

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, January 13, 2016 - 9:00 a.m.

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

DRAFT AGENDA

Item No.

1. ROLL CALL

President	Andrea Evans
Vice President	Francee Covington
Commissioner	Stephen A. Nakajo
Commissioner	Michael Hardeman
Commissioner	Ken Cleaveland
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 Special Meeting on December 3, 2015
- Minutes from Regular Meeting on December 3, 2015
- Minutes from Regular Meeting on December 17, 2015

4. FIRE COMMISSION ANNUAL STATEMENT OF PURPOSE 2016 *[Discussion and possible action]*

Discussion and possible action to adopt the 2016 Annual Statement of Purpose.

5. PRESENTATION FROM BUREAU OF FIRE INVESTIGATION

Presentation from Fire Marshal Daniel DeCossio on Calendar Year 2015 Fires, including status of investigations.

6. REPORT ON FY 2016-2017 CAPITAL BUDGET *[Discussion and possible action]*

Report from the Department's Chief Financial Officer on the Department's 2015-2016 Capital Budget.

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION REGULAR MEETING
MINUTES
December 3, 2015 – 4:00 p.m.
698 Second Street, Room 102

The audio file has been uploaded onto the Fire Commission Website at:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=133&clip_id=24262

President Andrea Evans called the meeting to order at 4:06 PM

1. ROLL CALL

Commission President	Andrea Evans	Present
Commission Vice President	Francee Covington	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Ken Cleaveland	Excused
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Ray Guzman	Deputy Chief – Administration	
Ken Lombardi	Support Services	
Dan De Cossio	Bureau of Fire Prevention	
Assistant Chiefs		
Bob Postel	Division 2	
Dave Franklin	Division 3	
Staff		
Clement Yeh	EMS Medical Director	
Mark Corso	CFO	

2. GENERAL 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 November 5, 2015

President Evans suggested that the following be added to the minutes: On page four, towards the end of the paragraph where Chief Gonzalez was talking about the backlog at the Bureau of Fire Investigation, he produced some data showing how the backlog had grown over time, and she wanted to have that log included in the minutes. On page five, the last line there, talking about the discussion on response times, she wanted the Commission Secretary to make note of where that can be found in Chief Gonzalez's report.

Commissioner Hardeman moved to approve the Minutes as amended. Commissioner Cleaveland seconded. Motion to Adopt Minutes as amended was unanimous.

There was no public comment.

4. PRESENTATION FROM GUARDIANS OF THE CITY AND REQUEST FOR WILLMANN TRUST EXPENDITURES [Discussion and possible action]

Report from Guardians of the City. Discussion and possible action regarding a request for the expenditure of funds from the Willmann Trust related to the SFFD's 150th Anniversary.

James Lee, Chair of Guardians of the City, along with David Ebarle and Michael Braun gave the following overview and history of the Guardians of the City and the Willmann Trust.

Guardians of the City was incorporated in 2010 after the 2006 Centennial of the earthquake and fire. We noticed that during that Centennial celebration there was a need to actively collect, preserve, and maintain the history of the San Francisco Fire Department at its present state. So as we approached the 150th Anniversary of the founding of the San Francisco Fire Department as a paid department, our Apparatus Committee, which is standing behind me, put together a list of what we consider to be "as needed" types of repairs and maintenance to our current fleet of antique and memorabilia. I would remind the Commission that this is still regarded as city property but it has never been funded or maintained by the City. It's always been through volunteer work or through the auspices of charity, which the Guardians of the City is a 501(C)(3), so that helps us out. What we're asking for, is that funds be allocated to the immediate maintenance and as needed, but it's mainly to make sure that it is safe, the maintenance is safe and that the apparatus can be moved safely without any further deterioration or accidents.

Let me address what Otto Willmann and the Willmann Trust was. In 1984, the San Francisco Fire Department received a very generous gift from the estate of Otto Willmann. Otto Willmann was a San Francisco firefighter who thoroughly enjoyed and loved this Department. Upon his death, he created a trust that would maintain the health and welfare of his sister. Upon her demise, that money would be transferred into the San Francisco Fire Department to be used as historical memorabilia and apparatus restoration and repair. We are asking that the money be taken out of the Willmann Trust to be used for the specific purposes that I stated in my letter of November 30, 2015.

Questions and answers ensued and it was suggested that the Guardians of the City provide updates on the Willman Trust account on a yearly basis as well as updates on the fund raising efforts. At the call of the Chair, this matter was continued to the next Fire Commission meeting so that everyone has a chance to read it and implement necessary changes to the wording of the resolution.

There was no public comment.

5. UPDATE ON THE PLANS SURROUNDING SUPER BOWL 50 [Discussion]

Update from Assistant Deputy Chief Shane Francisco on the plans surround Super Bowl 50

Assistant Deputy Chief Shane Francisco's PowerPoint Presentation is attached: <http://sf-fire.org/sites/default/files/Images/SB50%20Brief%20for%20Fire%20Commission.pptx>

Chief Francisco explained the Fire Departments preparedness in regards to Super Bowl 50. He stated that there are a number of sanctioned and non-sanctioned events, which will take

place throughout San Francisco. Chief Francisco explained that the SFFD is responsible for providing services to the sanctioned events. The Fire Department has been working with multiple city agencies to organize and help put on this event and the surrounding events safely.

Vice President Covington thanked Chief Francisco for his thorough presentation. Vice President Covington asked about the Fire Department's Multi-Casualty Transport, (MCT). She suggested a naming opportunity for the MCT, and asked if the busses would be deployed or if they would be on standby until needed. Chief Francisco answered that they would look into their options about having it on standby as normal, or having and paying a driver to be ready and on standby during the entire time. Chief Francisco explained that all options are being considered at this time, but are not finalized. Vice President Covington encouraged that the funds be expended on having the MCT deployed.

Vice President Covington asked if there was additional allocation of funding received. Chief Francisco explained that \$250,000 was received to cover overtime so 9-1-1 does not have to be impacted during the events. Chief Hayes-White added that they are planning to spend within the allotted budget.

Commissioner Nakajo thanked Chief Francisco for his presentation and asked how many representatives are involved in the command center. Chief Francisco explained that there are other members in the department who handle other various sections and together they will develop the event action plan.

President Evans thanked Chief Francisco and asked about the mutual aid plans. Chief Francisco stated that they will be developing new mutual aid plans for the Super Bowl as well as tailoring existing aid. President Evans asked if there was a new academy class starting on January 25th. Chief Hayes-White responded that the 119th class would be starting would be starting right after the Super Bowl.

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, including Fiscal Year 2015-2016 budget.

Chief Hayes-White stated that since the last meeting, they received budget instructions from the Mayor's Budget Office. She explained that the budget is asking for reductions of about 1.5%, which equates to approximately \$800,000. She talked about the recent Budget and Strategic Planning meetings. Chief Hayes-White personally acknowledged Firefighter Stephen McGuire who stepped up and represented the recent Strategic Plan Committee at the meeting. She added that she would like to try to get one more meeting in by the end of the year.

Chief Hayes-White mentioned that the 118th class, a class of 45, will be graduating on December 18th. She explained the process on filling the upcoming academy classes as well as interviews and openings within the Department. Chief Hayes- White introduced Dr.

Yeh, who is shepherding the process to find the right person for an open EMS 6 position. Dr. Yeh stated that the process is moving forward and he is really excited about the candidates who have shown interest in the position.

Chief Hayes- White stated that supervision of Station 49 has still not reached agreement, but it is a work in progress. She also stated that Chief Lombardi is working on the Health Bond. Chief Hayes-White reported about the legitimate concerns regarding the safety of the relocation of Station 3. Chief Hayes-White stated that the Budget and Finance Committee approved the SAFER Grant.

Chief Hayes White acknowledged Vice President Covington for attending the meeting at City Hall regarding the 150th Anniversary. She also acknowledged Dave Ebarle and Mindy Talmadge who have periodically been going to the Academy of Art University classes where phenomenal work has been done for the Department's official logo. Chief Hayes-White acknowledged Assistant Chief Burke because he heads the meritorious committee.

Commissioner Cleveland thanked Chief Hayes-White for her report. Commissioner Cleveland stated that he looks forward to the final product of the strategic plan. He suggested that a long-long term maintenance prep plan and program be put in place. He stated that if there is an ongoing fiscal need, they should take it to the voters. Chief Hayes-White agreed with this.

Commissioner Cleveland asked who is raising concern with the safety of Station 3. Chief Hayes-White answered that the concerns are coming from the members and that the Department is working with Local 798, Adam Wood, to make sure everyone is comfortable in their workspace.

Regarding the EMS-6 Program, Commissioner Cleveland acknowledged that Dr. Yeh is the right person for the hiring process. Chief Hayes- White stated that a date to pick the finalist has not been set yet.

Commissioner Nakajo thanked President Evans and Chief Hayes- White. Commissioner Nakajo acknowledged and was appreciative of the scheduling of the H-2 and H-3 classes. Commissioner Nakajo confirmed with Chief Hayes -White that there was going to be three classes during the 2016 calendar year.

Commissioner Nakajo stated that CPMC was interested in scheduling a meeting regarding the EMS-6 program. Dr. Yeh stated that he welcomed and appreciated the opportunity for the meeting.

Vice President Covington suggested that a staff member attend the meeting regarding Station 3. Chief Hayes-White agreed.

Commissioner Hardeman acknowledged Chief Francisco on his preparedness for the Super Bowl.

President Evans suggested on having a panel sit in on interviews for the H-2 applicants. President Evans stated that it is something important to think about when you have people with different perspectives who are able to meet the measure of a person who wants to be a member of the Department.

President Evans stated that the strategic plan is going to be important in helping people better understand what the needs of the Department are. President Evans also stated that it is important to propose some type of revenue stream instead of relying on the general fund.

President Evans expressed that she would not support another budget that has cuts in it.

REPORT FROM OPERATIONS

Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division.

Deputy Chief Mark Gonzalez reported his Operations Report for the Month of November. He talked about incidents that happened including two greater alarms. One at 1136 Hampshire and the other at 2860, 16th Street. He described how the Department responded. He added that there were no injuries. In regards to the EMS, Deputy Chief Gonzalez stated that there have been 37 candidates recommended.

Deputy Chief Gonzalez acknowledged Acting Assistant Deputy Chief De Cassio for doing a great job. There has been improvements in the areas of BFP and BFI. One of them being the R-2s and follow-ups to complaints.

Deputy Chief Gonzalez reported on construction updates, and how the Department is working with other city agencies to ensure safety. He talked about the reduction of open fire investigations.

Both Vice President Covington and Commissioner Cleaveland asked if Chief Gonzales could provide his report to them prior to the meeting.

Commissioner Nakajo thanked Deputy Chief Gonzalez.

Commissioner Hardeman congratulated him and his staff for the improvement on inspections and investigations.

President Evans recommended an update on the public safety campaign to assist residents, particularly in the Mission where there have been numerous fires that have displaced residents. She inquired about the correspondence that was sent from a resident of the Mission wanting to get a meeting held in the Mission District with the Fire Commission and Supervisor Campos. Olivia Scanlon answered that the Chief met with Supervisor Campos last week in person and they had a meeting at length to discuss the fires in the Mission. Olivia added that they provided statistics and went over data. She stated that the Chief went on the Spanish news channel that he requested and they are in constant dialogue with him and his office. President Evans thanked Olivia for that information. She added that some issues have come up over the last year because the fires in the Mission have been large and many of the residents have been displaced and there had been discussions when Chief Wong was here about getting more public safety messaging out in the Mission and talking to some of the building owners. She requested that maybe for a future meeting there can be an update on how our public safety campaign is going and if there are other efforts that we assist residents, particularly in the Mission but everybody in the city can benefit from.

President Evans asked for an updated timeline in regards to the After Action Report from Asiana crash. Deputy Chief Mark Gonzalez informed the Commission that he would have it by the end of the month.

President Evans pointed out that there has been no progress to the Station 49 issue and recommended that the Commission come up with something to get it resolved.

Deputy Chief Gonzales pointed out that the paramedic officers wanted their rotations changed. He stated that they would rather work a 24-hour shift, but from a managerial standpoint, it does not seem possible.

There was no public comment.

7. COMMUNICATIONS

Communications to Commission received since last meeting of November 19, 2015.

- Letter from Diana Arsham
- Letter from Thomas E. Harvey
- Letter from UEG
- Email from Joe Treinen

There was no public comment.

8. FIRE COMMISSION MEETING CALENDAR 2016 *[Discussion and possible action]*
Discussion and possible action to adopt the 2016 Fire Commission Regular Meeting calendar.

Commission Vice President Covington Moved to adopt the 2016 Fire Commission Regular Meeting calendar. Commissioner Cleaveland Seconded. Motion to Adopt 2016 Fire Commission Meeting calendar was unanimous.

There was no public comment

9. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]*
Discussion regarding agenda for the December 17, 2015 regular meeting.

- Resolution 2015-11 (Willman Funds)

There was no public comment.

10. ADJOURNMENT

President Evans adjourned the meeting at 6:07 PM.

SAN FRANCISCO FIRE COMMISSION

Minutes of Fire Commission Special Meeting Thursday, December 17, 2015 - 2:30 p.m.

698 Second Street, Room 221 ■ San Francisco ■ California ■ 94107

President Evans called the meeting to order at 2:42 PM.

1. ROLL CALL

President Andrea Evans
Vice President Francee Covington
Commissioner Stephen Nakajo
Commissioner Michael Hardeman
Commissioner Ken Cleaveland

Also Present:

Brad Russi, Deputy City Attorney, Government Team – Counsel to the Commission
Maureen Conefrey, Commission Secretary
Joanne Hayes-White, Chief of Department was present for a portion of item 2.

This item was called out of order at 3:02 p.m.

2. CLOSED SESSION: 2015-2016 STRATEGIC PLAN AND PERFORMANCE PLAN/APPRAISAL REPORT (Reporting to Commission) OF CHIEF JOANNE HAYES-WHITE [Discussion and Possible Action]

A. Public comment on all matters pertaining to the potential closed session.

President Evans called for public comment. No member of the public came forward and President Evans closed public comment.

B. Vote on decision whether to go into closed session.

Commissioner Cleaveland made a motion to hold discussions in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (5-0; Evans, Covington, Nakajo, Hardeman, Cleaveland)

The Commission went into closed session at 3:02.

C. Joanne Hayes-White, Chief of the Fire Department

Pursuant to Admin. Code section 67.10(b); Govt. Code section 54957(b), Govt. Code section 54957.1(a)(5), the Commission may hold a closed session to discuss the strategic plan and performance plan/appraisal report of the Chief (Discussion).

D. Vote on whether to disclose discussions if held in Closed Session per Administrative Code §67.12(a).

Vice President Covington made a motion to not disclose discussions held in Closed Session. Commissioner Cleaveland seconded, and the motion was unanimously approved. (5-0; Evans, Covington, Nakajo, Hardeman Cleaveland)

There was no public comment

This item was called out of order at 2:42 p.m.

3. CASE NO. 2015-04: HEARING ON EMPLOYEE DISCIPLINE, INCLUDING COMMISSION DELIBERATIONS OR OTHER ACTION CONCERNING CHARGES FILED BY CHIEF OF DEPARTMENT AGAINST MEMBER, DATED NOVEMBER 9, 2015, FOR VIOLATIONS AS FOLLOWS:

- Section 3905 – Familiarity With the Rules
- Section 3912 – Alcohol and Prohibited Drugs
- Section 3919 – Proper Behavior
- Section 3921 – Inattention to Duty
- Section 3923 – Acts Detrimental to the Welfare of the Department

This case may be heard in Closed Session pursuant to Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

A. Public Comment on Special Meeting Agenda Item; Possible Closed Session

Members of the public may comment on Agenda items that are scheduled for discussion or action. [Government Code §54954.3(a), Administrative Code §67.15(b)]

President Evans called for public comment. No member of the public came forward and President Evans closed public comment.

1. Public Comment on Agenda Item No. 2, including [if there is a motion or request to go into Closed Session] public comment on whether to go into Closed Session.
2. *If there has been a motion or request to go into Closed Session:* Vote on whether to hold Closed Session. [**Action Item**]

Vice President Covington made a motion to hold deliberations in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (5-0; Evans, Covington, Nakajo, Hardeman, Cleaveland)

The Commission held deliberations in Closed Session at 2:44 p.m.

B. Deliberations/Possible Action, Open or Closed Session

1. Deliberations, and possible action on Suspension Appeal [**Action Item**]

C. If Closed Session is held, reconvene in Open Session

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).

The Commission reconvened in Open Session to report action taken at 3:00 p.m.

Action Taken:

By unanimous vote of 5-0, the Commission accepted the terms of the signed Stipulation and Proposed Action by Commission. There was no public comment.

2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). [**Action Item**]

Vice President Covington made a motion to not disclose discussions held in Closed Session. Commissioner Cleaveland seconded, and the motion was unanimously approved. (5-0; Evans, Covington, Nakajo, Hardeman Cleaveland)

There was no public comment

4. ADJOURNMENT

President Evans adjourned the meeting at 4:05 p.m.

SAN FRANCISCO FIRE COMMISSION
FIRE COMMISSION REGULAR MEETING
MINUTES
Thursday, December 17, 2015 – 4:00 p.m.
698 Second Street, Room 102

The audio recording has been uploaded to the FC Website at:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=133&clip_id=24351

President Evans called the meeting to order at 4:08 PM.

1. ROLL CALL

Commission President	Andrea Evans	Present
Commission Vice President	Francee Covington	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Ken Cleaveland	Present
Chief of Department	Joanne Hayes-White	Present
Ray Guzman	Deputy Chief – Administration	
Dan DeCossio	Bureau of Fire Prevention	
Richard Brown	Bureau of Fire Prevention	
Raemona Williams	Division of Training	
Tony Molloy	EMS	
Assistant Chiefs		
Bryan Rubenstein	Division 2	
Tom Siragusa	Division 3	
Staff		
Mark Corso	CFO	
Jesusa Bushong	Personnel Officer	

2. PUBLIC COMMENT

Michael Petrelis, transparency activist, expressed his concerns about first responder privilege. He mentioned an incident he caught on tape with a Deputy was in his vehicle creating a hazard at Van Ness and Market when he pulled into a bus zone. He also mentioned his disappointment on how the Department handled his complaint. He suggested that the Department employ an outside agency to conduct investigations of employee wrongdoing rather than investigating themselves.

Spike Kahn, talked about her concern with recent fires in the Mission District and the lack of smoke alarms. She further expressed her concerns that there seems to be too many fires, especially in the Google bus area where prices are going up as soon as tenants get evicted. It seems to her like arson and she asked if the Department is looking into this as potential arson when low income tenants are getting displaced and the buildings are getting sold to multi-

billionaire investors who are then going to put in million dollar condos. She wanted to know what the Department's plans are to start investigating what's going on and if there are results.

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

Discussion and possible action to approve meeting minutes.

- a. Minutes from the Special Meeting on December 3, 2015.

Commissioner Hardeman Moved to approve the December 3, 2015 Special meeting Minutes. Commissioner Cleaveland Seconded. Motion to approve above Minutes was unanimous.

- b. Minutes from the Regular Meeting on November 19, 2015

Commissioner Hardeman Moved to approve the November 19, 2015 regular meeting Minutes. Commissioner Cleaveland Seconded. Motion to approve above Minutes was unanimous.

4. ANNOUNCEMENTS

Commission Secretary read the following announcement:

Starting in January of 2016, Fire Commission Meetings will be held at City Hall, 1 Dr Carlton B Goodlett Pl, San Francisco, CA 94102, on the 2nd Wednesday of the Month starting at 9:00 a.m. in Hearing Room 416, and the 4th Wednesday of the Month starting at 5:00 p.m. in Hearing Room 400.

Public Comment: Michael Petrelis stated he is glad the meetings are moving to City Hall. He suggested that the Department do some outreach to the general public to let everyone know the meetings are going to be changing, and to have the public information officer get that word out.

5. RESOLUTION 2015-11 REQUESTING DISBURSEMENT OF \$146,500.00 FOR REPAIRS TO APPARATUS FOR THE SESQUICENTENNIAL CELEBRATION FROM THE WILLMANN TRUST [Discussion and possible action]

Discussion and possible action regarding a request for the expenditure of funds from the Willmann Trust related to the SFFD's 150th Anniversary.

Commission Vice President Covington Moved to approve Resolution 2015-11. Commissioner Hardeman Seconded. Motion to approve Resolution was unanimous.

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

Report on current issues, activities and events within the Department, including Fiscal Year 2015-2016 budgets.

Chief Hayes-White's report covered activities since the last meeting on December 3rd. She noted, that this will be our final meeting at San Francisco Fire Department Headquarters and will close that part of our history and she looks forward to new meetings, new opportunities over at City Hall next year beginning January 13th, 9:00 a.m. Room 416. Related to the budget, she announced that the budget instructions given on December 2nd called for a one and a half percent reduction in 16-17, 17-18, across all departments. She continued that there was a meeting that Mark Corso, CFO, convened with the Budget Committee and she was able to attend some of it and she conveyed her appreciation that Commissioner Cleveland was able to be there, where they talked about strategies and what the budget instructions entailed. She anticipates that at the meeting on January 13, 2016, Mr. Corso will be providing instructions, timelines, and approval of the Capital Budget. She added that on January 27, 2016, for the Commissions

consideration, a discussion on overall budget submittals, which is typically what needs to be submitted the third week in February.

Chief Hayes-White was happy to report that the 118th graduation will occur tomorrow at Balboa High School, 10:00 a.m. and she looks forward to everyone attending. There are 45 new members of the Department, eight which are coming from Station 49 and the remaining 37 are coming from off of the list. She added that she is very proud to say that it is a diverse group of graduates that proudly reflects the community, 20 percent are women and 15 percent are people of color. There are multiple languages that are spoken, as well as a number of veterans that have served our country. She went on to acknowledge Assistant Deputy Chief Williams and her staff for their good work and stated that it is quite a commitment and a sacrifice.

She announced that Chief Guzman has requested to be reassigned to his Battalion Chief position in the field and will be transitioning next month. She has selected Assistant Deputy Chief Williams to take over for Deputy Chief Guzman and that transition is ongoing and will take place next month. She added that they have advertised for the Director of Training position. The person that is selected will not have much time to sit in the seat without having a new class, because there will be a new class coming in January 25th which begins our 119th class of which they are targeting 54 members with 12 coming from Station 49 and 42 off the list.

Chief Hayes-White announced that they do have a candidate for the nurse practitioner position. She is finishing her education requirements and is also working on her thesis and has agreed to initially come on board part-time to assist when the doctor may be off or during peak periods on a part-time basis, January, February and hopefully in March we'll be able to transition her to a full-time position.

She also announced that Firefighter Paramedic Jonathan Baxter will officially start as the full time Public Information Officer on January 18

Chief Hayes-White stated that they selected two members to fill the EMS 6 positions and those are positions that will be 12-hour shifts working in the downtown corridor and working collaboratively with DPH in identifying high frequency users in the 9-1-1 system to see what service best suits them.

Chief Hayes-White stated that they continue to look for common ground related to the supervisory model at Station 49 and she will provide a detailed layout of why they feel a 12-hour shift for the supervisory model is much more efficient and much more in line with what they hope to achieve in terms of goals.

She added that they locked in the 44 million dollars for the 2016 Health Bond and Assistant Deputy Chief Lombardi is overseeing that.

She went on to acknowledge, acting Assistant Chief Kevin Smith, and acting Assistant Chief Charlie Crane in Division 3 who were in attendance tonight.

Chief Hayes-White acknowledged all of the Commissioners for their support and participation in the meritorious ceremony on December 8th. They received a lot of positive comments about the ceremony, and in particular related to the awards given for the excellent job responding to Asiana Airline incident back in July of 2013.

Chief Hayes-White commented that Commissioner Cleveland met this morning with Fire Marshal DeCossio regarding fires in the Mission District and she wanted to remind everyone that in March they reported before the Public Safety Committee and presented a very extensive overview of not just the Mission District, but they broke it down by supervisorial district fires and trends over the last five years. It was a great report but needs refreshing and at the end of this month they'll be able to capture all the 2015 data. She added that every fire that is a greater alarm or looks like the incident commander cannot determine the immediate cause, have always

been assigned to an arson trained fire investigator or two, to determine the cause in the area of origin.

Chief Hayes-White acknowledged that Mr. Hernandez has reached out to the Commission and has requested that there be a Commission meeting in the Mission District and that both Deputy Chief Gonzalez and she have reached out to him via phone. They have not heard back from him, but they will continue to, on an informal basis, talk to him about the trends that they are seeing. She added that she told Ms. Kahn, she would personally call her. Chief Hayes-White added that she also went on a radio show with Marcos Gutierrez on his Spanish station in the city about three weeks ago and talked about the fires in the city, specifically Mission District. She also acknowledged meeting with Supervisor Campos on the issue of fires in the Mission District and if the neighbors feel that they want more information, certainly the Fire Marshal would be open to that. They are public records and in a few weeks, working with IT, the public will have the ability to be able to type in an address and look at notices of violations and notices of corrections. There are certainly fires that are suspicious but another sort of phenomenon that we're seeing because of the issues of real estate in the City is when you go into some of these buildings, whether it's in the Mission District or in the City in general, spaces that are meant to be closet spaces, dining rooms, or non-sleeping areas, they've been modified so that more people are staying in these units and that's a challenge in and of itself. When you have more people staying in units that's are meant for two or three people, it's causing overloading of the circuits and frayed wires. She stated that they are happy to work with the community to spread that message.

Vice President Covington thanked the Chief for her report and asked if Chief DeCossio could give a more complete overview of what's going on in the Mission. Chief DeCossio responded as follows:

Just recently, as this morning I asked our Arson Investigation Unit to run the numbers for data from the past four years for structure fires in the Mission and if you look at the numbers, they're relatively consistent. There's a little bit of a spike this year, but if you look at the numbers, for example, this year we've had 20 structure fires. 2014, again in the Mission, 15 structure fires. In 2013, 18. And 2012 -- 2012, 12. So it does fluctuate up and down but it's relatively consistent. Also I've looked at those investigations that have been closed out, the cause of the fires. The majority of them are due to electrical, accidental, or at this point undetermined. So as far as knowing whether they're arson or not, I'm not ready to go there yet. We do have focus on this and we are tracking this. Part of our community outreach when we go and give fire safety talks, is we're going to break down fires from each community, and we'll have that data when we go out and we can discuss these fires and the causes for those that have been determined accidental and come up with advice and recommendations, best practice and safe practices to prevent these fires.

Vice President Covington asked Chief DeCossio for feedback on how things are going in terms of the previous backlog in arson investigations. Chief DeCossio explained the overall backlog is down to 325 from a high of 407, and it's trending in the right direction He added that you must keep in mind, as they reduce these numbers, they are investigating new fires. Vice President Covington asked Chief DeCossio if he could touch upon the smoke detector give-aways. Chief DeCossio explained that they go out and conduct safety talks, they bring smoke alarms with them and donate about 700 a year. He added that they are still trying to figure out the best way to expand the offer to the various communities. Vice President Covington expressed her desire as part of the outreach efforts that they recruit people to be trained for NERT, especially in the Mission and Bayview and have further discussion pertaining to this issue.

Commissioner Cleaveland thanked Fire Marshal DeCossio for meeting with him this morning and was gratified to hear that the statistics that are coming out are saying that there are no more fires in the Mission than any other part of the City. He suggested that they were getting more

press coverage because of perhaps the fears of gentrification. He added that it's important that the community understands what is causing these fires and he thinks that the new public information officer would come up with the top 10 reasons why you might have a fire at your home so they understand preventing fires is basically they're job as residents and tenants. He suggested getting that information out in as many different languages as possible.

Commissioner Nakajo thanked Chief DeCossio. He also thanked Chief Hayes-White and Chief Gonzales for reaching out to Mr. Hernandez. He also mentioned that he supported the concept that we take advantage of our meetings at City Hall and that for him it's part of history as he leaves Headquarters on 2nd Street and he remembers when the Commission Room was built. He confirmed with Mark Corso that the meetings at City Hall have been budgeted for the 2016 year. He commented that the reason we have these new dates and times are through the advocacy of the Commissioners and also the cooperation of the San Francisco Police Commission and DPW that allowed us to have those meeting times.

President Evans thanked Chief DeCossio for this report and asked if the data that he pulled together could be broken out a bit further. Chief DeCossio replied that he could. President Evans also supported public safety messaging and outreach to groups in neighborhoods and suggested it be a multi-pronged approach to really reach people. She asked Chief DeCossio if the Department could conduct random inspections of buildings. Chief DeCossio answered they can be random and if they can't gain access, they reach out to the owner and set up an appointment to inspect the common areas. They do not have access to the individual units. President Evans commented that it's helpful to know that in those buildings the Department's control is the common areas only, and the fires aren't happening in the common areas, they are happening in the peoples units. She suggested figuring out a way to get this information out community.

Commissioner Hardeman expressed his disappointment with the news that the Department was asked to cut 1.5 percent from their budget. He further commented on the nurse practitioner position and the two new recently filled EMS 6 positions. He also commented on the meritorious awards ceremony and how he enjoyed the event.

President Evans stated her delight with the filling of the recruitment coordinator position and the EMS 6 positions. She also expressed her delight that the 44 million dollars is locked in for Station 49. Mark Corso explained how the funding will work to furnish the Station once it is built. She went on to congratulate Chief Williams on her promotion to CD-3.

Commissioner Cleaveland asked Dr. Yah where the new EMS 6 employees will be posted. Dr. Yah stated that they will work out of Station 49 and will be concentrating on the Civic Center Plaza area for the most part.

Public Comment:

Michael Petrelis wanted a written version of the Chief's report in addition to her verbal presentation. He also stated he would like to advocate that regarding addressing fires in the Mission should be presented at City Hall where it will be aired on TV and people who aren't at the meetings can tune in any time and it will get more people from the community down to City Hall rather than going out to the Mission District. He also suggested getting every incident report that is filed after a fire online for public access.

Unidentified Mail who is part of the San Francisco Bay Area Chapter American Red Cross spoke regarding the smoke alarm program. He stated that volunteers from the Red Cross went door to door after the February 2015 fourth alarm fire and checked peoples smoke alarms and helped with installation and identify escape routes.

Chief Hayes-White responded that they have entered into a partnership with the American Red Cross for detectors and have been to a few different neighborhoods and they hope to continue the partnership into 2016. She went on to personally thank Chief Guzman for his dedication during his entire career with the Department, but specifically since 2012 when he took over as CD-3.

REPORT FROM ADMINISTRATION

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

Deputy Chief Guzman's reported on the month of December 2015.

He stated that Support Services Division continues to work very hard on the ESER projects. He announced that Joe Barbero is returning to the field and Captain Steve Macfarlane will take his place. He also announced that James Reidy was appointed as the new Water Supply Officer who will be the liaison between the Department and PUC. He touched on projects that were taking place at various facilities within the Department.

Chief Guzman announced that the Division of Training was gearing up for the graduation of the 118 recruit academy which will be held tomorrow at Balboa High School. He discussed the 2 day trial assessment project for members of Station 49 that they have worked with Local 798 to move forward.

He thanked Vice President Covington for attending the Annual Fire Reserves Christmas dinner at Izzy's Steakhouse. He also thanked Chief Francisco of the Division Homeland Security for attending and participating in Super Bowl 50 tabletop exercises and the Executive Committee meeting for UASI.

With regard to Investigative Services Bureau, he mentioned that Acting Captain Sheila Hunter has been busy conducting backgrounds for the 119th academy. She conducted 10 random drug and alcohol tests, four which were conducted on nights and weekends. He touched briefly on updates for the Fireboat.

Vice Present Covington thanked Chief Guzman for his service. There was discussion on the UASI Grant due January 15, 2016 that would consist of 23 units of hydraulic rescue tools.

Commissioner Nakajo thanked Chief Guzman for his service and dedication to the Department and acknowledged that it is a challenging position.

Commissioner Hardeman sated he was going to miss Chief Guzman as he was always so available and good at keeping the Commission updated on what was happening within his realm.

President Evans also expressed her appreciation for the service provided by Chief Guzman and she commended him for digging in and getting the fireboat back on track as well as for always being available. They touched briefly on the letter from the industrial hygienist and her findings at the Airport facility and she asked that the Commission be informed of any developments.

Chief Guzman thanked everyone he worked with while he was CD-3. He acknowledged that he liked to be able to go out and make new relationships, partnerships and advocate and to be an ambassador for the Department. He thanked each Commissioner for their support.

7. UPDATE ON DEVELOPMENTS OF THE 150TH ANNIVERSARY COMMITTEE **[Discussion]**

Chief Hayes-White invited David Ebarle of DEM to join her on updating the Commission on the 150th Anniversary Committee. They touched on the following highlights:

- Meeting on December 4, 1025, pre-finance committee meeting and regular meeting.
- Continued to refine and make sure they are planning events that they are able to manage and fund.
- Decided to plan and execute events all the way, nothing halfway.
- Plans may need to be scaled back so they are realistic and can be properly enjoyed by all.
- Discussion with CEO, Mr. Johnson of the Chronicle. He verbally agreed they would be the Department's media partner.
- Discussed using MTA vehicles to highlight/advertise various events.
- Unveiling of the Academy of Art logos. Acknowledged Mindy Talmadge and Dave Ebarle for the dedication overseeing this project through the course of the semester working under the direction of Tom McNulty and Phil Hamlet of Academy of Art, along with Dr. Lisa Stevens. The students embraced the concept of design, graphics and website development for the 150th festivities.

Chief Hayes-White described how the art contest worked as follows: The students were given access at different stations, Station 16, Station 18, they rode on the fireboat, to get a flavor of the Fire Department and interact with some of our members, active and retired. The students are very reflective of their city. Very diverse. English is a second language for many of them. They're extremely talented. So my small part was spending the afternoon on the 10th with Mindy and Dave and the entire class, about 30 students. They split into two groups, two teams, and our goal was to select one team's design. It was very difficult to do. I returned on Monday this week to announce our selections. We had two teams, Team Coit and Team Pacific. They came up with different design guidelines, which we're going to use both of, but we did pick Team Coit's design for next year's 150th celebration. I can't thank the Academy of Art enough for taking this on as a project. I see it as a win win. Dr. Stevens was delighted because it was a great experience for the students. And then to have us come in and be sort of the judges after they gave the presentations, that was basically their final last week. But some of their ideas are wonderful. We've already embraced the logo that a graduate student has come up with and we intend to use into the New Year. The design of what's in the book, their theme is "Celebrate like it's 1866." Very clever.

Chief Hayes-White shared the portfolios with the Commission.

Mr. Ebarle added how they have been reaching out the retired members, and bringing members Larry Yup and Mike Day on board to help with fund raising issues. The goal is to simultaneously get the entire San Francisco Fire Department on board and involved with the events and celebrations. He added that Vice President Covington has been very good at keeping him on task. He touched on the meeting with the Mayor's Chief of Staff and with Charlotte Schultz and ideas to get funding. He also described the concept of the mobile history unit.

The Commissioners all stated their appreciation for the amazing work from the students at the Academy of Art.

President Evans suggested sending a thank you letter to the participants at Academy of Art that supported this effort.

8. UPDATE ON DEVELOPMENTS OF THE STRATEGIC PLANNING COMMITTEE [Discussion]

Chief Hayes-White stated that at the last meeting they broke off into subcommittees consisting of organizational structure, career development, health and wellness, EMS operations, suppression operations, facilities and equipment; partnerships in community engagement, communications, technology, and revenue opportunities. Those subcommittees are supposed to get a draft of their goals in by January 12, 2016 and the next meeting is January 21, 2016. She added that they have taken a look at many other strategic plans and they collaboratively agree that Seattle and LA City models are good templates to work off of. They discussed getting the document out to the field for feedback before it is finalized. She added that the target date for completion is spring of 2016.

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

Discussion regarding agenda for the January 13, 2016 regular meeting.

- Fire Department's Capital Budget
- Fire Commission Elections
- Report from Fire Marshal

10. ADJOURNMENT

President Evans adjourned the meeting at 6:13 PM.

ANNUAL STATEMENT OF PURPOSE

FIRE COMMISSION

City and County of San Francisco
Edwin M. Lee, Mayor

Stephen A. Nakajo, *President*
Andrea Evans, *Vice President*
Michael Hardeman, *Commissioner*
Francee Covington, *Commissioner*
Ken Cleaveland, *Commissioner*



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451
Fax 415.558.3413
Maureen Conefrey, *Secretary*

ANNUAL STATEMENT OF PURPOSE

2016

It is the responsibility of the Fire Commission to ensure that the San Francisco Fire Department effectively implements its Mission:

The Mission of the Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and cultural diversity and is free of harassment and discrimination.

To this end, the Fire Commission will:

1. Set policy and support the administration to accomplish the mission of the department;
2. Support the administration's efforts to enhance and support the collaborative work of department membership and public stakeholders in the delivery of fire suppression, fire prevention and emergency medical services with the focus upon the common public good.
3. Encourage and support the administration to develop and implement systems to improve fiscal responsibility to enhance the budgeting process while maintaining and protecting essential public services including fire protection, fire prevention and emergency medical services.
4. Encourage and support the administration to develop an effective physical fitness and wellness program to promote the health, safety and welfare of the members of the department and the public.
5. Encourage and support the administration to develop as part of its overall strategic planning effective career development and promotion opportunities for the membership;
6. Actively encourage and support recruitment and education in the communities to bring highly qualified applicants to the Department who truly reflect the City's rich diversity;
7. Continue to work with the administration and City Attorney's Office to review and, where necessary, revise official Departmental Policy and Procedures; and

8. Contribute to the common good by conducting open meetings regularly and convening such additional meetings as deemed necessary to inform and educate the general public of the work of the Fire Commission and the San Francisco Fire Department.

Adopted at the Regular Meeting of the San Francisco Fire Commission on January 13, 2016.

Ayes:

Nays:

Maureen Conefrey, Commission Secretary

SPECIAL PRESENTATIONS

OPERATIONS REPORT



Operations Report

December 1, 2015 – December 31, 2015

Mark Gonzales

Deputy Chief of Operations

OPERATIONS REPORT

December 1, 2015 – December 31, 2015

GREATER ALARMS:

There were three greater alarm fires during this reporting period at the following locations:

2nd Alarm – 2533-2535 Lombard Street – between Divisadero St/Broderick St. (12/03/15) 0654 hours. There were 3 civilians injured. Red Cross was called for 4 adults who needed assistance. Bravo exposure: 2525 Lombard Street. The cause of the fire was accidental. (AC Robert Postel)

2nd Alarm – 3045-3047 Mission Street – between 26th Street/Cesar Chavez Street. (12/10/15) 0326 hours. There were no injuries. Red Cross was called for 10 adults who needed assistance. Bravo exposure: 3043 Mission Street. The fire originated at 3047 Mission Street in the garbage room of the restaurant below the fire building. The cause of the fire was accidental. (AC Kirk Richardson)

2nd Alarm – 253 Lincoln Way – between Kezar Drive/4th Avenue (12/29/15) 1035 hours. There were no injuries. The cat that was rescued did not make it. The damage to unit of origin, 253 Lincoln Way. This is the 3rd floor that occupied half of the top floor. The building also has an entrance on 1210 4th Avenue. Damage to the other 6 units while searching for extension of fire, water and smoke damage as well. The cause of the fire was accidental. (AC Robert Postel)

EMERGENCY MEDICAL SERVICES:

EMS Operations:

- Super Bowl 50 planning and participation in tabletop exercises.
- New Year's Eve EMS response planning and preparation for BLS response.
- Attended City-wide tabletop for chem-pak deployments.
- Review and update H8 task book and Field Evaluation completion process.
- December: 7495 EMS calls with 5531 transports. 74% market share.
- H3L1 class process beginning with CD1's office and HR for selection for a February class.

BFP/BFI:

Super Bowl Week:

- Super Bowl City at Justin Herman Plaza (2 Inspectors Super Bowl City, 4 additional Inspectors during the 6 nights of concerts)
- Moscone Center. (2 Inspectors)

End of Year Review, Inspection Activity for 2015:

Total number of inspections for 2015: -- 21,683

- Complaint Inspections - 3681
- DBI Construction Inspection - 7304
- Fire Permit Approval Inspections - 310
- Annual Permit Inspections - 3952
- Referral Inspections - 2296
- Notice of Violation Inspections - 417
- Annual High-rise Inspections - 830
- School Inspections - 109
- Residential Care Facilities/Daycare Inspections - 1784

Plan Check:

- 335 permit applications are in the FIRE Back-log, however, (265) have already been reviewed and are on-hold awaiting responses from the applicants. This leaves (70) permit applications in our backlog waiting to be reviewed.
- The backlog remains approximately (4) weeks as the average time between plans being assigned to FIRE and the review started by a Fire plan checker.
- The backlog continues to vary from (1) week to (2) months dependent on the plan reviewer and the complexity of the projects being reviewed. New additions to Fire Plan Check include a new FPE, Lt. Hayes, Inspectors Poydessus and Priem and Captain Balmy.

TASC (Transportation Advisory Staff Committee) Update December, 2015, Capt. Balmy

- Awaiting written decision from City Attorney on the legality of lane encroachment by SFFD vehicles under normal operating conditions.
- Draft SFMTA template reflecting SFFD aerial ladder truck turn movements and dynamic envelope tracking reviewed by Support Services with SFMTA; next step is SFFD field testing to confirm template; field test will include SFFD fire engine and development of engine template.

BFI

Fire Investigation: Update December 2015, Capt. Bowden

The number of *Open/Active Fire Investigation Reports* through the month of December 2015 is **270**. This reflects a reduction of **68** Open Fire Investigation Reports from the previous month. The reports include the following types of fires:

- 159 Structure Fires
- 77 Vehicle Fires
- 30 Outside Fires
- 4 Portable Toilet Fires

The 270 Open Fire Investigation Reports are in the following stage of review:

- 88 reports are awaiting final review and signature by the Supervisor
- 78 reports are being drafted by active members
- 104 reports are assigned to members who have returned to Suppression or have retired

SAN FRANCISCO INTERNATIONAL AIRPORT:

Attached to this report is the Division Activity & Response Summary for the San Francisco International Airport Fire Division for the month of December, 2015.

San Francisco Fire Department Monthly Response to Medical Calls Through 12/31/2015

First Unit On Scene [6]

	Non Emergency Response (Priority 2)					Emergency Response (Priority 3)						
	Source Data		Validated Responses			Source Data		Validated Responses				% OTP
	Count	90th %	Count	Average	90th %	Count	90th %	Count	Average	90th %		
2015/01	4,338	18.60	4,277	9.78	18.67	4,576	5.85	4,234	3.89	5.58	74.52	
2015/02	3,938	18.81	3,885	9.86	18.63	3,894	5.73	3,616	3.84	5.48	75.77	
2015/03	4,302	18.43	4,222	9.59	18.15	4,404	5.68	4,120	3.84	5.53	75.87	
2015/04	4,104	18.62	4,034	9.63	18.48	4,162	5.78	3,877	3.87	5.62	75.08	
2015/05	4,413	18.61	4,332	9.69	18.43	4,396	5.73	4,090	3.87	5.58	75.09	
2015/06	4,345	17.75	4,268	9.31	17.57	4,228	5.73	3,892	3.90	5.48	77.44	
2015/07	4,374	17.00	4,293	8.96	16.60	4,160	5.45	3,819	3.69	5.28	78.87	
2015/08	4,477	16.78	4,376	8.86	16.70	4,333	5.52	3,984	3.69	5.30	78.99	
2015/09	4,387	18.01	4,319	9.25	17.60	4,294	5.83	3,929	3.76	5.47	76.58	
2015/10	4,543	17.99	4,469	9.19	17.29	4,457	5.57	4,097	3.63	5.23	79.20	
2015/11	4,391	17.87	4,321	9.14	17.33	4,117	5.67	3,761	3.67	5.27	79.29	
2015/12	4,689	17.60	4,592	9.16	17.37	4,274	5.80	3,876	3.72	5.33	77.97	

First ALS Unit On Scene [7]

	Non Emergency Response (Priority 2)					Emergency Response (Priority 3)						
	Source Data		Validated Responses			Source Data		Validated Responses				% OTP
	Count	90th %	Count	Average	90th %	Count	90th %	Count	Average	90th %		
2015/01	4,296	19.18	4,236	10.33	19.35	4,545	7.33	4,206	4.50	7.00	90.01	
2015/02	3,898	19.75	3,844	10.44	19.36	3,866	7.44	3,591	4.43	6.93	90.23	
2015/03	4,250	19.10	4,177	10.12	18.55	4,382	7.03	4,097	4.40	6.62	91.38	
2015/04	4,054	19.35	3,995	10.22	19.07	4,123	7.18	3,842	4.42	6.88	90.45	
2015/05	4,362	19.12	4,287	10.23	18.87	4,351	6.87	4,052	4.35	6.56	91.46	
2015/06	4,290	18.38	4,217	9.78	18.16	4,205	6.68	3,872	4.34	6.35	92.95	
2015/07	4,329	17.47	4,253	9.34	17.10	4,133	6.16	3,795	4.03	5.94	94.36	
2015/08	4,431	17.28	4,332	9.23	17.08	4,296	6.22	3,951	4.04	5.90	94.86	
2015/09	4,339	18.49	4,281	9.63	18.03	4,270	6.65	3,909	4.13	6.18	93.81	
2015/10	4,500	18.33	4,427	9.57	17.78	4,428	6.34	4,082	3.98	5.82	94.54	
2015/11	4,349	18.20	4,285	9.49	17.69	4,084	6.50	3,735	4.02	6.00	94.24	
2015/12	4,650	18.02	4,555	9.52	17.65	4,249	6.54	3,852	4.06	5.98	94.81	

First Ambulance On Scene [8],[9]

	Non Emergency Response (Priority 2)						Emergency Response (Priority 3)						
	Source Data		Validated Responses			% OTP	Source Data		Validated Responses				% OTP
	Count	90th %	Count	Average	90th %		Count	90th %	Count	Average	90th %		
2015/01	4,062	20.72	4,011	12.10	20.85	88.33	4,313	12.48	3,986	7.29	12.08	82.92	
2015/02	3,686	21.68	3,639	12.21	20.99	87.88	3,676	13.41	3,417	7.27	12.21	82.29	
2015/03	4,037	20.61	3,975	11.72	20.10	89.79	4,177	12.04	3,893	6.93	11.18	85.97	
2015/04	3,849	21.20	3,799	11.93	20.85	88.58	3,906	12.18	3,627	7.00	11.25	85.72	
2015/05	4,148	21.11	4,085	11.91	20.57	89.18	4,129	12.32	3,844	6.96	11.57	85.15	
2015/06	4,085	19.96	4,015	11.29	19.63	90.88	3,993	12.12	3,679	6.83	10.98	86.49	
2015/07	4,146	19.12	4,085	10.79	18.55	92.31	3,956	11.32	3,636	6.47	10.45	88.64	
2015/08	4,256	18.77	4,169	10.65	18.18	93.07	4,133	10.98	3,796	6.34	10.15	89.57	
2015/09	4,161	20.23	4,108	11.21	19.47	90.73	4,047	11.98	3,711	6.70	10.82	87.47	
2015/10	4,288	20.49	4,226	11.25	19.61	90.58	4,233	11.39	3,900	6.50	10.40	88.74	
2015/11	4,163	19.80	4,112	11.00	18.98	91.51	3,925	11.33	3,583	6.36	10.13	89.53	
2015/12	4,458	19.79	4,378	11.09	19.13	91.55	4,095	11.95	3,710	6.55	10.55	88.01	

**San Francisco Fire Department
Activity Summary Report**

From: 12/01/2015
To: 12/31/2015

Calls by Resource Utilization

<i>Call Type</i>	<i>Calls</i>	<i>%</i>
EMS	3,029	25.67%
Fire	2,374	20.12%
Fire/EMS	6,397	54.21%
Total:	11,800	

Calls by Resource and Priority

<i>Call Type</i>	<i>Priority</i>	<i>Calls</i>	<i>%</i>
EMS	3	77	0.7%
EMS	2	2,952	25.0%
Fire	3	2,314	19.6%
Fire	2	60	0.5%
Fire/EMS	1	1	0.0%
Fire/EMS	3	4,512	38.2%
Fire/EMS	2	1,884	16.0%
Total:		11,800	

Responses By Unit Type

<i>Unit Type</i>	<i>Runs</i>	<i>%</i>
Chief	1,848	7.1%
Engine	9,822	38.0%
Medic	7,483	28.9%
Rescue Captain	622	2.4%
Rescue Squad	374	1.4%
Truck	2,709	10.5%
Others	3,013	11.6%
Total:	25,871	

Calls by Battalion

<i>Battalion</i>	<i>Calls</i>	<i>%</i>
B01	1,327	11.9%
B02	2,196	17.5%
B03	2,212	18.2%
B04	1,124	10.1%
B05	825	6.9%
B06	864	7.7%
B07	494	4.5%
B08	906	7.8%
B09	862	7.1%
B10	885	7.4%
OTH	105	0.8%
Total:	11,800	

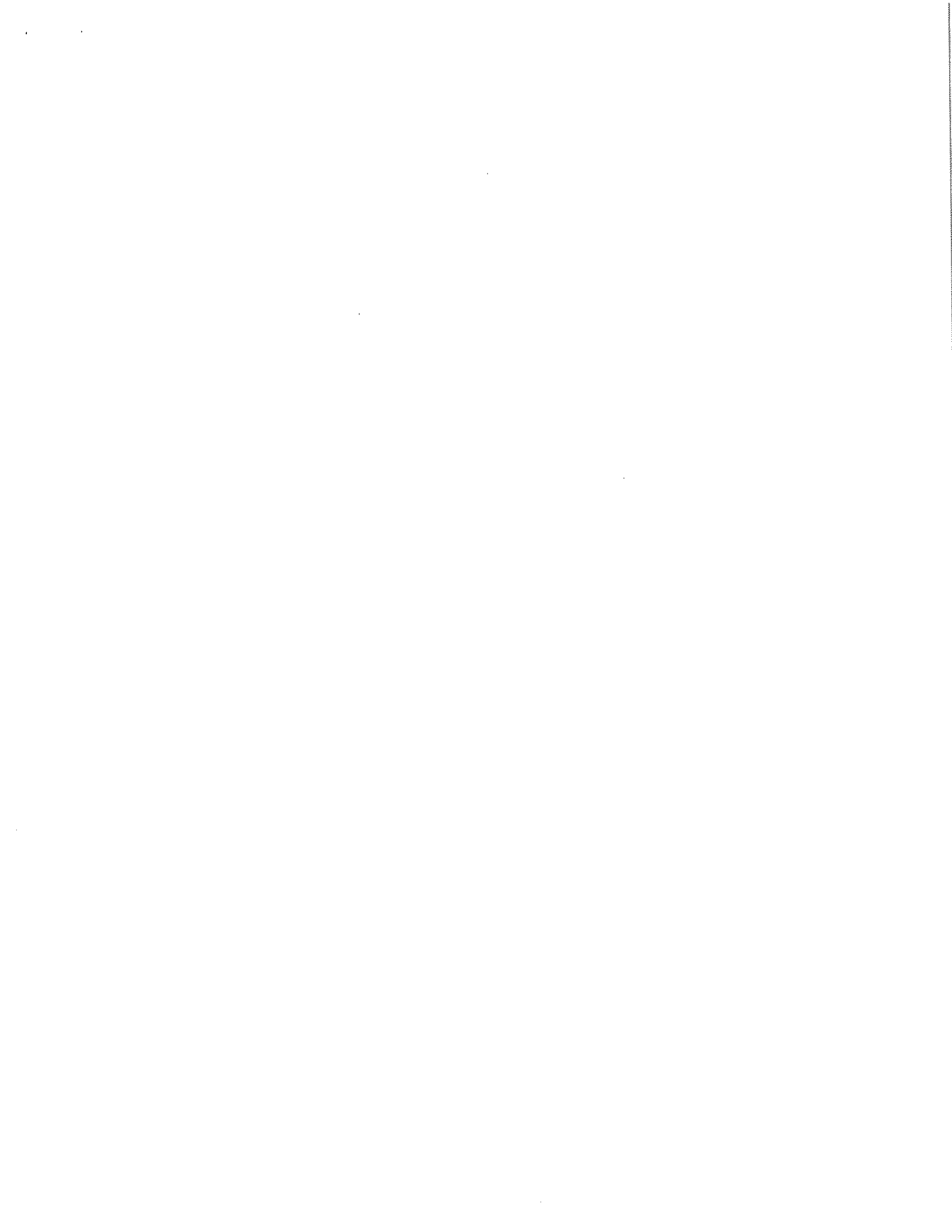
Incidents By Call Type

Call Type	Count	%
Abdominal Pain	270	2.29
Alarms	1,027	8.70
Assault	267	2.26
Breathing Difficulty	743	6.30
Cardiac Arrest	147	1.25
Chest Pain	418	3.54
Citizen Assist / Service Call	252	2.14
Falls	838	7.10
Hemorrhage	231	1.96
Medical Incident	2,025	17.16
Medical Nature Unknown	411	3.48
Other	246	2.08
Outside Fire	128	1.08
Seizures	291	2.47
Sick Call	1,462	12.39
Stroke	127	1.08
Structure Fire	616	5.22
Subject Unconscious	669	5.67
Traffic Collision	396	3.36
Transfer	141	1.19
Trauma	143	1.21
Vehicle Fire	32	0.27
Total:	11,800	

Working Fires and Greater Alarms

Call No.	Date	Address	Batt.	Alarms	Losses	Units	Pers.
15128649	12/01/2015	125 LEXINGTON ST	B02	1	\$22,000	14	38
15129524	12/03/2015	2533 LOMBARD ST	B04	2		25	
15131606	12/08/2015	2300 FOLSOM ST	B06	1		1	
15132265	12/10/2015	1760 BUSH ST	B04	1	\$4,000	16	44
15132281	12/10/2015	3045 MISSION ST	B06	2	\$650,000	27	74
15133140	12/12/2015	3710 MISSION ST	B06	1		14	
15133429	12/12/2015	55 BELLAIR PL	B01	1	\$125,000	14	39
15134740	12/16/2015	4249-4251 20TH ST	B06	1		15	
15135029	12/16/2015	2155 WEBSTER ST	B04	1		13	38
15135869	12/18/2015	1400 GEARY BL	B04	1		14	
15137708	12/23/2015	1130 HOLLISTER AV	B10	1		14	
15137829	12/23/2015	2350 VAN NESS AV	B04	1	\$4,000	13	38
15138404	12/25/2015	CRESCENT AV//ANDOVER ST	B06	1	\$17,500	15	43
15138652	12/26/2015	1995 OAK ST	B05	1	\$1,250	13	38
15139542	12/28/2015	2244 WASHINGTON ST	B04	1	\$500,001	18	48
15139745	12/29/2015	2012 GREENWICH ST	B04	1	\$90,000	13	38
15139825	12/29/2015	253 LINCOLN WY	B08	2		28	

Total Working Fires and Greater Alarms: 17



NEWS RELEASE

DAY:	Thursday	DATE:	12/03/2015	TIME:	06:54
INC#	FD15129524	SEQUENCE:	15-24		
ADDRESS:	2533-2535 Lombard St	CROSS ST:	Divisadero St./Broderick St		
STORIES:	3	TYPE:	5	OCCUPANCY:	Residential (2 units)
CHIEF IN COMMAND:	D2 Postel	STAGING:	Divisadero St./Broderick St		
DIVISION:	D2 Postel	BATTALION:	B04 Wyrsh		
BOX/U/D	TIME	ENGINE	TRUCK	CHIEF	SPECIAL APPARATUS
Box 4223	06:54	16, 51, 10	16, 10	B04, B01, D2	RS1, M82, TCA14
W/F	06:58	38 (RIC)			RC1 MGS)
2A	07:00	21, 05, 28, 41	05	B07	M55, AR1, MA1, BE1 A5 (Command Channel)
	07:02			CD2 (check in w/CECC)	
	07:03			CD1 (check in w/CECC)	
DIRECTED COVERS:	T04 E24 - 16				
FIRE UNDER CONTROL @:	07:23				
FIREFIGHTERS:	67	UNITS	22		
RED CROSS NOTIFIED:	Yes X No	TIME:	08:17	INCIDENT #	16-510
PEOPLE DISPLACED:	ADULTS:	4	CHILDREN:	0	ANIMAL: 0
<i>BUREAU OF FIRE INVESTIGATION REPORTS</i>					
ARSON INVESTIGATORS:	Murphy, Carla ; Bortmas, Darren; Milici, Robert				
ALARM INITIATED BY:	PHONE	CAUSE:	UNDER INVESTIGATION		
EXTENT OF FIRE:	UNITS:	2	FLOORS:	3	BLDGS: 2
DAMAGES	PROPERTY:	\$1,000,000	CONTENTS:	\$300,000	
EXPOSURES	ADDRESS	PROPERTY	CONTENTS		
Bravo	2525 Lombard St	\$25,000	No Loss		
DEATHS	FIREFIGHTERS:	0	CIVILIANS:	ADULTS	0 CHILDREN 0
INJURIES:	FIREFIGHTERS:	0	CIVILIANS	ADULTS	3 CHILDREN 0
REMARKS:	<ul style="list-style-type: none"> • 10 - 1 Modified - N/A • PGE - Notified • DBI - N/A • Water Dept. - N/A • DPW - N/A • MUNI - Notified • Fire Watches: - N/A • SFPD - Notified • M55 took one patient code 2 to STF and M82 took two patients code 2 to CPMC. 				
DISPATCH OFFICERS::	Lt. Lopez ; PMC Taormina				

Report Author: Lt. Lopez

NEWS RELEASE

DAY:	Thursday	DATE:	12/10/15	TIME:	03:26		
FD INC#	15132281	SEQUENCE:	15-25				
ADDRESS:	3045-3047 Mission Street	CROSS ST:	26 th St./Cesar Chavez St (Army St.)				
STORIES:	3	TYPE:	5	OCCUPANCY:	Residential over Commercial		
CHIEF IN COMMAND:	D3 Richardson	STAGING:	Mission St/ Cesar Chavez St (Army St)				
DIVISION:	D3 Richardson	BATTALION:	B06 Cremen				
BOX/U/D	TIME	ENGINE	TRUCK	CHIEF	SPECIAL APPARATUS		
5613	03:26	11, 07, 09	11, 07	B06, B10, D3	RS1, M71, TCA14		
W/F	03:31	32 (RIC)			RC3 (MGS)		
2A	03:41	37, 24, 42, 36	09	B02	M64, AR1, MA1, BE1 A6 (Command Channel)		
	03:43			CD1 (via Landline)			
	03:48			CD2 (via Landline)			
DIRECTED COVERS:	E26 - FS11, T04 - FS07						
FIRE UNDER CONTROL	04:26						
FIREFIGHTERS:	68	UNITS	22				
RED CROSS NOTIFIED:	Yes <input checked="" type="checkbox"/> No	TIME:	04:06	INCIDENT #	16530		
PEOPLE DISPLACED:	ADULTS:	10	CHILDREN:	0	ANIMAL:	0	
<i>BUREAU OF FIRE INVESTIGATION REPORTS</i>							
ARSON INVESTIGATORS:	Bortmas, Darren; Milici, Robert; Murphy, Carla						
ALARM INITIATED BY:	PHONE	CAUSE:	ACCIDENTAL				
EXTENT OF FIRE:	UNITS:	4	FLOORS:	2	BLDGS:	1	
DAMAGES	PROPERTY:	\$400,000	CONTENTS:	\$250,000			
EXPOSURES	ADDRESS	PROPERTY	CONTENTS				
BRAVO	3043 Mission St	\$1000	N/A				
DEATHS	FIREFIGHTERS:	0	CIVILIANS:	ADULTS	0	CHILDREN	0
INJURIES:	FIREFIGHTERS:	0	CIVILIANS	ADULTS	0	CHILDREN	0
REMARKS:	<ul style="list-style-type: none"> • 10 - 1 Modified - N/A • PGE - Contacted • DBI - N/A • Water Dept. - N/A • DPW - N/A • MUNI - Contacted • Fire Watches: - N/A • SFPD - PD # 153440314 <p>The fire originated at 3047 Mission Street in the garbage room of the restaurant below the fire building.</p>						
DISPATCH OFFICERS::	PMC Pang; A/Lt. Guajardo						

Report Author: A/Lt. Guajardo

NEWS RELEASE

DAY:	Tuesday	DATE:	12/29/15	TIME:	10:35 hrs
INC#	FD15139825	SEQUENCE:	15-26		
ADDRESS:	253 Lincoln Wy	CROSS ST:	Kezar Dr/4 th Av		
STORIES:	3	TYPE:	5	OCCUPANCY:	Multi-family dwelling
CHIEF IN COMMAND:	D2 Postel	STAGING:	NA		
DIVISION:	D2 Postel	BATTALION:	B07 Newman		
BOX/U/D	TIME	ENGINE	TRUCK	CHIEF	SPECIAL APPARATUS
7325	10:35	12, 22, 20	12, 14	B07 B08 D2	RS2 77
WF	10:38	21 (RIC)			RC3
	10:45		06 REP 14		
2A	10:49	24, 14, 10, 39	10	B02 CD2	56 AR1 BE1 MA1
	10:52	40			RC2 REP RC3
DIRECTED COVERS:	NA				
FIRE UNDER CONTROL @:	11:41 hrs				
FIREFIGHTERS:	72	UNITS	24		
RED CROSS NOTIFIED:	Yes X No	TIME:	10:47 hrs		
PEOPLE DISPLACED:	7	ADULTS:	NA	CHILDREN:	ANIMAL: 0
<i>BUREAU OF FIRE INVESTIGATION REPORTS</i>					
ARSON INVESTIGATORS:	La Eace, Robert; Bortmas, Darren; Gibbs, Christina				
ALARM INITIATED BY:	PHONE	CAUSE:	Under Investigation		
EXTENT OF FIRE:	UNITS:	1	FLOORS:	1	BLDGS 1
DAMAGES	PROPERTY:	\$750,000	CONTENTS:	\$50,000	
EXPOSURES	ADDRESS	PROPERTY	CONTENTS		
NA					
DEATHS	FIREFIGHTERS:	0	CIVILIANS:	ADULTS 0	CHILDREN 0
INJURIES:	FIREFIGHTERS:	0	CIVILIANS	ADULTS 0	CHILDREN 0
REMARKS:	<ul style="list-style-type: none"> • 10 – 1 Modified: NA • PGE: 10:38 hrs • DBI: NA • Water Dept. : OS • DPW: NA • MUNI: OS • Fire Watches: NA • SFPD : PD151-119-421 • The cat rescued did not make it. Fire damage to unit of origin, 253 Lincoln Wy. This is the 3rd floor that occupied half of the top floor. The building also has an entrance on 1210 4th Av. Damage to the other 6 units while searching for extension of fire, water and smoke damage as well. 				
DISPATCH OFFICERS::	A/RC Stabile, Lt Pirosko, PM Anderson				

Report Author: Lt. Pirosko

SFFD Airport Division Recent Activities

January 5, 2016

The following is a summary of Airport Division activities for DECEMBER, 2015:

Assistant Deputy Chief Carnes

- Meeting @ the Division of Training to discuss Glove Specifications
- Mutual Aid Meeting with SFIA Communications Supervisor Bill Adams
- Attended 2-Day ARFF Conference @ SeaTac Airport, Seattle, Washington
- Attended SFFD Meritorious Awards Ceremony @ Riordan High School
- Attended EOG meetings @ the SFIA EOC
- Participated in SFIA Golf Tournament Check Presentation @ SFIA Museum
- Several Super Bowl Planning Meetings with SFIA Administration
- Meeting & Facilities Tour with ADC Lombardi and Industrial Hygenist Vickie Wells
- Fire Station #3 Design Review Meeting with Geoff Neumayr, Emily Chau, & Derrick Homer
- Bi-Weekly Progress Meetings with Dirk Kellum, SFIA Architecture
- Participated in ENET conference call
- Conducted Meetings with Officers, Fire Prevention, and training personnel
- Served Breakfast @ the SFIA Annual Employee Holiday Breakfast
- Met with CD2 Gonzales
- Participated in ARFF Chiefs Association Conference Call
- Met with Lieutenant Ryan Crean
- Attended the SFFD Annual Holiday Luncheon @ Delancy Street Restaurant
- Fire Station #3 Civic Design Review Schematic Design Meeting @ SF Arts Commission
- Attended the 118th Class Graduation @ Balboa High School
- Met with Ralf Ruckelshausen
- Active Shooter Meeting & Presentation with SFIA Administration
- Quarterly Update Meeting with Airport Director John L. Martin & Deputy Director Jeff Littlefield
- Participated in Battalion Chief Orientation @ the Division of Training
- Monthly Overview/Update Meeting with Jeff Littlefield, Airport Deputy Director
- Fire Station #3 Southfield Checkpoint Relocation Partnering

REGULARLY SCHEDULED MEETINGS ATTENDED:

- SFFD Fire Commission Meeting
- Airport Senior Management Meetings
- Airport Operations Security Meeting with Deputy Director Jeff Littlefield
- Operations/Fire Department Briefing with SFIA Operations
- SFFD Management Staff Meeting
- San Mateo County Fire Chief's Association
- Ramp Safety Meeting with SFIA Operations

Battalion Chief Edmund Dea

MEETINGS:

- Daily Meetings with ADC Carnes, Battalion Chief's, Captains & Rescue Captains
- Meetings with Company Officers
- Meetings with AP Fire Prevention Personnel
- Monthly Meetings with Airfield Operations
- Weekly Taxiway "Z-1" Construction Meetings
- Monthly Emergency Operating Group (EOG) Meeting @ EOC
- SF Air Traffic Control Tower Rescue Equipment Meeting w/ Rescue 2
- Monthly LRSAT/Ramp Safety Meeting

TRAINING, COMMUNITY RELATIONS & SAFETY:

- Target Solutions
- SF ATCT Orientation & Tour
- State Fire Training – Instructor Update Course @ Evergreen College
- 2 Red Cap Exercises
- Honor Salute QANTAS Airways
- Satellite Phone System
- Harassment Prevention Training
- SFO Authorized Signatory Course
- SFO Holiday Lighting Ceremony
- Fire Drill/Building Evacuation Drill @ 575 McDonnell
- SFFD Meritorious Awards Ceremony
- SFIA Charity Golf Tournament Check Presentation to Charities
- SFO Holiday Dinner/Breakfast

Rescue Captains Beach, Beckwith, & Schorr

- Taught two CPR class
- Responded to 114 medical calls, assisted/observed Paramedics on other non-emergency calls
- Picked-up, reviewed, and graded written PCR's and delivered them to Station #49
- Completed Target Solutions training
- Four (4) new AEDs in place in Terminal 3 East
- ChemPack Inspection
- Five members completed Bike Unit training
- Deployed ALS Bike Unit
- Participated in multiple media interviews regarding Bike Unit

ADC Dale C. Carnes

SFFD AIRPORT DIVISION
Dec15 2015 TOTAL CAD EVENTS

EVENT TYPE	DESCRIPTION	COUNT
519	VEH ACCIDENT W/ INJ	4
520	AIDED CASE	317
528	FIRE	2
532	SUSPICIOUS MAIL OR SUBSTANCE	2
ALERT2	ALERT TWO	4
ELEV	ELEVATOR RESCUE	19
FIRE	FIRE ALARM	35
FUEL	FUEL ALARM	1
GASINV	GAS INVESTIGATION	2
ODORINV	ODOR INVESTIGATION	5
REDCAP	REDCAP EXERCISE / DRILL	3
SPILL	SPILL OF MATERIAL	5
SVC	SERVICE CALL	11
TOTAL		410

COMMUNICATIONS

Conefrey, Maureen (FIR)

From: James Connors <jconnors@ccsf.edu>
Sent: Tuesday, December 29, 2015 11:56 PM
To: Commission, Fire (FIR)
Cc: Hayes-White, Joanne (FIR); Frederick Chavaria; William Long
Subject: Thank you for the the support of the SFFD

Fire Commissioners:

I am writing to thank the San Francisco Fire Department, and specifically the Fire Commission and Chief Hayes-White, for the continued support provided to the Fire Science and Fire Academy program at City College of San Francisco.

We are fortunate to have a positive relationship between the S.F.F.D. and C.C.S.F. that allows for the donation of used equipment surplus to the needs of the S.F.F.D, but quite worthy of use for training purposes for the C.C.S.F. Fire Academy program. We would not be as successful as we are without this relationship. We try and give back as much as possible by having our students volunteer for activities in the S.F.F.D. that require assistance, such as BART drills, high rise training drills, Golden Guardian drills, and the recent Annual Police/Fire Memorial Mass. Chief Hayes-White is most gracious in allowing our Fire Academy students to participate in a Work Experience program that gives them invaluable first-hand experience and meet State Fire Training Firefighter One standards. In addition, we have seen a large number of our graduates become career members of the S.F.F.D. which we are all most grateful for.

We do not take any of this for granted, and this is why I am writing at year's end to say "Thank You" and that we will be there to help out and support the S.F.F.D. now and in the future.

Sincerely,
Jim Connors

Jim Connors, Captain, SFFD (Ret.)
Fire Science Program Coordinator/Firefighter One Fire Academy Co-Coordinator
City College of San Francisco, 50 Phelan Ave., S.F., Ca. 94112
Office-Batmale L213, Mailbox LB1, [email: jconnors@ccsf.edu](mailto:jconnors@ccsf.edu)
Phone: 415-452-5301 (Ocean Campus)/Fax: 415-239-3810
BPA, University of San Francisco

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, December 18, 2015 4:07 PM
Subject: General Order 15 A-67, Assistant Deputy Chief – Airport Division

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-67
December 18, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Assistant Deputy Chief – Airport Division
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec. 1108 – R & R

1. The Department is advertising for the position of Assistant Deputy Chief – Airport Division.
2. The rank of H-51 Assistant Deputy Chief is an exempt, at will position that serves at the discretion of the Appointing Officer.
3. The Assistant Deputy Chief – Airport is an administrative position, working a 5-day, 40-hour work schedule. This is an on-call position and may require response prior to or after normal business working hours.
4. The Assistant Deputy Chief – Airport Division reports to the Deputy Chief of Operations. The duties and responsibilities of this position include, but are not limited to the following:
 - Attend meetings with the Airport Management, the Transportation Security Administration, the San Mateo County Fire Chiefs Association, Operations Security, Deputy Director, Local Runway Safety, Emergency Operations Group, San Francisco Vessel Mutual Aid, vendors, etc.
 - Oversee the proposal and purchase of new apparatus, specialized equipment, and various watercraft
 - Manage a workforce of approximately ninety (90) personnel
 - Ensure compliance of training requirements of the Federal Aviation Administration, Airfield Operations, and the San Francisco Fire Department
 - Ensure compliance of Airport security measures
 - Assist the Airport Bureau of Fire Prevention with support, recommendations, and presence dealing with Fire Department related issues
 - Prepare and manage the Airport Division budget
 - Become thoroughly familiar with the Airport's Emergency Operations Manual, BART, Airtrain, Chempack, and aircraft operation

- Participate in the development of agreements between the San Francisco Fire Department and the Airport, as well as the Airport and American Medical Response
- Direct the work of all units in the Division at the scene of large emergencies in conjunction with additional aid units from San Francisco, as well as San Mateo County

5. Minimum Qualifications:

- a. Rank of H-20 Lieutenant or above

6. Desired Qualifications

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

- 7. All non-probationary members in the ranks of H-20 Lieutenant or higher are encouraged to submit a General Form and updated Personal Qualification Form (PQF) to the Chief of Department before close of business, Monday, December 28, 2015.
- 8. Upon review of Personal Qualification Forms (PQFs), selected candidates will be contacted to participate in an interview process.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, December 21, 2015 6:01 PM
Subject: General Order 15 A-68, Acting Assignment Selection Process for H-22 Lieutenant

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-68
December 21, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Acting Assignment Selection Process for H-22 Lieutenant
Reference: Rules & Regulations, Section 402
Enclosure: None

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

1. The Department is currently seeking interested members to apply for the acting assignment selection process for the rank of H-22 Lieutenant in the Bureau of Fire Prevention (BFP).
2. All Permanent Civil Service H-4 Inspectors and H-6 Investigators who have successfully completed their probationary period are eligible to apply. This includes members who may be on leave for exempt, provisional, non-civil service, and / or limited tenure appointments to other positions.
3. Desired qualifications include but are not limited to:
 - Four years of fire suppression experience
 - Completion of State Fire Marshal courses directly related to Fire Prevention, Inspection and Fire Plan Review
 - Other relevant coursework and/or training in Fire Prevention
 - Computer skills to enter, query, update and maintain database information
4. Members must submit a General Form declaring their interest in the position and enclose an updated Promotional Qualification Form (PQF) to the Office of the Deputy Chief of Operations. Copies of certifications listed in the PQF and all other supporting documentation must also be enclosed. The application packet must be received no later than the close of business on Monday, January 4, 2016.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, December 21, 2015 6:01 PM
Subject: General Order 15 A-69, Acting Assignment Selection Process for H-24 Lieutenant

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-69
December 21, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Acting Assignment Selection Process for H-24 Lieutenant
Reference: Rules & Regulations, Section 402
Enclosure: None

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

1. The Department is currently seeking interested members to apply for the acting assignment process for the rank of H-24 Lieutenant in the Bureau of Fire Investigation/(BFI).
2. All Permanent Civil Service H-4 Inspectors and H-6 Investigators who have successfully completed their probationary period are eligible to apply. This includes members who may be on leave for exempt, provisional, non-civil service, and / or limited tenure appointments to other positions.
3. Desired qualifications include but are not limited to:
 - Four years of fire suppression experience
 - State Fire Marshal Courses including Fire Investigation 1A, 1B, 2A and 2B
 - Valid PC 832 Certification (classroom and range) OR P.O.S.T. Certification
 - Basic computer skills (Windows and Word).
 - Familiarity with NFPA 921 and 1033
 - Other relevant coursework and/or training in Fire Investigation
4. Members must submit a General Form declaring their interest in the position and enclose an updated Promotional Qualification Form (PQF) to the Office of the Deputy Chief of Operations. Copies of certifications listed in the PQF and all other supporting documentation must also be enclosed. The application packet must be received by close of business on Monday, January 4, 2016.
5. All members of the BFI are required to carry a firearm issued by the San Francisco Police Department in the performance of their duties. As part of the weapon issuance process, members must submit to a

background check and pass a Psychological Examination administered by an outside agency under contract to the San Francisco Fire Department.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 22, 2015 3:43 PM
Subject: General Order 15 A-70, Printer and Toner Resupply Procedures

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 15 A-70
December 22, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Printer and Toner Resupply Procedures
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec. 1108 R & R _____

1. The Department has entered into an agreement with *Opencopy* Corporation to provide repairs and toner cartridges for the Dispatch and Report printers for all Fire Stations and other Department facilities.
2. An *Opencopy* representative will visit each Station to replace the existing toner cartridges with *Opencopy* toner cartridges. The *Opencopy* representative will then place a blue label on the printer, to indicate transition to the new service.
3. The label will show the Printer Identification Number and contact information for the Service Technician. The service technician can be dispatched Monday through Friday, 8AM to 5PM, to replace toner cartridges or to service/repair any mechanical issues with the machines.
4. *Opencopy* will not provide extra toner cartridges. Spare toner will no longer be stored at the Fire Stations. *Opencopy* will replace toner cartridges on an as-needed basis.
5. To request a toner replacement, or to request a service/repair technician, the Company Officer should call **415-664-9000** and provide the following information:
 - a. Station Number
 - b. Station Address
 - c. Name of the Officer Calling
 - d. Nature of the Request (toner replacement or repair)
6. Once the system has been transitioned to the new service (blue sticker affixed to the printer), Stations will cease ordering replacement toner cartridges from the Headquarters Print Shop. Company Officers are cautioned to avoid removing *Opencopy* toner cartridges and replacing them with toner from the Print Shop. Doing so will void the Service Agreement with *Opencopy*.
7. Questions regarding this General Order can be directed to Management Information Services, 415-558-3297

Conefrey, Maureen (FIR)

From: Franklin, Ginny (FIR)
Sent: Thursday, December 24, 2015 9:52 AM
Subject: General Order 15 A-71, H-39 Captain, Training Captain Position

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 15 A-71
December 24, 2015

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

Officer Endorsement:
Sec. 1108 – R&R

1. The Department is advertising for the position of H-39 Training Captain at the Division of Training. This position reports to the Director of Training.
2. Duties and responsibilities include, but are not limited to, the following:
 - Supervise Recruit Training and/or In-Service Training staff(s)
 - Manage training and testing of SFFD recruits
 - Training and testing SFFD recruits
 - Training and testing of in-service Firefighters, Firefighter/Paramedics, Officers, Companies and Units
 - Design and develop performance evaluations systems, forms and procedures; revision and maintenance of Department training manuals, lesson plans, training bulletins, brochures and forms
 - Prepare and present classroom lectures
 - Prepare, develop and implement driver training and safety programs
 - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
 - Manage special projects as assigned: develop proposals, budgets, timelines and action plans
 - Manage the Treasure Island Training Facility
 - Apply Departmental policies in consistent and uniform manner
 - Plan, develop, implement, and coordinate in-service training of Companies and Units
 - Maintain training records and performance evaluations for recruit/probationary members
 - Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
 - Participate in the development of performance standards
 - Manage the return-to-duty program
 - Act as a liaison with outside departments for training related issues
 - Serve as a Department Safety Officer

3. Desired Skills:

- Comprehensive working knowledge of all aspects of field operations
- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Fire Officer 1 certification
- CFSTES Instructor 1A & 1B
- ICS 100, 200, 300, 400
- S401 Safety Officer
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

4. Application Process: Provisions stated in G.O. 00 A-8 apply for this position. All interested Permanent H-30 Captains are to submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training by close of business on Monday, January 4, 2016.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 29, 2015 4:44 PM
Subject: General Order 15 A-72, H-28 Training Officer Position

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 15 A-72
December 29, 2015

From: Chief of Department
To: Distribution List "A"
Subject: H-28 Training Officer Position
Reference: Rules and Regulations, Sec. 23
Enclosures: None

Officers Endorsement:
Sec 1108 – R & R

1. The Department is advertising for the position of H-28 Training Lieutenant at the Division of Training. This position reports directly to the H-39 Training Captain.
2. As a member of the Director of Training's staff, the H-28 Training Lieutenant assists in the development, organization, coordination, and delivery of Department training, education and evaluation programs for probationary and in-service Firefighters, Paramedics and Officers. This is a 40-hour per week position.
3. Duties and responsibilities include, but are not limited to, the following:
 - Training and testing SFFD recruits
 - Testing of Probationary Firefighters during six-month and 1-year evaluations
 - Training and testing of in-service Firefighters, Firefighter/Paramedics, Officers, Companies and Units
 - Design and development of performance evaluations systems, forms and procedures; revision and maintenance of Department Training Manuals, Lesson Plans, Training Bulletins, brochures, and forms
 - Preparation and presentation of lesson plans and classroom lectures
 - Preparation, development and implementation of driver training and safety programs
4. Minimum Requirements:
 - ICS 100, 200, and 300
 - Familiarity with common software applications (i.e. Microsoft Excel, Word, and PowerPoint)
5. Desired Skills:
 - Comprehensive working knowledge of all aspects of field operations
 - Commitment to and enthusiasm for training
 - Excellent organization, interpersonal and written communication skills

- Teaching experience
- Fire Officer I certification
- Rescue Systems I
- Confined Space Operations
- CFSTES Instructor 1A & 1B

6. All interested Permanent H-20 Lieutenants should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training by close of business on Friday, January 8, 2016.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 29, 2015 4:45 PM
Subject: General Order 15 A-73, Maintenance and Posting of the OSHA Form 300 and Form 300A
Attachments: 15 A-73 GO Attachment B - OSHA Form 300A.pdf; 15 A-73 Attachment A - OSHA Form 300.pdf; 15 A-73 GO Attachment C - Instructions for Completing Form 300A 2016.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-73
December 29, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Maintenance and Posting of the OSHA Form 300 and Form 300A
Reference: Occupational Safety and Health Act of 1970 and 29 CFR 1904
Enclosures: (A) OSHA Form 300 – 2 copies
(B) OSHA Form 300A
(C) Instructions for Completing Form 300A

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

1. Enclosure (A) OSHA Form 300, Log of Work-Related Injuries and Illnesses, is enclosed for use during the Year 2016.
2. If additional copies of OSHA Form 300 are needed, they may be printed from A.O. Reports, under the Forms tab.
3. Enclosure (B) OSHA Form 300A, Annual Summary of Work-Related Injuries and Illnesses, is the summary form to be completed to reflect the data gathered during 2015. This Form must be completed by February 1, 2016 by the Station Captain and posted until April 30, 2016. Please post the form on the Health and Safety Bulletin Board in the Communications Room. This is to be in plain view for viewing by OSHA Inspectors.
4. Enclosure (C), Instructions for Completing Form 300A, reviews instructions for filling out OSHA Form 300A.
5. If additional information or assistance is needed regarding OSHA Form 300 or Form 300A, contact the Office of the Department Physician at 558-3446.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 29, 2015 4:45 PM
Subject: General Order 15 A-74, San Francisco Fire Department NERT Instructors

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 15 A-74
December 29, 2015

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

Officer Endorsement:
Sec. 1108 – R & R _____

1. The San Francisco Fire Department's Neighborhood Emergency Response Team (NERT) Training Program requests uniformed personnel for instructor positions. NERT training classes are conducted during day and evening hours Monday through Friday and some Saturdays. Instructors will work in an off-duty status and will be compensated per MOU Section 13.
2. The Training Program is a high profile program that involves the training of neighborhood citizens, business staff, and employees of various City departments in earthquake preparedness and life-saving disaster skills. Instructors will also assist with ongoing training of NERT graduates who are part of a neighborhood response team in Advanced NERT classes and drills so they can most effectively assist the San Francisco Fire Department in case of a disaster.
3. Desired qualifications taken into consideration for the instructor position are the following:
 - Agreement to a minimum two year commitment
 - Interest in community service
 - Possess a current paramedic or EMT certification
 - Experience as an instructor or trainer
 - Fire Instructor 1A and 1B certifications
4. Bilingual instructors are especially needed to teach classes in Cantonese and Spanish. Fluency in the language is mandatory for these training sessions.
5. Interested members must submit a General Form and have an updated PQF on file, listing relevant education and job experience. Applications must be submitted through channels to the Assistant Deputy Chief of Training prior to the close of business on Friday, January 27 to be considered for the 2016 train-the trainer course. Include your contact information so that the Program coordinator can follow up.

6. PQF's will be reviewed and selected candidates will be scheduled for an interview.
7. In the event a member is accepted as an instructor, he/she must attend the 18-hour NERT training course **and** a three day NERT Instructor train-the-trainer (TTT) course prior to teaching. Enroll in a NERT training course prior to attending TTT. The current schedule of classes can be found at www.sfgov.org/sfnert or contact NERT at the email/phone number below. The 2016 Instructor TTT will be held February 2, 3, and 4 from 9am-5pm at the Division of Training. No TC or OT will be awarded for the 18 hour NERT class or TTT course. Members may attend TTT on their Regular watch or Mandatory but may not be a Trade Working for another member or voluntary WDO.
8. Any questions regarding this program should be directed to Lt. Erica Arteseros at erica.arteseros@sfgov.org or 415-970-2022.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 29, 2015 5:23 PM
Subject: General Order 15 A-75, 2016 Daily Drill Schedule
Attachments: 15 A-75 2016 Daily Drill Schedule.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-75
December 29, 2015

From: Chief of Department
To: Distribution List "A"
Subject: 2016 Daily Drill Schedule
Reference: Articles 10, 11, and 23, Rules and Regulations
Enclosures: (A) Drill Schedule Overview
(B) Drill Schedule Instructions
(C) Daily Drill Schedule
(D) Drill List, Training Bulletin List
(E) Engine Drafting Drill Schedule
(F) Engine Drill Schedule
(G) Truck Drill Schedule
(H) Saturday/Sunday Battalion Chief's Drill Schedule
(I) Weekday Battalion Chief's Drill
(J) Division Chief's Weekly Evening Exercise
(K) Saturday Auto Extrication Drill
(L) 5" Hose Drill
(M) Alternate Drill Topics
(N) Rescue Systems Drill
(O) SCBA Knowledge/Skills Performance Evaluations
(P) Surf Rescue Drill
(Q) Fireboat/Marine Safety Drill
(R) ICS 214 Form
(S) Division 2 Weekend Drill Schedule
(T) Division 3 Weekend Drill Schedule
(U) Human Resources Management System (HRMS) Instructions

Officer Endorsement:
Sec. 1107 - R. & R.

1. Company Officers shall conduct Station drills each day from 1000-1200 hours. If a drill cannot be conducted during these hours due to Department business, then the drill shall be held between 1330-1530 hours.

2. All Officers, Firefighters, Paramedic/Firefighters and Incident Support Specialists assigned to suppression shall participate in Station drills. All members shall be in the proper uniform and utilize appropriate safety equipment during manipulative drills. Safety shall be stressed at all times.
3. Journal entries shall contain an adequate description of each drill performed, emphasizing the time, subject covered, the text, lesson plan, equipment employed, and training deficiencies, if any.
4. Scheduled manipulative practices must be repeated often enough to maintain proficiency. However, Company Officers have an option, on occasion, of selecting an alternate drill or of devising an evolution encompassing a number of drills when it is more pertinent to their Companies' work activities. Drills of a specialized nature may be requested through the Battalion Chief. Assistance in scheduling may be obtained from the Division of Training.
5. Special attention is directed to Enclosure (H). Battalion Chiefs shall conduct Saturday and Sunday drills at the Division of Training Drill Yard or other locations with Companies in their districts and/or Companies that regularly respond into their district as scheduled by the Division Chief. Enclosure (H) contains a list of suggested drill topics for Battalion drills. Assistance in coordinating specialized drills may be obtained from the Division of Training.
6. Most reports shall now be submitted through HRMS; hard copies shall no longer be sent to the Division of Training. Please see specific instructions for each drill for exceptions. HRMS Instructions are included in Enclosure "U".
7. Company Officers are reminded that they are responsible for the efficiency and effectiveness of their Companies.
8. Company R1 inspections afford a unique opportunity to identify problem buildings or areas and pre-plan an effective attack. Take this opportunity to involve the entire crew in a situation you may very well face someday. These are the places to drill and practice; the places where various problem fires may occur.
9. The Division of Training would like to reiterate the importance of these drills. Drills are the foundation of our operations and ensure the safety of our members. The Division of Training is receptive to ideas and suggestions for the improvement of our training and drill program. Department Officers and members are encouraged to submit their suggestions by General Form to the Director of Training.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, December 29, 2015 5:23 PM
Subject: General Order 15 A-76, Company Based Modular Training Program 2016
Attachments: 15 A-76 Company Based Modular Training Program 2016.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-76
December 29, 2015

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Program-2016
Reference: Rules and Regulations, Sec. 402
Enclosures: Attachment "A"-Training Schedule Overview
Attachment "B"-Group Distribution
Attachment "C"-Training Calendar

Officers Endorsement:
Sec 1108 – R & R

1. The San Francisco Fire Department Company Based Modular Training Program will be utilized to accomplish In-Service training for the Department. This program has improved accountability, reduced scheduling conflicts, and increased the total amount of in-service training hours per member.
2. Prior to each Company Based Training Module, a General Order or an e-mail will be distributed Department-wide, and will provide the subject matter, and a detailed schedule of groups due for training. Please refer to Attachment "A" for an overview of the training schedule. Module topics may be changed based upon needs of the Department. Company and Chief Officers are reminded to view the Fire Calendar on a daily basis for updates, deletions, or changes to the training schedule.
3. All-day training modules will commence at 0900 hours and conclude at 1700 hours. During split modules, the AM Session will commence at 0900 hours and end at 1200 hours while the PM Session will commence at 1330 hours and end at 1630 hours.
4. Modules 3 and 5 are specialized training modules. Training times will vary during these modules.
5. Due to the 31-day tour, there are certain tours that are not covered in the training cycle, therefore it is the members' responsibility to attend with another Group. Battalion Chiefs are to identify the members of his/her Battalion that have NOT received the training and remind these members to attend.
6. Division Chiefs and their Incident Support Specialists are expected to attend **and** participate in all training sessions, and will be responsible for ensuring that all personnel assigned to their Battalion arrive for training promptly. Division and Battalion Chiefs may be directed to teach and/or direct drills for his/her Battalion.

7. Trades will not be allowed on training days, with the exception of a trade between two members on their mutual training days (flip/flops), or upon the approval of a Division Chief.
8. All Companies due for training must be placed out of service by the Company Officer or Battalion Chief no later than 0815 hours or 1215 hours to ensure adequate travel time to the training site. Companies that arrive late will be required to sign in on a "late roster" which will be forwarded to the Deputy Chief of Operations. Additionally, Officers of Companies arriving late must submit a General Form addressed to the Deputy Chief of Operations explaining their tardiness. This General Form will be completed prior to leaving the training site.
9. The training site will depend on the course content, but typical sites include:
 - Division of Training - 19th and Folsom Facility
 - Division of Training - Treasure Island Training Facility
 - BART, MUNI stations
 - Ocean Beach
10. Division Chiefs will be responsible for determining "cover-ins" to maintain coverage while groups are in training. Personnel from Units who are out of service shall be utilized. A group in training will be placed back in-service whenever the Division of Emergency Communications (DEC), in consultation with the Director of Training, determines that too many units are out of service Citywide. If necessary, the training group could be deployed to an incident as a Task Force as stated in Article 2310 of the Rules and Regulations.
11. Normal Station drills and other In-Station Company based training will not be affected by this training program. Please refer to G.O. 15 A-75 or specific information related to the 2016 Daily Drill Schedule.
12. No changes will be made to the schedule without prior notification and approval of the Director of Training.
13. All members shall report to training sessions in Class B-1 Station Uniform. Class B-1 Uniform requirements include Class B Uniform with the addition of the Uniform cap and tie.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, December 31, 2015 12:05 PM
Subject: General Order 15 A-77, General Order Removal / Retention
Attachments: 15 A-77 Attach A Remove General Orders.pdf; 15 A-77 Attach B Retain General Orders.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 15 A-77
December 31, 2015

From: Chief of Department
To: Distribution List "A"
Subject: General Order Removal / Retention
Reference: Rules & Regulations, Section 402
Enclosure: Enclosure (A) General Orders to be Removed
Enclosure (B) General Orders to be Retained

Officer Endorsement:

Sec. 1108-R. & R. _____

1. Members are hereby directed to remove the General Orders listed in Enclosure 'A'. All other General Orders shall be retained in the General Order Binder, refer to Enclosure 'B'.
2. Please note that General Orders under the remove category, but marked with notations in parentheses, remain in effect as Departmental Policies, Manuals and/or Forms and may be found on either AO Reports or HRMS under their respective category.
3. Battalion and Company Officers shall ensure that General Order binders are updated appropriately.
4. All General Orders issued in Calendar Year 2015 are to be retained until the next Removal/Retention General Order is issued.
5. Any missing General Orders can be obtained from the Print Shop at 558-3261.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, January 05, 2016 5:34 PM
Subject: General Order 16 A-01, Year 2016 Vacation Selections for H1, H3L1, H3L2 Employees
Attachments: 16 A-01 Year 2016 Vacation Selections for H1 H3L1 H3L2 Employees - Enclosures.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-01
January 5, 2016

From: Chief of Department
To: Distribution List "A"
Subject: Year 2016 Vacation Selections for H1, H3L1, H3L2 Employees
Reference: Rules & Regulations, Section 2519
Enclosure: (A) Vacation Policy, Balance Limits, Accrual Rates, & Granting Rules
(B) Annual Vacation Bidding Instructions
(C) Annual IDV/TC Bidding Instructions

Officer Endorsement:
Section 1108 – R & R

1. Vacation selections for the Year 2016 shall be made via HRMS ("Employee" → "VA/IDV Bid"). All H1, H3L1, H3L2 Employees shall submit vacation bids. Vacations will be for a MINIMUM of 3 days.
2. Members in a probationary status (less than one year of service) are not eligible to participate in the bid process.
3. Officers are responsible for notifying all members who are on leave from their regular assignment of the vacation bidding process.
4. Bidding opens at 1200 hours on Wednesday, January 6, 2016. Close of bidding is 1200 hours Wednesday, January 13, 2016. No bids will be accepted after this deadline.
5. ANNUAL IDV & TC BIDDING: After the completion of the vacation awards, the IDV/TC bidding will open at 1200 hours Friday, January 15, 2016. Members shall make these requests via HRMS ("Employee" → "VA/IDV Request"). The deadline for the annual IDV/TC requests is 1200 hours Friday, January 22, 2016. Under no circumstances may the sum of IDV/TC/vacation days granted exceed the number of days listed under the Vacation Granting Rules section of Enclosure (A). Requests for IDV/TCs received after the above deadline will be granted via the Daily IDV process with due regard for Department staffing needs.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, January 06, 2016 6:26 PM
Subject: General Order 16 A-02, Updated Vehicle Accident Information Card

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-

02

January 6, 2016

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

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

1. When a Fire Department vehicle is involved in an accident with a non-departmental vehicle, whether the owner of the other vehicle is present or not, a Vehicle Accident Information Card must be left with the owner or, on the vehicle when the owner is not present.
2. The updated Vehicle Accident Information Card includes a place to write down the Police Case Number for their reference as well as instructions on the next steps the owner should take to file a claim.
3. Discard all previously issued Vehicle Accident Information Cards.

Joanne Hayes-White
Chief of Department

CC'S TO THE COMMISSION

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



EDWIN M. LEE
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

VIA FACSIMILE & US MAIL

December 18, 2015

Tom O'Connor
President
San Francisco Firefighters Local 798
1139 Mission Street
San Francisco, CA 94103

Dear Mr. O'Connor:

I am writing in response to your letter regarding the H-33 EMS Captain positions at Station 49.

As you acknowledged, there have been ongoing discussions among DHR, Local 798 and the Department regarding EMS issues. The first item, implementation of the H-8 Per Diem hiring program, has been successfully resolved and a Side Letter adopted through everyone's collaboration. The second H-8 training class is underway. The second item, which continues to be examined, is the reconfiguration of the supervisory model at Station 49. Thus, for as long as these discussions have been occurring, the Department has done so in good faith.

To staff the proposed Station 49 supervisory model, the Department requested three 12-hour H-33s and was approved two in its Fiscal Year 15/16 budget. Although this would be a change to the current work hours of the H-33 Station 49 Supervisor, it is not a new work schedule altogether for this supervisory position. As you are aware since you served in the position, H-20 Lieutenants were originally the Station 49 Supervisors working 12-hour shifts to mirror that of the subordinate Paramedics and EMTs. Therefore, the Department is simply returning to a previously unchallenged work schedule for the same work location.

The rationale for 12-hour shifts has been discussed extensively at the table. I have highlighted below some of the important justification. Also attached, please find a comprehensive rationale regarding the Department's position on the Supervisory Model for Station 49.

- Supervisors and subordinates working the same shift is a basic best practice in any employment scenario.
- By working the same schedule, the H-33 is able to have face-to-face interaction and communication with his/her subordinates at the beginning and end of shift, and even during shift, as necessary, to share vital information. This is true for the 24-hour Suppression shifts where the Company Officer has the opportunity to connect with subordinates and address matters, as needed, at Roll Call, throughout the shift, and before the shift ends the next morning.

- Matching schedules allow for better span of control and accountability in all aspects of the supervisory role, particularly in the areas of equipment and pharmaceutical inventory and tracking, as well as employee evaluation.

The Department is not withholding H-33 promotions. We immediately filled the one vacancy that occurred in October with a permanent appointment from the eligible list. The internal selection process for the two specialized positions at EMS06 has also been completed. Finally, with the two 12-hour supervisory H-33 positions approved in the current budget, four additional positions became available. This results in an increased number of permanent promotions from the eligible list. Thus, no harm has come upon the H-33 eligibles.

The City understands that work hours are subject to bargaining, and that is why it has been engaged in discussions with Local 798 over the last few months. Thus, unless an agreement is reached on the implementation of a previously used 12-hour supervisory staffing model at Station 49, the Department is unable to promote to these four positions.

Relevant to this H-33 matter, it is my responsibility as Chief of Department to implement the most effective staffing models to achieve the best operational outcome. I am also tasked with ensuring that timely promotions are made when positions are funded. In the spirit of concern for efficient service delivery, the support and well-being of employees at Station 49 and in order to make immediate appointments from the H-33 eligible list, I urge Local 798 to reconsider its position and enter into this agreement with the City.

Sincerely,


Joanne Hayes-White
Chief of Department

cc: Fire Commission
Martin Gran, DHR Employee Relations

Overview of Supervisory Model at Station 49

The Supervision model at the Department's EMS and Ambulance Station, Station 49, has undergone several changes since its inception in 2006.

The initial Officers assigned were Fire Suppression Lieutenants (H-20s) who worked 12-hour shifts, to mirror the work schedules of the Paramedics and EMTs under their supervision. As the dynamic ambulances were, at the time, only a small sub-set of the Emergency Medical Service, the personnel at Station 49 numbered fewer than 30, and span-of-supervision was not difficult to maintain. Given the small number of personnel and the commensurate workload (i.e., decreased during the nighttime hours), as well as the desire to mirror their previous field watches, the uniformed supervisors at Station 49 requested a schedule change to 24-hour shifts.

When the fourth EMS Captain (RC-4) was removed from field assignment and posted to Station 49 in a supervisory capacity, the employees assumed the 24-hour shift of their predecessors (and of their own previous field watches), even though the duties performed at Station 49 are largely administrative and best done on a 12-hour shift basis. This was considered a temporary solution.

In the intervening nine years, many changes have occurred at Station 49. Foremost, and most notably, all of the Department's ambulances have been reassigned out of the Fire Stations and moved over to Station 49. The entire ambulance fleet, its personnel, support staff, supplies and equipment are now quartered at Station 49. The actual footprint of the facility has not changed or grown, but the personnel and apparatus counts have expanded to 50 ambulances and over 200 Paramedics, EMTs and support staff. Ambulance work schedules and rotations have also changed over the years, from 24-hour, static deployment (i.e., working out of fire stations) to 10-and-12 hour dynamic deployment (i.e., strategically posted across the City). Equipment has been added to ambulances, such as Mobile Data Transmitters and GPS devices, and to patient care protocols, such as the Tablet ePCR and 12-lead EKGs.

The administrative responsibilities, such as scheduling units for maintenance, ordering uniforms for personnel, approving and submitting vacation requests for members and coordinating with the Assignment Office and the Department of Emergency Communications, once minimal, have now all been assigned to the EMS Captain supervisor. With personnel starting and ending their shifts in staggered fashion spanning day and night hours, the EMS Captain faces a workload that requires him/her to be awake and functioning for a large portion of a 24-hour shift.

The Administration has been working on plans for modifications and improvements to the work flow and to the work load at Station 49. Three priority issues for improvement and change have been identified: ambulance restock, narcotics tracking, and an around the clock logistics program.

In an effort to maintain timely service delivery and maximize the utilization of available resources, equipment is routinely moved from one unit to another. Such reallocation needs detailed electronic logging and tracking in real time. In addition to this meticulous task, the EMS Captain oversees incoming and outgoing personnel, reviews and approves reports, prepares and submits repair requests, works on special projects, and performs other duties as assigned. For the personnel oversight in particular, in order to be effective, face-to-face interaction and communication with the Supervisor are critical for both the incoming and outgoing crew to share vital information. This type of interface cannot meaningfully occur with a 24-hour supervisor and a 12-hour ambulance shift model where some members report on and off duty during the rest hours of the EMS Captain.

Besides the administrative duties described in the previous paragraph, there is an essential clinical component to the EMS Captain supervisory role. Ambulance Paramedics carry many types and forms of pharmaceuticals for use in the course of patient care. While all are important, the two narcotics, Morphine Sulfate and Midazolam (Versed), are Federally-controlled and must be accounted for on an ongoing basis. The Narcotics Control Program is complex, and relies heavily on accurate counting, accurate record keeping and, in large part, the honesty and integrity of our ALS personnel, to comply with Federal and DEA standards. The EMS Captain is responsible for providing replacement inventory of controlled substances to the Paramedics, and for all of the associated record-keeping that restock entails. The Station 49 supervisor is also the first point-of-

reporting for the ambulance crews in case of a narcotics discrepancy, such as miscount or loss, and must participate in the initial investigation of any discrepancy.

The current narcotic management protocol involves the issuance of the controlled substances in loose bulk packaging to a Paramedic who signs out for the items under a specific Ambulance Unit. In order to strengthen accountability, security and tracking of narcotics, modifications are being implemented to the current practice, which would result in additional responsibility for the EMS Captain. Narcotics will now be placed in hard cases, with clear lids for easy visualization of the supplies. The medications will fit into custom-cut inserts and will be selected and administered in a last-in, first-out order. The cases will be sealed with numbered tags, and the tags will be recorded as the narcotics are assigned to a specific Paramedic, rather than to a Unit. By assigning the pharmaceuticals to a particular Paramedic member, rather than to a Unit, the level of accountability and security will be enhanced.

Additionally, under the new system, the EMS Captain will have to incorporate into his/her daily routine the intake of the narcotics case at the end of a shift, as well as the inventory and restock of any missing (used) medications, sealing the case with a new numbered tag and recording that tag in the database. The EMS Captain will have to perform this function for every incoming and outgoing Ambulance that comes through Station 49, along with the other tasks described above.

An around-the-clock-logistics program, which is in development, will be instituted and placed under the supervision of the Station 49 EMS Captain. Under this staffing model, the work hours of the Storekeepers will change to mirror the Ambulance shifts. The number of different Ambulance reload shifts at Station 49 range from 41 to 49 per day, with start times ranging from 3am to 7pm. This will allow the Department to have Storekeepers present at Station 49 when Ambulances are starting and ending their shifts. The warehouse is being reconfigured to accommodate restocking of the vehicles inside the building. This, along with pre-loaded medical supply boxes that the Department is developing, will facilitate a faster turnaround time so that Ambulances can consistently go on service in a timely manner. The supervisory model (i.e., EMS Captain) should match this schedule. This program will undoubtedly increase the efficiency of Station 49 operations, if implemented correctly.

If left in its current configuration, the supervision and administrative model at Station 49 will become untenable in potentially less than twelve months. The number of ambulances coming in and out of Station 49 will never decrease, and will only continue to grow. Any retirements in personnel will not shrink the workforce, they will be replaced by new hires, and at an expanded rate. More personnel will inevitably lead to an increase in the work of scheduling, reassignment, schedule manipulation and interpersonal management. New equipment will require personnel to be trained in its use, and the Paramedic Captain will need to be the primary instructor in those matters. New security and controls on the narcotics medications will require attention to detail that was not as critical in the past. Material and logistics matters will demand immediate attention and resolution, as ambulances cannot leave Station 49 without proper supplies and equipment.

In its Fiscal Year 2015-16 budget request to the Mayor's Office, the Department, in order to address the needs of increased supervision levels at Station 49, requested the additional staffing of three Rescue Captains per day staffed at Station 49, all three working 12-hour shifts. This would allow for around the clock coverage, more in line with the schedules worked by the ambulance crews. The Department requested one 12-hour shift at night and two 12-hour shifts during the day, to match the time and resource demands for the Rescue Captains during a full 24-hour day. This model would then allow RC-4 to return to 24-hour field operations out of a fire station. The Mayor's Office agreed to fund one 12-hour shift during the day and one at night, with the agreement to monitor work load levels of the Station 49 supervisors to analyze if additional supervision is needed. It is the Department's belief that these 12-hour shifts would provide the most benefit to the operation of Station 49, as well as to the members of the ambulance crews.

The supervision model that was appropriate for the workload of nine years ago is woefully inadequate for the challenges of today, and is disastrous to any expansion or challenges of the future. The field of emergency medicine is constantly updating itself to meet the needs and the demands of the times. Station 49, its processes and procedures, must do the same if our service is to be maintained at the level that the citizens, civilians and public of San Francisco have come to expect and deserve.



City of Alameda, California

Alameda Fire Department
1300 Park Street
Alameda, California 94501
510.337.2100 ♦ Fax 510.521.7851
www.alamedafire.org



December 21, 2015

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

Dear Chief Hayes-White,

On behalf of the Alameda Fire Department, I wish to thank you and your agency for responding to our request for a mutual aid Dive Rescue Team on the morning of Saturday, December 19, 2015.

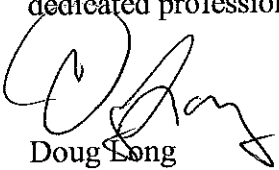
At 07:01 our crews were dispatched to the report of a vehicle in the Oakland/Alameda estuary with three people inside. On arrival, our rescue swimmers were able to free dive down and remove the driver from the vehicle. However, they were unable to locate the other reported victims.

Our Incident Commander made a request to the San Francisco Fire Department and the Southern Marin Fire Protection District for dive rescue teams through the Alameda County Emergency Communications Center in order to assist with the location, rescue, and recovery of other victims.

SFFD Rescue 2 responded and was quickly on scene with a dive team. The team searched the vehicle and completed pattern searches in the area of the incident for additional victims, but was unable to locate any others.

We have since learned that the driver, who unfortunately succumbed to his injuries, was most likely alone in the vehicle at the time of the accident. Had there been other victims clinging to life within air pockets of the vehicle, having the dive team on scene surely would have been the difference between life and death.

Thank you again for providing such a valuable mutual aid resource staffed with a team of dedicated professionals to the region.


Doug Long
Fire Chief

Cc: San Francisco Fire Commission

FIRE COMMISSION
City and County of San Francisco
Edwin M. Lee, Mayor

Andrea Evans, *President*
Francee Covington, *Vice President*
Stephen A. Nakajo, *Commissioner*
Michael Hardeman, *Commissioner*
Ken Cleaveland, *Commissioner*



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451
Fax 415.558.3413
Maureen Conefrey, *Secretary*

December 22, 2015

Roberto Hernandez, Via E-Mail: latinzoneprod@aol.com

Dear Mr. Hernandez,

The Fire Commission is in receipt of your emails dated 11/13/15 and 12/13/15.

First, I want to assure you that the Commission and Department are committed to safety in the Mission and throughout the City of San Francisco. The Department recently released statistics about the total number of fires in San Francisco. This year, there have been twenty fires in the Mission. To date, our Fire Marshall has determined that only one of those fires was caused by arson. Attached please find a chart that provides more details about fires in the Mission and throughout the City.

Second, I know that our Chief of Department and Deputy Chief of Operations have reached out to you to offer to meet with you and other residents in the Mission. As President of the Commission, I would also be interested in attending a meeting with you in the Mission

Finally, I am writing to let you know that we have discussed the issue of fires in the Mission at our past two Commission meetings and we will put it on the agenda for our next meeting, which will take place on January 13, 2016 at 9:00 a.m in Room 416 at City Hall. I understand that you would like us to hold a Commission meeting in the Mission, but, at this point, I think that it would be best to have this discussion take place at City Hall where it can be televised so that community members who are not able to attend may be able to watch the meeting on sfgovtv.

I look forward to meeting with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrea Evans".

Andrea Evans
President, Fire Commission

cc: Fire Commissioner
Chief Hayes-White
Fire Marshall Daniel DeCossio

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 – December 2015

DATE: January 4, 2016

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from December 1 thru December 31, 2015.

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

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

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

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

BFP - December 2015				
Fiscal Year 2015–2016	As of December 31, 2015			Projected Year-End
Revenue Program	Budgeted Amount 15-16	Actual Revenue	Percent of Budgeted Amount	
Plan Review Fees	6,099,000.00	4,752,965.00	155.86%	9,505,930.00
Fire Administrative Citation		2,000.00		4,000.00
Construction Inspection Fees	1,750,000.00	932,345.00	106.55%	1,864,690.00
Fire Dept. Permits	1,050,000.00	467,889.00	89.12%	935,778.00
False Alarm Fees	220,500.00	196,250.00	178.00%	392,500.00
Referral Inspections	185,175.00	102,938.00	111.18%	205,876.00
Waterflow Information	146,875.00	90,515.00	123.25%	181,030.00
Miscellaneous Fees	1,500.00	14.00	1.87%	28.00
Pre-Application Fees	141,250.00	61,990.00	87.77%	123,980.00
Re-inspection Fees	30,000.00	12,636.00	84.24%	25,272.00
Revenue Programs Subtotal	9,624,300.00	6,619,542.00	137.56%	13,239,084.00
High-Rise Annual Inspection Fees*	1,820,000.00	823,363.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	354,495.00		627,041.00
Revenue Programs Total	13,866,341.00	7,797,400.00		17,481,125.00
Projected Surplus/Deficit			126%	3,614,784.00
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	913,717.00	852,799.00	60,918.00	

FAMIS—January 4, 2016

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

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

Description of Revenue Programs:

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

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

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

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

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

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

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 12/01/2015 To 12/31/2015

	YTD 07/01/2015 To 12/31/2015		12/01/2015 To 12/31/2015	
	Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES				
ACCIDENTAL	26	\$12,423,000	6	\$1,956,000
INCENDIARY	9	\$162,100	2	\$6,000
UNDER INVESTIGATION	1	\$120,000	0	
UNDETERMINED	6	\$383,000	1	\$25,000
STRUCTURE FIRES TOTAL	42	\$13,088,100	9	\$1,987,000
VEHICLE FIRES				
ACCIDENTAL	4	\$12,300	1	\$8,500
INCENDIARY	35	\$193,918	4	\$4,305
UNDETERMINED	4	\$33,700	0	
VEHICLE FIRES TOTAL	43	\$239,918	5	\$12,805
ATTEMPTS TO BURN	2		0	
OTHER INCIDENTS	62	\$534,250	11	\$301,180
STRUCTURE FIRES	10	\$3,572,500	3	\$407,000
COMMERCIAL				
RESIDENTIAL	32	\$9,515,600	6	\$1,580,000
STRUCTURE FIRES TOTAL	42	\$13,088,100	9	\$1,987,000
GREATER ALARMS	10		2	
2ND ALARMS				
3RD ALARMS	2		0	
4TH ALARMS	0		0	
5TH ALARMS	0		0	
GREATER ALARMS TOTAL	12		2	
OTHER	12		1	
ARRESTS	11		5	
INJURIES	0		0	
JUVENILE FIRE SETTERS	130		17	
SUBPOENAS REQUESTED				