway; 36 Bluxome; or 390 Buckingham Way.

Because you are honorable and I am honorable, we should be working toward an honest, just and fair distribution of SFMTA parking tickets in San Francisco. City employees near our firehouses, do not show any

fear of receiving a ticket from your Parking Enforcers even if various vehicles are parked for 24 hours at a time and conservatively 350 days a year.

Another downside for honest distribution of tickets was relayed to me by an on duty, SFMTA phone agent (Badge # 118), on February 10, 2017 at 8:30 A.M. (I'm sure you can obtain the tape) who reported to me

" it made no sense to ticket these cars because the owners would be immediately down to SFMTA Headquarters complaining and the ticket would be immediately dismissed" although I would have used the word "fixed."

Even more briefly, the real problem is your notion of the honest distribution of tickets by your P.E.'s does not reflect reality.

If the SFMTA begins ticketing these violators, despite being fellow-City employees, I will not be able to provide in the future, possibly even this week, photos of cit-employees' private vehicles being parked in the "red zones" of the above firehouses.

A single ticket issued at any of these firehouses will have the giant effect of a stone dropped in the middle of a calm lake.

Please let's work together and continue this conversation to end **even the appearance** of unfair ticketing in San Francisco,

Thank you for your time and consideration on this important matter,

Jim Corrigan

For one example of many complaints to SFMTA and Mr. Lee over the years: dated **JANUARY 27, 2010**

From: JAMES CORRIGAN <marylouc@mac.com>

Subject: Free on-street parking for those who make \$125,000 a year. DPT only tickets the poor among us.

Date: January 27, 2010 at 8:33:06 AM PST

To: James Lee <james.lee@sfmta.com>

Cc: ..., Janet Martinsen <Janet.Martinsen@sfmta.com>, Judson True <judson.true@sfmta.com>



Mr. Lee, Enforcement officers still not issuing tickets fairly and to all private vehicles parked at expired meters on 1300 Powell St.

Mr. Lee, Assistant Director
SFMTA Enforcement Division,

The white truck above on the left can be seen parked at an expired "green meter" on 1300 Powell St. at 10:25 A.M. on Tuesday, January 27, 2010.

It was still sitting there, unticketed, at 5:05 P.M. the same day, because DPT refuses to ticket firefighters' private vehicles with "SFFD Official Monkey Business" signs on that block.

I wish to file a complaint against two DPT enforcement officers who drove by this vehicle without ticketing it for being at an expired meter. They were ticketing other vehicles in the same area for expired meters. I also wish to file a complaint against their supervisor who is in charge of them. DPT has twice written to me that these firefighter private vehicles would be ticketed for parking infractions.

At 10:25 A.M. DPT vehicle # 15800030, CA Exempt # 1313324 drove by the white truck at an expired meter and did not ticket it, going on to ticket others.

At 5:01 P.M. DPT vehicle # 158 M 319, drove by and despite it sitting at an expired meter, did not ticket it. He did ticket two other vehicles within 150 ft.

I would wish for you to respond to me as to why this scam continues on 1300 Powell.

Sincerely yours,

Jim Corrigan

January 28, 2010

Mr. Lee, Assistant Director
SFMTA Enforcement Division,

Could you please advise the area Supervisor that these 5 private autos, parked at expired meters and a "red zone," will probably not be ticketed again today.

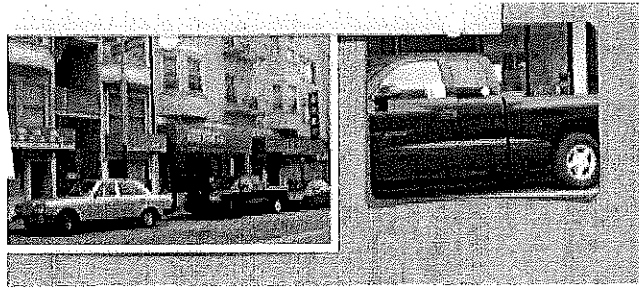
These pictures were taken at 10:15 A.M., Wednesday, January 28, 2010, on the 1300 block of Powell?

It's should not be up to me to coax the DPT to enforce the traffic code fairly.

If these cars are not ticketed today, please forward to me the information as how to initiate a formal complaint with the MTA for abuse of your powers.

Is there a way the local supervisor, responsible for ticketing the 1300 block of Powell, could contact me by phone (415-681-9618) or E Mail and assure me that all private autos at expired meters and in "red zones" are being ticketed on the 1300 Block of Powell?

Thank you,
Jim Corrigan



On Feb 24, 2017, at 7:26 AM, Lee, James <James.Lee@sfmta.com> wrote:

Mr. Coorigan,

We have received your email, dated February 22, 2017 in which you expressed your concerns that certain private vehicles were being overlooked when it came to enforcing traffic violations. We would like to assure you that the San Francisco Municipal Transportation Agency (SFMTA), Enforcement Division takes citizen complaints very seriously.

I hope this response will answer any questions you may have as to SFMTA's enforcement criteria. The photo you included with your email showed a vehicle with a firefighter's union decal on the rear. These vehicles are not exempt from any violations and are held accountable for adhering to all traffic violations. I have instructed our supervisors to have their Parking Control Officers cite these vehicles when they come across them on their beats/areas. If you see this type of behavior continue, please feel free to contact me.

James Lee
Assistant Director-Enforcement Division
San Francisco Municipal Transportation Agency
505 7th Street
San Francisco, CA 94103
Email: James.Lee@sfmta.com
Phone: 415.553.7962
www.sfmta.com

<image001.jpg>

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From: Reiskin, Ed

Sent: Wednesday, February 22, 2017 5:14 PM

To: Lee, James <James.Lee@sfmta.com>; Maguire, Tom <Tom.Maguire@sfmta.com>

Subject: FW: I keep asking, and you continue to remain silent. Why doesn't the SFMTA administer tickets fairly

From: MaryLou Corrigan [[mailto: marylouc@mac.com](mailto:marylouc@mac.com)]

Sent: Wednesday, February 22, 2017 5:14 PM

To: Reiskin, Ed <Ed.Reiskin@sfmta.com>

Cc: Peskin, Aaron (BOS) <Aaron.Peskin@sfgov.org>; Yee, Norman <Norman.Yee@sfgov.org>;
rotarysfchinatown rotary <rotarysfchinatown@gmail.com>

Subject: I keep asking, and you continue to remain silent. Why doesn't the SFMTA administer tickets fairly

Mr. Reiskin,

I have asked you over a dozen times since Nov. 28, 2016, why a variety of private vehicles (such as this gray one with a firefighters' Union Local 798 decal on the back window) are ignored by SFMTA Parking Enforcers.

As the head of the SFMTA, could you E Mail me the reason why such parked vehicles, obviously violating the traffic code, are exempt from ticketing by your Department.

February 22, 2017 9:15 A.M. or any other day or night of the week.

<image002.jpg>

Sincerely yours,

Jim Corrigan

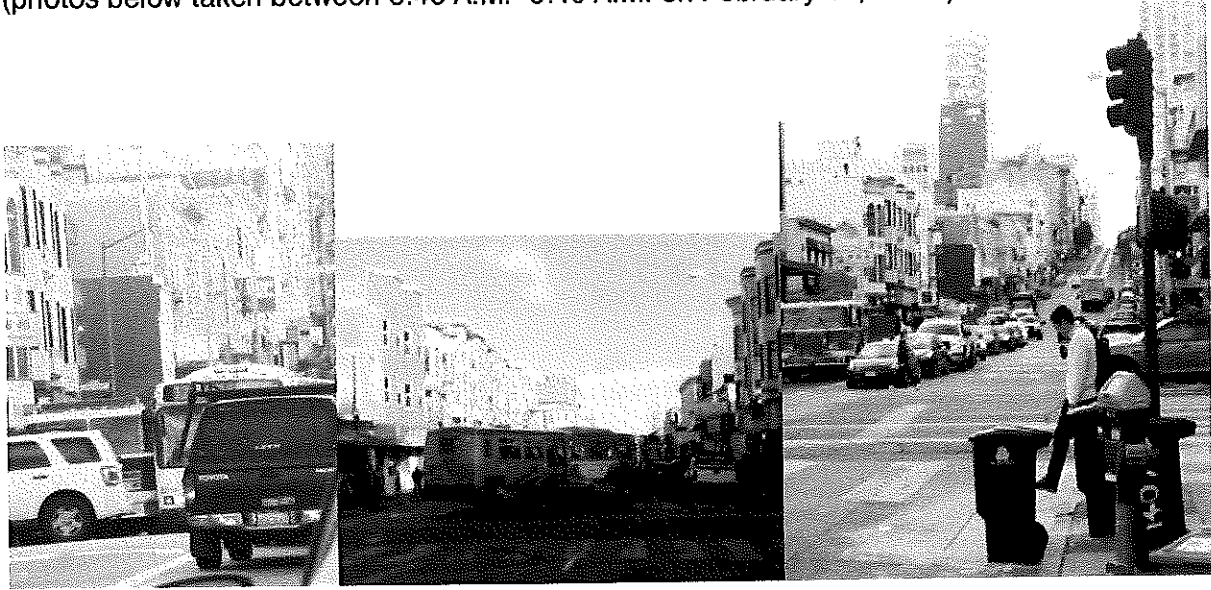
From 66 Vasquez Ave.
S.F., CA. 94127
Feb. 18, 2017

CC: S.F. Fire Commission

Traffic on Powell St. during the entire morning, rush hours.....

6:40 A.M. - 9:50 A.M. February 14, 2017...nothing new there.

(photos below taken between 6:40 A.M. - 9:40 A.M. on February 14, 2017.)



66 Vasquez Ave.
S.F., CA 94127
February 17, 2017

Chief Hayes White:

I have notified the Fire Commission that on February 14, 2017 I witnessed SFFD vehicles and firefighters, private vehicles either block or completely eliminate a lane of traffic on busy Powell St for over three hours beginning at 6:40 A.M.

This was not a one-time occurrence.

San Franciscans pay an inordinate amount of respect to the S.F.F.D. and S.F. firefighters.

But this display of chutzpah by the SFFD each morning in front of Station 2 does not show reciprocal regard of San Franciscans. It demonstrates complete disrespect and an unwillingness to work to limit the blocking of traffic by your Department to acceptable levels.

This problem has worsened since you became Chief in 2004. It has been brought to your attention in the interim.

The problem and inconvenience to thousands will continue each day unless you step in and do something about it.

Your problem is to inconvenience firefighters at Station 2 and say, **"Parking arrangements must change."**

Because, the reason traffic is tied up for extended hours at Station 2 is to allow a nice, friendly, relaxed, whenever you want to leave with your car

and we get to arranging them in order is the cause of such "in your face" removal of a traffic lane during the entire morning rush hour.

My questions, and ones I wish to receive answers from you are:

1) Are you in agreement with me that the February 14, 2017 elimination/blocking of a traffic lane by SFFD involved vehicles for over 3 hours is unacceptable?

2) Do you plan any changes (improvements) to reduce the time of using a Powell St, traffic lane by the SFFD from 3 hours to perhaps an acceptable 45 minutes?

Lastly 3)

Each morning shortly after 6:30 A.M. each morning, the apparatus floor is cleared to make a parking lot for some of the incoming firefighters vehicles. The Engine the Truck and the Chief's buggy are moved out to a traffic lane at that early hour. None are parked directly in front of the fire house, because that would eliminate the apparatus floor accessible as a parking lot. Therefore, with rigs parked on either side of firehouse a huge swath of one Powell St. lane is eliminated. Add the private vehicles to it and like on tuesday, 85% of the block long lane is occupied by the SFFD.

My question is, how can any plan you submit to reduce the time the SFFD eliminates a traffic lane each morning on Powell St. be solved without making changes to see that at least some of the S.F. firefighters arrive at firehouse 2, without vehicles?

i.e. such as by paying for parking at multi story garage a block away; being dropped off; car-pooling; taking public transit; parking at an SFFD location and having light duty personnel drive them to Station 2. It may be looked upon as an inconvenience to our firefighters

but for the rest of us in the City, this is the norm.

I look forward to your responses to my important 5 questions,

Sincerely yours,

James J. Corrigan

BUREAU OF FIRE PREVENTION

SAN FRANCISCO



FIRE DEPARTMENT

**DIVISION OF FIRE PREVENTION &
INVESTIGATION**

MEMORANDUM

TO: Chief of Department, Joanne Hayes-White

FROM: Fire Marshal Daniel de Cossio, DFPI

SUBJECT: Activity Report for the Division – February 2017

DATE: March 3, 2017

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from February 1 thru February 28, 2017.

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

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

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

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

Fiscal Year 2016–2017	BFP - February 2017			Projected Year-End
	Budgeted Amount 16–17	Actual Revenue	Percent of Budgeted Amount	
Plan Review Fees	6,099,000.00	5,673,205.00	139.53%	8,509,807.50
Fire Administrative Citation		0.00		
Construction Inspection Fees	1,750,000.00	1,320,753.00	113.21%	1,981,129.50
Fire Dept. Permits	1,050,000.00	581,981.00	83.14%	872,971.50
False Alarm Fees	220,500.00	175,000.00	119.05%	262,500.00
Referral Inspections	185,175.00	118,070.00	95.64%	177,105.00
Waterflow Information	146,875.00	138,505.00	141.45%	207,757.50
Miscellaneous Fees	1,500.00	1,614.00	161.40%	2,421.00
Pre-Application Fees	141,250.00	100,036.00	106.23%	150,054.00
Re-inspection Fees	30,000.00	92,336.00	461.68%	138,504.00
Revenue Programs Subtotal	9,624,300.00	8,201,500.00	127.82%	12,302,250.00
High-Rise Annual Inspection Fees*	1,820,000.00	921,773.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	374,909.00		627,041.00
Revenue Programs Total	13,866,341.00	9,498,182.00		16,544,291.00
Projected Surplus/Deficit			119%	2,677,950.00
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,237,707.00	1,112,759.00	124,948.00	

FAMIS—March 3, 2017

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

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

Description of Revenue Programs:

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

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

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

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

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

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

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 02/01/2017 To 02/28/2017

	YTD 07/01/2016 To 02/28/2017		02/01/2017 To 02/28/2017	
	Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES	23	\$8,916,900	4	\$3,900,000
ACCIDENTAL		\$2,017,400		\$475,000
INCENDIARY	32	\$4,017,050	7	\$27,000
UNDER INVESTIGATION	5	\$3,920,000	1	\$3,000
UNDETERMINED	8	\$833,500	0	
STRUCTURE FIRES TOTAL	68	\$17,687,450	12	\$3,930,000
VEHICLE FIRES	4	\$244,100	0	
ACCIDENTAL		\$100,000		
INCENDIARY	46	\$266,214	4	\$21,099
UNDER INVESTIGATION	1	\$2,963	0	
UNDETERMINED	6	\$22,107	0	
VEHICLE FIRES TOTAL	57	\$535,384	4	\$21,099
ATTEMPTS TO BURN	4	\$3,738	0	
OTHER INCIDENTS	57	\$119,800	7	\$6,500
STRUCTURE FIRES	31	\$7,640,300	7	\$2,524,000
COMMERCIAL		\$1,294,875		\$271,475
RESIDENTIAL	37	\$10,047,150	5	\$1,406,000
STRUCTURE FIRES TOTAL	68	\$17,687,450	12	\$3,930,000
GREATER ALARMS	13		1	
2ND ALARMS				
3RD ALARMS	0		0	
4TH ALARMS	1		0	
5TH ALARMS	0		0	
GREATER ALARMS TOTAL	14		1	
OTHER	19		4	
ARRESTS				
DEATHS	2		0	
INJURIES	30		3	
JUVENILE FIRE SETTERS	0		0	
SUBPOENAS REQUESTED	148		20	

CHIEF OF DEPARTMENT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2017 - 01

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

DATE: February 8, 2017

TO: Department Heads
Departmental Personnel Officers
Employee Organization Representatives,

FROM: Michael L. Brown, Executive Officer
Civil Service Commission

SUBJECT: Policy on Family and Romantic Relationships at Work

At the Regular Civil Service Commission meeting of February 6, 2017, the Commissioners adopted the attached policy regarding Family and Romantic Relationships at Work. It is important to note that this policy will affect all employees of the City and County of San Francisco, including elected officials, interns and volunteers.

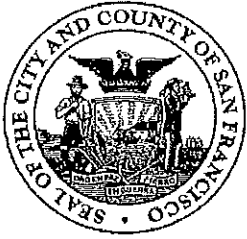
The policy encompasses requirements that already exist by virtue of the Charter, Employee Handbook, and Campaign and Governmental Conduct Code. The policy specifically expands the romantic and family relationship reporting requirements to avoid the perception of favoritism or nepotism. The policy clarifies that direct supervision of a related person (as defined in the policy to include both relatives and romantic relationships) is not allowed, and that indirect supervision of related persons may only be allowed if a management plan is in place to address potential conflicts of interest.

The Department of Human Resources (DHR) will be involved in the next phase of mass training for Human Resource professionals within Departments, Department Heads, managers, supervisors and employees. In addition, DHR will serve as a resource for Human Resource professionals who are resolving potential conflicts.

If you have specific questions or concerns regarding the policy, please feel free to contact our office,

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

February 8, 2017

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETH
VICE PRESIDENT

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COMMISSIONER

F. X. CROWLEY
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

City and County of San Francisco Civil Service Commission Policy Regarding Family and Romantic Relationships at Work (Adopted By the Civil Service Commission on February 6, 2017)

I. Purpose

The City and County of San Francisco (City) Civil Service Commission is committed to maintaining a professional work environment free of conflicts of interest, nepotism, and favoritism. A workplace where employees maintain clear boundaries between family, personal, and work relationships leads to an environment that:

- Is fair, equitable, and safe;
- Promotes high employee morale; and
- Ensures trust in the City's merit-based employment system.

With over 30,000 employees, it is not surprising that members of the same family and people in romantic relationships may work for the City. In general, these relationships do not pose workplace problems. The purpose of this policy is to explain when family and romantic relationships may cause problems, or the appearance of problems, related to nepotism, favoritism, or conflicts of interest at work. This policy also establishes standards and disclosure requirements to prevent those problems from occurring.

Nepotism occurs when family members favor other family members in employment decisions. Nepotism does not align with the City's policy and practice of making employment decisions based solely on City needs, merit-based processes, and individual qualifications, skills, knowledge, abilities, and performance.

Romantic relationships between supervisors and subordinate employees may raise issues of conflict of interest, abuse of authority, or favoritism. These relationships also have the potential to adversely impact other employees. Moreover, the real or perceived power imbalance that may exist between a supervisor and a subordinate may raise questions about mutual consent.

People in both family and romantic relationships are referred to as "related persons" (defined in Section III below) solely for purposes of this policy.

II. Applicability

This policy applies to all City officers, elected officials, employees (including permanent civil service, exempt, temporary, full and part time, and provisional), interns, and volunteers. These individuals are referred to collectively as "employees" solely for purposes of this policy.

III. Definitions

Employment decisions: Refers to the full array of decisions and actions that involve City employees and their employment, including, but not limited to, decisions related to hiring, supervision, promotion, compensation, work hours, assignment of duties, performance evaluation, discipline, termination, and decisions involving other terms and conditions of employment such as those listed in Section IV below.

Related person(s):

(A) A family member, whether by blood, adoption, marriage, or domestic partnership, including:

- Spouse;
- Domestic partner;
- Child;
- Parent;
- Grandparent/Grandchild;
- Aunt/Uncle;
- Sibling;
- First cousin;
- Niece/Nephew; and
- Any corresponding in-law, step, or foster relation

(B) A consensual romantic relationship occurring within the last two years. This includes, but is not limited to sexual, dating, engagement, or other intimate relationships.

Direct supervision: One employee directing the work of another employee. This includes temporary and project-based assignments.

Indirect supervision: One employee is responsible for the work of another employee through the organizational structure or chain of command. This includes temporary and project-based assignments.

IV. Policy

Employees may not make, participate in making, or influence any employment decision involving a related person. This includes, but is not limited to:

- Hiring, promoting, transferring, or re-assignment;
- Serving on a hiring panel;
- Developing, administering, or rating a civil service exam;
- Initiating an administrative investigation or discipline;
- Assigning work;
- Preparing, conducting, or contributing information to a performance appraisal;
- Approving overtime or any other compensated time;
- Approving vacation, sick, or other leave time;
- Granting or denying permission to attend a conference or other work-related event;
- and
- Approving reimbursement for work-related expenses.

Employees are prohibited from directly supervising related persons.

It is best practice that employees do not indirectly supervise related persons. Exceptions to this policy for indirect supervision may be made on a case by case basis as set forth in Section V.2 below.

Nothing in this policy prohibits an employee from acting as a personal reference or providing a letter of reference for a related person seeking appointment to a position in any City department, board, commission, or agency, other than the employee's department, board, commission, or agency, or to a position under the control of any such department, board, commission, or agency.

This policy does not prohibit a supervisor from making an employment decision that impacts an entire unit or group of employees that includes a related person.

V. Reporting and Compliance Procedures

1. Direct supervision of related persons must be promptly reported by both employees to their departmental personnel officer or human resources manager. Since employees cannot directly supervise related persons, the departmental personnel officer or human resources manager shall remove the conflict.
2. Indirect supervision of related persons must be promptly reported by both employees to their departmental personnel officer or human resources manager to assess the implications for the workplace, and to ensure that employment decisions are made appropriately.

- a. If, for operational reasons, the departmental personnel officer or human resources manager cannot remove the conflict, he or she shall formulate a management plan to address the indirect supervisory relationship while minimizing impact on the employees involved.
- b. At a minimum, all management plans must address reporting relationships, supervision, and evaluation to ensure a supervisor does not participate in employment decisions regarding a related person, as prohibited by this policy.
3. Individuals who become related persons during City employment and while in a direct or indirect supervision situation must promptly disclose the relationship following the process set forth in Section V.1 and 2 above.
4. A department head prohibited under this policy from making, participating in, or influencing employment decisions involving related persons shall delegate in writing the authority to make employment decisions regarding such related persons to another employee within the department.
5. All employees are prohibited from retaliating against anyone who reports a potential violation of this policy.

VI. Investigations and Penalties

All employees must cooperate with any investigation into possible violations of this policy. Violations may include, but are not limited to:

- Failing to report, or actively concealing, a relationship that falls within this policy; or
- Retaliating against another employee who has made a report under this policy.

Violations of this policy may lead to discipline, up to and including termination.

Employee questions about this policy should be directed to the departmental personnel officer or human resources manager.

The City's policies on appropriate workplace conduct and sexual harassment are posted on the Department of Human Resources website at www.sfdhr.org. The requirements set forth in this policy are in addition to those set forth in San Francisco Campaign and Governmental Conduct Code section 3.212 (Decisions Involving Family Members).

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN