

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, June 14, 2017 – 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

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

2. GENERAL PUBLIC COMMENT

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

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 24, 2017.
- Minutes from Special Meeting on May 25, 2017.

4. PRESENTATION FROM DEPARTMENT OF PUBLIC WORKS ON THE STATUS OF STATION 35 *[Discussion]*

Gabriella Judd Cirelli to provide an update on Station 35.

5. OVERVIEW OF THE DEPARTMENT'S STRESS UNIT *[Discussion]*

Captain John Christy to provide overview of the Department's Stress Unit.

6. OVERVIEW OF FIRE DEPARTMENT BUDGET *[Discussion]*

Update and overview from Director Mark Corso on the current budget.

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

REPORT FROM CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE

Report on current issues, activities and events within the Department since the Fire Commission meeting on May 24, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS, DEPUTY CHIEF MARK GONZALES

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

8. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]*
Discussion regarding agenda for the June 28, 2017 regular meeting.

9. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
MINUTES

Wednesday, May 24, 2017 - 5:00 p.m.

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

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=27968

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

1. ROLL CALL

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

Chief of Department	Joanne Hayes-White	Present
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Mark Gonzales	Deputy Chief – Operations
Raemona Williams	Deputy Chief – Administration

Dan DeCossio	Bureau of Fire Prevention
Tony Rivera	Support Services
Rudy Castellanos	Airport Division
Andy Zanolff	EMS Division
Shane Francisco	Homeland Security
Jeff Columbini	Division of Training

Assistant Chiefs	
Ken Yee	Division 2
Dave Franklin	Division 3

Staff	
Mark Corso	Deputy Director of Finance
Olivia Scanlon	Communication and Outreach Coordinator
Jesusa Bushong	Human Resources Director

2. PUBLIC COMMENT

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on May 10, 2017.

Commissioner Covington Moved to approve the May 10, 2017 regular meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

4. CERTIFICATE AND ACKNOWLEDGEMENT OF APPRECIATION OF EMS DISPATCHER RYAN WON

Mr. Rob Smuts of Department of Emergency Management to recognize the outstanding work performed by Dispatcher Ryan Won.

Mr. Bob Smuts was welcomed by President Cleaveland. Mr. Smuts, the Deputy Director for the Department of Emergency Management and who oversees the Division of Emergency Communications presented a certificate to Ryan Won, who was the recipient of the EMS award for this year. He stated that Ryan has been with the DEM for 7 years and has answered thousands of calls and dispatched countless incidents, for both police, fire and medical. He went on to describe a call Ryan took in which a pregnant woman about to give birth. He acknowledged the wonderful job Mr. Won did handling that incident. Chief Hayes-White also acknowledged the great work done by Ryan and stated that two members of the Fire Department, Irene Ybarra and Daniel Nazaretto will also be receiving awards at tomorrow's awards ceremony, along with Mr. Won. Mr. Won thanked the Commission and Chief Hayes-White for the certificate. The Commissioners thanked him for doing a great job and questions and answers followed, along with a photo opportunity.

5. OVERVIEW OF THE 9-1-1 DISPATCH CENTER

Mr. Rob Smuts of the Department of Emergency Management to provide an overview of the operations of the 9-1-1- Dispatch Center.

Mr. Smuts gave a high-level overview of the 9-1-1 Dispatch Center. He explained in detail the attached slide show: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/EMS%20Presentation.pdf>

Mr. Smuts stated that call volume has increased significantly in the last few years, increasing 36 percent in the last five or six years and going from about 2500 calls per day up to about 3600 per day. He stated that slightly more than half are 9-1-1- calls, and the rest are non-emergency calls, most of them police non-emergency in nature. He added that the increase in call volume is one of two main factors that have impacted their service level in recent years, the second factor is a spike in personnel separations and retirements. He touched on the overall operations of a day in the life of a 9-1-1 dispatcher, the difference between a code 2 and code 3 call, the definition of basic life support and advanced life support, the number of technical changes that are still coming down the pike that should have a noticeable improvement in the time it takes for a unit to arrive on scene and the call answering goals in accordance with NFPA standards.

Commissioner Covington thanked Mr. Smuts for his presentation and stated that people think that when they call 9-1-1 with a fire-related emergency, that they are getting the Fire Department when actually they're getting the Department of Emergency Management at the 9-1-1 Center. She asked Mr. Smuts how they factor in people who say they call 91-1- and they never get a response. Mr. Smuts answered that if you call 9-1-1- and don't hang up, you will get a response, they have people that do hang up before the call gets answered. Should that happen, they track the number of abandoned calls and they call back everybody who hangs up. He added that many of those hang ups are accidental dials. He stated that when they are reaching their standards, it takes on average about four seconds to answer the call and in their worst month, it took about 11 seconds, but the call will be answered if you stay on the line even if every second feels like an eternity when you're looking for help. Commissioner Covington asked what they are doing to prevent burn out when they are so understaffed and have mandatory overtime. Mr. Smuts answered that it is one of the biggest challenges they have

and he is working with the Union on changing some aspects of scheduling, introducing a treadmill station and looking at every aspect that they can to relieve the stress of the job while still having people work quite a lot of hours. Commissioner Covington asked if there was a cluster of reasons as to why so many people wash out before finishing training. Mr. Smuts stated that some are dismissed for conduct or who did not successfully complete the phone or radio training portion and there are people who decide that the job really is much more intense than they had anticipated. Commissioner Covington suggested that they should provide as much information to interested pre-hires as possible, including the known challenges, the stress involved, mandatory overtime and things of that nature. Commissioner Covington confirmed with Mr. Smuts that there are national standards for 9-1-1 dispatchers, that they use simulated situations in training and that they hire people who have worked in other dispatch centers.

Commissioner Veronese asked for clarification on the service standard that Mr. Smuts mentioned. It was confirmed that the standard is to answer a call 90 percent within 10 seconds. Mr. Smuts explained the steps of when a call comes in that requires a response from the Fire Department. Commissioner Veronese asked what technology exists when a cell phone call comes in. Mr. Smuts explained that phones have three ways of determining a location, triangulation of cell phone towers, triangulation of Wi-Fi and a GPS device, but the 9-1-1 system only uses the first because they need to stay within FCC regulations. He added that they have written letters and testified at hearings to encourage the FCC to force the carriers to provide better information. Commissioner Veronese suggested that folks watching the meeting from home or work should get the word out about using the non-emergency number which is (415) 553-0123 which could reduce the 9-1-1 call volume almost in half. He thanked Mr. Smuts and mentioned that he was a huge fan of Ms. Kronenberg and he thinks they are doing a great job with the resources that they have and if there's anything the Commission can do to support them, he should let the Commission know.

Commissioner Hardeman stated he would like to take a tour of the 9-1-1 facility. He complimented Mr. Smuts on the improvements he's making. He asked how the wages and benefit packages for dispatchers compares to other departments. Mr. Smuts stated that they make less than Santa Clara but more than the rest of the Bay Area and that the structure that San Francisco has, where they are unified fire, police and medical as well as geographically unified, his dispatchers are doing more work than a typical dispatcher or a dispatcher really in any other agency that he can point to in the Bay Area. They also support more first responders in the field per dispatcher than other agencies. Commissioner Hardeman commented that he was glad Mr. Smuts acknowledged his appreciation and support of his work force.

Vice President Nakajo acknowledged all the hard work and support of Mr. Smuts and Director Kronenberg during the recent scrutiny and pressure they have been faced with. He mentioned the recent articles that have been in the news. He touched briefly on the history of the dispatch center which once had uniformed dispatchers and now has civilian dispatchers. He proceeded to go page by page of the above presentation for clarification and discussed the hiring plan to staff the office with dispatchers. Mr. Smuts stated that they have found full support by the Mayor's office and Board of Supervisors to get funding to staff their office. Vice President Nakajo suggested that they should explore hiring per-diem employees. Vice President Nakajo encouraged the commissioners to visit the 9-1-1 Center and thanked Mr. Smuts for his presentation.

President Cleaveland thanked Mr. Smuts for his very exhaustive report and mentioned that everyone has learned a lot about the 9-1-1 system. He asked Mr. Smuts if he could add one thing to his department, what that would be. Mr. Smuts answered, besides more trained staff, he would like to expand the building. They spoke about the creation of the ambulance working group and the Marvelous System that allows them to have calculated response times for any incident, and it also shows the six closest ambulances and helps with ambulance deployment positions.

There was no public comment.

6. OVERVIEW OF THE DEPARTMENT'S INVOLVEMENT IN THE TRANSPORTATION ADVISORY STAFF COMMITTEE (TASC)

Assistant Deputy Chief Dan DeCossio to provide an overview of TASC.

Chief DeCossio explained that TASC is all about response times with regard to the Fire Department as well as access to the fire scene or medical emergency. He stated that the Department's role on the committee is a three-pronged approach, which includes the Bureau of Fire Prevention who enforce the regulations for Fire Department access that lives in the fire code in Section 503, Support Services which addresses operational needs of the fleet, turning radius of the rigs, slopes of the streets, etc., and Field Suppression input for fire ground tactics. He stated that the Transportation Advisory Staff Committee is headed by MTA and members consist of Fire, Planning, Police and Public Works Departments. Each department provides input, reviews proposals before the committee and those proposals are basically associated with any kind of street design changes in San Francisco. The input is considered and the committee provides a recommendation to the MTA Board of Directors on how to proceed with each proposal. He added that there are basically three outcomes from the decision; 1) object the proposal; 2) ask that it be placed on hold for further information; and 3) try to resolve the matter in other means. He explained different types of items they are presented at TASC, including bicycle paths and lanes, traffic calming devices such as speed humps and cushions and bulb outs. He touched on challenges that the department has faced, including chicanes, medians, lane reduction removal, traffic circles and paint and safety zones. He described scenarios of the challenges that have impacted the department because of the traffic calming devices as well as the ongoing challenge communicating with other department on what the Fire Department's needs are. He stated that they are working with the City Attorney to give written clarification on fire code versus transportation code and which one supersedes the other.

Commissioner Covington thanked Fire Marshal DeCossio for his presentation and stated that she had attended a number of internal TASC meetings. She asked for more information on the simulations that are conducted where it's determined what works and doesn't work for the Department. Chief DeCossio explained that the interested and potentially affected department bureaus go out to the intersection, street or bulb out that is scheduled to be installed and constructed and they perform "cone tests" with the appropriate measurements. They test the equipment and rigs to make sure they can function properly, such as being able to raise the aerial ladders safely and make safe turns without going into oncoming traffic. A general rule of thumb from the Fire Department's perspective is don't make a more hazardous condition. He stated that MTA is working with the department in developing turn templates that accurately reflect the department's fleet which has been helpful in the testing process. Commissioner Covington concluded by stating she requested this item be put on the agenda so that they can get a better picture of how to move forward to obviate some of the difficulties and impasses in the future.

Commissioner Veronese asked if Chief DeCossio will keep the Commission informed on the response from the City Attorney's Office. Chief Hayes-White stated she would keep them apprised.

Commissioner Hardeman thanked Chief DeCossio for his presentation and stated he was delighted he brought up the fact that buildings are going to be built taller in the near future and they need to think of the problems that will arise when they can't access water to suppress a fire or can't rescue somebody out of a building with a ladder truck and he would never vote to allow things to happen that obstruct the ability of the Fire Department to do its job.

There was no public comment.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of April 12, 2017, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered events since the last meeting on May 10, 2017. She reported that the budget for this fiscal year remains on track for both revenues and expenditures and they go before the Budget and Finance Committee on June 16th and June 22nd and they will continue to advocate to maintain the current funding and will continue conversations with the Mayor's budget office in terms of enhancements if possible. She added that on May 12, 2017 the Budget Committee was reconvened and she appreciated President Cleaveland and Commissioner Alioto Veronese for attending and stated it was poorly attended even though they reached out to all members. In regards to academies, Chief Hayes-White stated the 122nd academy is in its fifth week and the 123rd academy is anticipated to start in late September. She touched on the good work of the Division of Training and the field chiefs who put on a battalion chiefs academy.

Chief Hayes-White stated that she met with Local 798 for their monthly labor management meeting, she attended a PG& E substation tour, and EMS function at John O'Connell High School to celebrate EMS week, and she met the new Chief of the Emergency Department at SF General, Dr. Chris Colwell. She asked President Cleaveland to consider adjourning the meeting in honor of three retired members of the department, Assistant Chief William Shaughnessy, Assistant Chief Dennis Callahan and Lieutenant Leroy Character.

Commissioner Hardeman thanked the chief for her report and announced that Joe Montana's father passed away yesterday.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF RAEMONA WILLIAMS

Report on the Administrative Divisions, Fleet and Facility status, including any updates on Station 49 and the search for a new training facility, Finance, Support Services, Homeland Security and Training within the Department.

Chief Williams' report covered the period from April 27th to May 24, 2017. She mentioned that the Assignment Office staff is currently working on modifying the Station 49 schedule in anticipation of the upcoming EMS academies and staff has completed back filling the vacancies left by members who were admitted into the 122nd recruit academy. Under homeland Security, she mentioned that Chief Francisco participated in various meetings and training exercises and he continues to update the command staff on all suspicious and potential terrorist activities, including the recent Manchester bombings. He has also been planning the Bay to Breakers event, the Escape from Alcatraz swim, and Fleet Week. She touched on the Investigative Services Bureau, the Physician's Office, and Support Services, which included updates on Pump Station 1, Station 5, Station 16, ESER projects, and Station 49. Under Fleet Management, she reported that they have eight engines that are currently in production with 4 being delivered in August of this year and four more following shortly thereafter. She mentioned that the aerial ladder truck specifications are complete and out to bid with the

proposal due in June and they have all trucks outfitted with cordless extrication tools. With regards to NERT, she stated that Captain Arteseros continues to oversee the emergency preparedness training for the community throughout the city. She touched on the Fire Reserves.

Vice President Nakajo made a brief statement that when he mentioned at the last meeting the retirement dinner he attended, he forgot to mention that it was organized by Firefighter/Paramedic James Green. He also acknowledged that members of the audience, the Chief's staff, several Fire Reserve cadets from City College of San Francisco, and members of department, participated in the Special Olympics that were held at Lowell High School on May 16, 2017.

There was no public comment.

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

Discussion regarding agenda for the June 14, 2017 regular meeting.

- Drone Policy as it relates to the Fire Service
- Budget update and overview

9. ADJOURNMENT

President Cleaveland adjourned the meeting in the memory of retired Assistant Chief William Shaughnessy, retired Assistant Chief Dennis Callahan; and retired Lieutenant Leroy Character at 7:41 p.m.

MINUTES OF FIRE COMMISSION SPECIAL MEETING
May 25, 2017 – 9:30 AM
698 Second Street, Room 102, San Francisco, CA 94107

DRAFT MINUTES

President Cleaveland called the meeting to order at 9:35 a.m.

Item No.

1. ROLL CALL

President	Ken Cleaveland
Vice President	Stephen A. Nakajo
Commissioner	Michael Hardeman
Commissioner	Francee Covington
Commissioner	Joe Alioto Veronese

Also Present:

Brad Russi, Deputy City Attorney, Government Team – Counsel to the Commission
Maureen Conefrey, Commission Secretary
Joanne Hayes-White, Chief of Department
Lisa Berkowitz, Deputy City Attorney, Counsel to the Department
James Bustamante, Attorney for member
Dawn Sandner, Court Reporter

2. CASE NO. 2016-04: HEARING AND DELIBERATIONS ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT
[Discussion and possible action]

On September 20, 2016, Chief of Department Joanne Hayes-White filed a verified complaint with the Commission against member for violations as follows:

Section 2004 – Restricted Passengers
Section 3905 – Familiarity with the Rules
Section 3907 – Safety Rules
Section 3909 – False Reports
Section 3921 – Inattention to Duty
Section 3923 – Acts Detrimental to Welfare of Department
Section 3941 – Use of Vehicles
Section 4003 – Duty to Report Breach of Duty or Misconduct.

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 all matters pertaining to Agenda Item 2 and whether to consider the matter in closed session. [Government Code §54954.3(a), Administrative Code §67.15(b)]

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

B. Votes on Closed Session

1. Whether to hold the hearing on the verified complaint in closed session [Action]
2. Whether to conduct deliberations in closed session [Action]

Commissioner Covington made a motion to conduct the hearing and deliberations in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

C. Hearing and Deliberations

1. Hearing on verified complaint (in open or closed session, per the Commission's vote)
2. Deliberations and possible action on charges (in open or closed session, per the Commission's vote) [Discussion and Possible Action]

The Commission went into closed session at 9:38

There was a lunch break from 12:00 p.m. to 1:03 p.m.

There was a short break from 3:30 to 3:50 and the evidentiary hearing concluded at 4:35 p.m.

D. 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 5:59 p.m.

Member pled guilty to the charges of violating San Francisco Fire Department Rules and Regulations Section 2004- Restricted Passengers; Section 3905 – Familiarity with the Rules; Section 3907 – Safety Rules; Section 3921 – Inattention to Duty; Section 3923 – Acts Detrimental to Welfare of Department; and Section 3941 – Use of Vehicles. Section 4003 – Duty to Report Breach of Duty or Misconduct.

Based on Member's plea, the Commission found Member guilty of violating the rules mentioned above by a vote of 5 to 0 (Ayes: Cleaveland, Nakajo, Covington, Hardeman, Veronese).

Member pled not guilty to the charge of violating Section 3909 – False Reports. The Commission found Member not guilty of violating Section 3909 by a vote of 4 to 1 (Ayes: Cleaveland, Covington, Hardeman, Veronese; Nos: Nakajo).

Regarding the penalty, the Commission voted unanimously (Ayes: Cleaveland, Nakajo, Covington; Hardeman, Veronese) to terminate Member's employment with the Department, but to hold that termination in abeyance for a period of 3 years from the date of the Commission's decision. Should any new charges be lodged against Member during the abeyance period, and should the Commission sustain such new charges, the Commission may (1) terminate Member's employment, or (2) impose the level of discipline the Commission deems appropriate for the new charges.

The Commission further imposed a suspension of 2 calendar months by a vote of 3 to 2 (Ayes: Cleaveland, Hardeman, Veronese; Nos: Nakajo, Covington).

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]**

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

3. ADJOURNMENT

President Cleaveland adjourned the meeting at 6:01 p.m.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, May 19, 2017 5:20 PM
Subject: General Order 17 A-25, Company Based Modular Training Module 11-Hazardous Materials Refresher Training

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-25
May 19, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 11-Hazardous Materials Refresher Training
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. Company Based Modular Training Module 11-*Hazardous Materials (HazMat) Refresher Training* will begin Wednesday, May 31, 2017 and will continue through Friday, June 2, 2017.
2. This one-day refresher class is for all Tier I and Tier II Hazmat Specialists. Tier I HazMat Specialists are members with HazMat Specialist certification who are assigned to Battalion 2, Rescue Squad 1, and Rescue Squad 2. Tier II HazMat Specialists are members with HazMat Specialist certification who are assigned elsewhere.
3. Training will be held at the Division of Training 19th and Folsom Facility from 0900-1500 hours each day.
4. Members are required to have a current certification or they are at risk of losing their Station assignment.
5. There will be 30 openings for each session. Compensation will not be paid to members attending class in an off-duty status.
6. If more than 30 members sign up for any session, they will be selected in the following order:
 - Tier I HazMat Specialists
 - Tier II HazMat Specialists who own a spot at Station 1 or Station 7
 - All other Tier II HazMat Specialists by rank and seniority
7. Interested members are to sign up via the "Appointments" tab on HRMS. This tab is located to the right of the calendar on the home page.
 - Click on the + icon to add an appointment.
 - Select the location of the training: Division of Training
 - Select Appointment Type: HZMTR – HAZMAT Recertification

- Select the date and time desired for attendance.
 - If you are expiring in June, note that in the comments.
 - Click on “Create”
8. A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.
 9. The deadline to sign up is 1200 hours on Friday, May 26, 2017. Notifications will be distributed via Outlook.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, May 19, 2017 5:26 PM
Subject: General Order 17 A-26, EMS Division Gurney and BioMedical Repair Technician

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-26
May 19, 2017

From: Chief of Department
To: Distribution List "A"
Subject: EMS Division Gurney and BioMedical Repair Technician
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:

Section 1108 - R. & R. _____

1. The Department is seeking member(s) for the position of Gurney and BioMedical Repair Technician.
2. This position reports to the Section Chief, EMS Operations, and works a 40 hour per week schedule.
3. The tasks of the Gurney and BioMedical Repair Technician include:
 - Maintain and Repair gurneys, stair-chairs, and other Durable Medical Equipment from ambulances and Suppression companies
 - Assist with inventory and medical supply ordering, intake, cataloging, storage, and distribution
 - Maintain and repair BioMedical equipment
 - Maintain a clean, organized, well-stocked repair facility
 - Receive, equip, stock, and prepare new ambulances for service
 - Assist with preparation of ambulances for Annual EMSA inspections
 - Develop evaluation processes for new equipment or devices
 - Drive and operate forklift when needed
 - Other tasks and assignments as directed
4. The following are desired skills and qualifications for the position:
 - Experience with maintenance and repair of mechanical, electrical, and/or technical devices
 - Licensure or certification in repair trade (mechanical, electrical, and/or technical)
 - Knowledge of Fleet Logistics and Inventory Control
 - Paramedic licensure and accreditation (desired, but not required)
 - Computer hardware and software skills

5. Must be willing to be trained in analysis, troubleshooting, repair, and preventative maintenance for ZOLL, FERNO, and other proprietary medical equipment
6. Any interested member in the rank of H-3-Level I Emergency Medical Technician or H-3-Level II Paramedic classification should submit a General Form and updated Promotional Qualifications Form (PQF) to the Assistant Deputy Chief of EMS by Tuesday, May 30, 2017.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, May 22, 2017 8:52 AM
Subject: General Order 17 A-27, Surf Rescue and Cliff Rescue Unit Deployment

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-27
May 22, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Surf Rescue and Cliff Rescue Unit Deployment
Reference: Rules & Regulations Section 402
Enclosure: None

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

1. In order to maximize service to citizens and visitors, SFFD has created separate response vehicles for cliff and surf rescues.
2. Effective Tuesday, May 23, 2017, Cliff Rescue units will be placed in service at Station 14 and Station 19. These units will be dedicated as "Cliff Rescue 14" and "Cliff Rescue 19." Primary responsibility for the units will be assigned to the TRUCK Company, however, respective Engine Companies will be expected to be proficient in the response, use, and maintenance of vehicles as well.
3. Battalion Chiefs shall ensure proper training is conducted monthly, and is coordinated between both Cliff Rescue units and Rescue Squads. Equipment carried on Cliff Rescue vehicles will be determined by the Technical Rescue Committee, with approval from the Technical Rescue Committee Chair, in consultation with the Bureau of Equipment (BOE).
4. Effective Tuesday, May 23, 2017, Surf Rescue units will be placed in service at Station 18 and Station 34. These units will be designated as "Surf Rescue 18" and "Surf Rescue 34." Primary responsibility for the Surf Rescue units will be with the Engine Company, however, Truck 18 will also be expected to be proficient in the response, use, and maintenance of the unit as well.
5. The intent of the Surf Rescue vehicles is a quick response onto the beach with qualified rescue swimmers. Equipment carried on Surf Rescue vehicles will be determined by the Surf Rescue committee, along with approval from the Surf Rescue Committee Chair, in consultation with the BOE. It is envisioned, that when in quarters, the Engine Company, or qualified swimmers, will don wetsuits and respond directly to the incident and onto the beach in the Surf Rescue vehicle. The Truck Company will respond in their apparatus and still function as a lookout/spotter using the aerial.
6. Unless directed otherwise, these specialized units are to remain in quarters for response or drill use.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Tuesday, May 23, 2017 5:03 PM
Subject: General Order 17 A-28, Expanded Scope for EMTs on BLS Companies
Attachments: 17 A-28 Expanded Scope for EMTs on BLS Companies - Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-28
May 23, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Expanded Scope for EMTs on BLS Companies
Reference: Rules & Regulations, Section 402
Enclosure: Enclosure "A" – EMSA County Policy 2000
Enclosure "B" – EMSA County Protocols 2.02 and 2.03
Enclosure "C" – Skills Documentation Form

Officer Endorsement:

Sec. 1108 – R.& R. _____

1. The San Francisco Emergency Medical Services Agency (EMSA) has issued changes to current policy that will allow for an expanded Scope of Practice for EMTs.
2. Once trained, EMTs assigned to BLS Companies will be allowed to administer Narcan via intra-nasal route for altered mental status and/or suspected opioid overdose, and to administer High Dose Epinephrine in the form of an EpiPen autoinjector, via intermuscular route, for suspected anaphylaxis and/or severe asthma attack.
3. Training will be conducted on Target Solutions, and in Fire Stations, by EMS In-Service personnel. Education modules and a written examination should be completed on-line before hands-on testing is completed in the Fire Stations. H-3-Level 1 EMTs will be tested at Station 49. All EMTs, regardless of assignment, will receive training in the indications and application of these medications.
4. The Epi/Narcan kits will be kept in the Airway Bag on BLS Companies. The following Companies will receive the new medication kits:

Truck 1	Truck 9	Truck 17	Engine 23	Engine 37
Truck 2	Truck 10	Truck 18	Engine 24	Engine 40
Truck 3	Truck 11	Truck 19	Engine 25	Engine 41
Truck 4	Truck 12	Truck 48	Engine 28	Rescue 1
Truck 5	Truck 13	Engine 4	Engine 32	Rescue 2

Truck 6	Truck 14	Engine 5	Engine 33	Fireboat
Truck 7	Truck 15	Engine 21	Engine 34	
Truck 8	Truck 16	Engine 22	Engine 35	

5. ALS Companies will not receive these medication kits.
6. New fields will be added to the Daily Medical Checklist for BLS Companies. EMTs should be aware of these fields and fill them in appropriately during morning checks. Medication expiration dates will also be checked as part of Tri-Annual Inspections.
7. EMS Captains (RCs) must be Special Called any time an EpiPen or Nasal Narcan is deployed by a BLS Company. EMTs will be directed to complete the Special Skills form (included in the medication kit) prior to being issued a replacement kit.
8. Company Officers must make a note in their Company Journal any time Nasal Narcan or EpiPen is deployed on a scene.
9. EpiPen Auto-Injector and Intra-Nasal Narcan administration testing will begin on Tuesday, May 30th, 2017, and will continue, Monday through Thursday until July 30th, 2017. BLS personnel from Engine and Truck Companies will be placed out of service, while monitoring their radios, in coordination with the Division of Training and their respective Division Chiefs. Station 49 personnel will be tested during the course of their ambulance shift.
10. Questions should be directed to A/RC Joshua Smith at DOT-TI, (415) 318-4505.

Joanne Hayes-White
Chief of Department

LEMSA POLICY 2000

PREHOSPITAL PERSONNEL STANDARDS AND SCOPE OF PRACTICE

III. EMERGENCY MEDICAL TECHNICIAN: LOCAL SCOPE OF PRACTICE

- A. During training, while at the scene of an emergency, during transport of the sick or injured, or during an inter-facility transfer, a certified EMT or supervised EMT student is authorized to do any of the following:
17. Administration of naloxone intra-nasally for altered mental status, respiratory depression and/or suspected opioid overdose, if authorized by Provider Medical Director.
 18. Administration of intramuscular epinephrine by auto-injector for suspected anaphylaxis and/or severe asthma, if authorized by Provider Medical Director.

2.02 ALLERGIC REACTION

BLS Treatment – ALL Allergic Reactions	
<ul style="list-style-type: none">• Position of comfort.• NPO.• Oxygen as indicated.• May help patient administer their personal EpiPen autoinjector or equivalent product.• If patient does not have a personal autoinjector, give IM EpiPen autoinjector or equivalent product for suspected anaphylaxis and/or severe asthma if EMT has been trained.	
ALS Treatment - SPECIFIC Allergic Reactions	
	MILD ALLERGIC REACTION Hives, rash and/or itching
<ul style="list-style-type: none">• Diphenhydramine	
	MODERATE ALLERGIC REACTION Hives, rash. Mild bronchospasm.
<ul style="list-style-type: none">• Establish IV/IO Normal Saline TKO.• Diphenhydramine• Albuterol	
	SEVERE ALLERGIC REACTION (ANAPHYLAXIS) Altered mental status, hypotension (SBP < 90) and evidence of hypoperfusion. Bronchospasm and/or angioedema
<ul style="list-style-type: none">• Epinephrine• Establish IV/IO Normal Saline TKO.• If no response to IM Epinephrine or patient is in extremis, administer IV Epinephrine.• Diphenhydramine• Albuterol• If SBP < 90 or signs of poor perfusion, Normal Saline fluid bolus.	

2.03 ALTERED MENTAL STATUS

BLS Treatment
<ul style="list-style-type: none">• Position of comfort.• NPO except as noted below.• Oxygen as indicated.• Administer Glucose Paste or Oral Glucose to known diabetic patients with symptoms of hypoglycemia. Patient must be conscious and have an intact gag reflex.• If opiate overdose is suspected AND respiratory depression are not responsive to BLS airway management: administer Naloxone IN if EMT has been trained.
ALS Treatment
<ul style="list-style-type: none">• IV / IO of Normal Saline TKO.• Check blood glucose:<ul style="list-style-type: none">○ If blood glucose is <60 mg/dl, unmeasurable, or patient is a known diabetic: administer Dextrose.○ If blood glucose < 60 mg/dl and IV cannot be established: administer Glucagon.• If opiate overdose is suspected AND respiratory depression are not responsive to BLS airway management: administer Naloxone IN, IV or IM.

EMT Expanded Scope of Practice Documentation Form

Date:	Company:	Run Number:	
EMT name:	EMT rank:	EMT ID number:	
Medication administered (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Naloxone (Narcan) (above 44 lbs.) <input type="checkbox"/> Epinephrine auto-injector (Adult- above 66 lbs.) <input type="checkbox"/> Epinephrine auto-injector (Junior- between 33-66 lbs.) 			
Indication(s) for Use (check all that apply): Epinephrine auto-injector Anaphylaxis with <u>two</u> body systems: <ul style="list-style-type: none"> <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Swelling of face, tongue, lips, eyes <input type="checkbox"/> Cyanosis <input type="checkbox"/> Wheezing <input type="checkbox"/> History of allergic reaction <input type="checkbox"/> Rash, wheals, urticaria <input type="checkbox"/> Vomiting <input type="checkbox"/> Hypotension 		Intra-nasal Naloxone Suspected opioid overdose: <ul style="list-style-type: none"> <input type="checkbox"/> Respiratory arrest <input type="checkbox"/> Respiratory depression 	
Initial Vital Signs	Blood Pressure	Pulse	Respiratory Rate
Time:			
Repeat V.S. post admin.:			
Time:			
Responding Medic Unit:		Transport paramedic name and county number:	
Paramedic Captain (RC):		ALS Engine:	
Ambulance provider (check one) <ul style="list-style-type: none"> <input type="checkbox"/> SFFD <input type="checkbox"/> American Medical Response (AMR) <input type="checkbox"/> Bayshore <input type="checkbox"/> King/American Ambulance <input type="checkbox"/> ProTransport <input type="checkbox"/> Other _____ 			

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, May 31, 2017 4:26 PM
Subject: General Order 17 A-29, Trench Rescue Technician Manual; Issuance of

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-29
May 31, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Trench Rescue Technician Manual; Issuance of
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. The San Francisco Fire Department has issued a Trench Rescue Technician Manual. This manual is published by CMC Rescue, Inc.
2. One hard copy will be distributed to each Station, with the exception of Stations 1, 7, and 36, which will receive two copies. Manuals will be available for pick up by Battalion Chiefs at the Division of Training 19th and Folsom on Wednesday, June 7, 2017 from 0900-1600 hours.
3. Stations will receive their new manual through their Battalion Chief, and Engine Company Officers must sign for it upon receipt. Engine Officers are hereby directed to place the new manual in their Company's Manual Binder(s).
4. Battalion Chiefs shall pick up the manuals and sign-in sheets from the Division of Training, sign for them, have each Engine Company Officer sign the rosters upon receipt of the manuals, and return the rosters to the Division of Training no later than Wednesday, June 14, 2017.
5. Any questions or concerns regarding the above may be directed to the Division of Training at 970-2000.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, May 31, 2017 4:26 PM
Subject: General Order 17 A-30, Confined Space Entry and Rescue Manual; Issuance of

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-30
May 31, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Confined Space Entry and Rescue Manual; Issuance of
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R

1. The San Francisco Fire Department has issued a Confined Space Entry and Rescue Manual. This revised second edition is published by CMC Rescue, Inc.
2. One hard copy will be distributed to each Station, with the exception of Stations 1, 7, and 36, which will receive two copies. Manuals will be available for pick up by Battalion Chiefs at the Division of Training 19th and Folsom on Wednesday, June 7, 2017 from 0900-1600 hours.
3. Stations will receive their new manual through their Battalion Chief, and Engine Company Officers must sign for it upon receipt. Engine Officers are hereby directed to place the new manual in their Company's Manual Binder(s).
4. Battalion Chiefs shall pick up the manuals and sign-in sheets from the Division of Training, sign for them, have each Engine Company Officer sign the rosters upon receipt of the manuals, and return the rosters to the Division of Training no later than Wednesday, June 14, 2017.
5. Any questions or concerns regarding the above may be directed to the Division of Training at 970-2000.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, May 31, 2017 4:26 PM
Subject: General Order 17 A-31, Administration of H-3 Level I EMT Skills Assessment & Oral Interviews

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-31
May 31, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Administration of H-3 Level I EMT Skills Assessment & Oral Interviews
Reference: Rules and Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec.1108-R&R _____

1. The Department of Human Resources (DHR) has accepted applications for the H-3 Level I EMT position.
2. Candidates who successfully complete the written test will be invited to participate in the skills assessment and oral interview.
3. The Department is seeking members at the ranks of H-1 Fire Rescue Paramedic, H-3 Level II Paramedic or H-3 Level III Firefighter/Paramedic to participate as panel members for the skills assessment and oral interviews. These components are tentatively scheduled to be administered weekdays, Thursday, June 22, 2017 through Thursday, June 29, 2017 at the City and County of San Francisco's Testing Center at 1740 Cesar Chavez.
4. Participating members will be compensated in accordance with the provisions of their Memorandum of Understanding.
5. Twelve to Fourteen members will be needed each day. Members who are selected will assemble at the site at 0800 hours for a 30-minute rater training. Testing will be conducted from approximately 0830 to 1645 hours each day.
6. Members are encouraged to sign up for as many days as possible, with a minimum of two days to enhance consistency, and minimize rater training. All interested members are to submit a General Form report [Subject: "H-3 Skills Test"] to the Chief of Department by close of business, Friday, June 9, 2017. Submittal must specify available days and scheduled work days during that week, along with a contact phone number and an email address. The DHR Public Safety Team staff will confirm rater assignments on Friday, June 16, 2017

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, May 31, 2017 5:30 PM
Subject: General Order 17 A-32, Time Coming (TC) for Holiday Benefit
Attachments: FORM 418.4 - TC in Lieu of Holiday Premium 2007 to 2018 for 2017.pdf

Note: FORM ATTACHED IS PRINTABLE

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-32
May 31, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Time Coming (TC) for Holiday Benefit
Reference: San Francisco Firefighters' Union, Local 798
Unit 1 & II MOU Section 20
Enclosures: Form 418.4

Officers Endorsement
Section 1108- R. & R.

1. The San Francisco Firefighters Union, Local 798, Units I & II, Memorandum of Understanding (MOU) Section 21: Holidays 20 Subsection 21.2 Fire Suppression Personnel states:
Twenty-four (24) hour fire suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid a holiday premium per pay period, excluding overtime compensation and premiums, as holiday compensation for the holidays specified in Section 21.1. Upon declaration by the Mayor of any holiday in addition to those specified in Section 21.1(b), twenty-four (24) hour suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid an additional holiday premium which will be calculated on a proportional basis by the Controller's office.

Employees who utilize sick pay on the shift commencing on the day before, the shift commencing on the day of, or the shift commencing on the day after a specified holiday shall not receive the holiday premium for two pay periods. For the Thanksgiving holidays, a single continuous usage of sick pay by an employee during any or all of the shifts commencing on the day before Thanksgiving Day, Thanksgiving Day, the Day After Thanksgiving, or the day after the Day After Thanksgiving, will result in that employee not receiving the holiday premium for the two subsequent pay periods. Employees on disability leave and/or employees working a forty (40) hour per week schedule on a temporary modified duty assignment on any specified holiday shall not receive holiday premium for that one pay period.

The holiday premium for employees who are members of the Retirement System under Charter Section A8.598 ("New Plan" or "Tier II") shall be paid a six and a half percent (6.50%) holiday premium July 1, 2017 through June 30, 2018.

Notwithstanding the above, employees who are members of the Retirement System under Charter sections A8.585 and A8.596 ("Old Plan" or "Tier I") shall be paid a seven percent (7%) holiday premium.

2. To receive Time Coming in place of the holiday premium, members must submit form 418.4 to the Payroll Office. (A sample of this form is attached to this General Order.) Time Coming forms will be effective from the time received. **Only** forms received in the Payroll Office between **June 01, 2017 and June 30, 2017** will be accepted and processed. **Forms received prior to the issuance of this General Order (i.e. May 26, 2017 or earlier) or after June 30, 2017 will NOT be accepted and processed**, and will result in the member receiving holiday premium for Fiscal Year 2017-2018.
3. If a member experiences exigent circumstances during Fiscal Year 2017-2018 that may necessitate the change to/from holiday premium/Time Coming shall submit the request on the Department's General Form to the Deputy Chief of Administration, through the chain of command, for review and disposition. Such requests will be handled on a case-by-case basis.
4. The Suppression accrual rate for Time Coming taken in place of holiday premium is calculated as follows:
 - Tier I: multiply the number of hours worked per year, 2,532.40 by 0.07; then divide the sum by the number of pay periods, 26 to get 6.82 hours per pay period.
 - Tier II: multiply the number of hours worked per year, 2,532.40 by 0.065; then divide the sum by the number of pay periods, 26 to get 6.33 hours per pay period.

Hours available for member's TC accounts will be rounded off to two decimal places.

5. The H-3 Level I and II accrual rate for Time Coming taken in place of holiday premium is calculated as follows:
 - Multiply the number of hours worked per year, 2,080 by 0.065; then divide the sum by the number of pay periods, 26 to get 5.20 hours per pay period.

Hours available for member's TC accounts will be rounded off to two decimal places.

6. Directions for completing the form are as follows:
 - Indicate the total number of pay periods for the current Fiscal Year for which request the credit of the TC in place of Holiday Premium.
 - The TC hours will be accrued per pay period sequentially starting with the first pay period following receipt of this form by the Payroll Office.
7. H-3 Level I and Level II EMT/Paramedics Time Coming balances cannot exceed 240 hours. All other uniform personnel Time Coming balances cannot exceed 300 hours.
8. Attached are two copies of form 418.4. One copy is to be retained with this General Order and can be copied for submittal of Time Coming in lieu of Holiday Premium requests. The second copy of Form 418.4 is to be detached from this General Order and inserted in the Sample Report Book and replaces page 138-a.

Joanne Hayes-White
Chief of Department

CC'S TO THE COMMISSION

City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

May 19, 2017

Diane Sidd-Champion
Wylie, McBride, Platten & Renner
605 Market Street
Suite 1200
San Francisco, CA 94105

Re: H-23 Lieutenant

Dear Ms. Sidd-Champion:

Deputy Chief Mark Gonzales forwarded me your letter dated May 9, 2017 discussing the San Francisco Firefighters Local 798's concerns regarding the H-23 Lieutenant classification. The City and Local 798 have met on numerous occasions regarding the H-23 classification. The parties have thoroughly discussed all of the issues raised in Local 798's May 9, 2017 letter, and the City believes that it has made clear its position on each of these issues. The City's hope is that this letter, coupled with the parties' prior discussions, will help Local 798 better understand the City's position regarding this matter.

Accretion of the H-23 Classification and the Applicable Terms and Conditions of Employment

The City disagrees with Local 798's assertion that, "it is essential that Section 2.1 of the MOU be amended to add the new [H-23] classification." Placement of new classifications into the bargaining unit and their coverage by the MOU is governed by Section 2.3 of the MOU, which states:

The City agrees that in the event it creates any new uniformed Fire Department classification below the rank of Battalion Chief during the term of this Agreement, such new classification shall automatically be accreted to this bargaining unit and be covered under the terms and provisions of this Agreement.

(Emphasis added.) Pursuant to Section 2.3, the H-23 classification was automatically accreted to the bargaining unit and covered by the MOU. Therefore, amending Section 2.1 of the MOU is not essential, and the parties can add the H-23 classification to Section 2.1 as part of cleaning up the provisions of the MOU in the next round of bargaining.

Hours for the H-23 Classification

Section 13.4 of the MOU states:

Uniformed Administrative personnel shall work a 40-hour work week. Daily work schedules to be set by the Bureau or Division Chief or Chief of Department.

As stated in the City's May 8, 2017 letter, the City will have the H-23 classification work 40-hour work weeks, which complies with Section 13.4. Pursuant to Section 13.4, the City is placing the H-23's on the following daily work schedule: 12-hour schedule on a 3-4 flop with 2 hours of planned overtime per week. Applying the 40-hour work week and setting daily schedules are within the authority granted to the City by Section 13.4 of the MOU.

Premium Pay

The City has consistently stated that it is not agreeable to providing "EMS Lieutenant Premium Pay or EMS Captain Premium Pay" to the H-23 and H-33, respectively. As has been previously explained to Local 798, the 2 hours of overtime per week results in an additional value worth approximately 7.5%, so the City is not willing to also provide a premium of 7.5% in addition to the overtime pay.

Meals and Rest Breaks

Notably, the parties have agreed on the appropriate meal and rest breaks. In fact, Chief Gonzales' May 8, 2017 letter and Local 798's proposal attached to its May 9, 2017 letter both state that break schedules shall include:

A total of one and one-half (1.5) hours for meal breaks plus three (3) fifteen (15) minute breaks during each 12-hour shift

As a result, there is no dispute about the substantive meal and rest break provisions to be applied to the H-23 classification.

Local 798's Concerns about Substitution of H-23s for H-33s

Similarly, the parties do not appear to have any disagreement about H-23s substituting for H-33s. In its December 28, 2016 letter, the Department clearly stated, "it is not the San Francisco Fire Department's intent to substitute H23's into positions currently held by the 33 permanently seated H33's." Local 798 agreed to the terms contained in the December 28, 2016 letter, with the caveat that they be memorialized in a side letter. Now, Local 798 has repudiated this caveat and stated that only an MOU amendment will suffice.

Local 798 may consider an MOU amendment addressing this matter to be desirable, but an MOU amendment is not necessary, per se. The City's is not agreeable to amending the MOU to address this issue.

Local 798's Claim That an MOU Amendment Is Necessary

The City's consistent position throughout the parties' discussions regarding the H-23 Lieutenant classification has been that an MOU amendment is not necessary, and the City understands that Local 798 has the opposite view. However, as discussed above, existing MOU provisions govern most of the issues raised by Local 798. While the parties reached agreement on some matters, the parties have been unable to reach agreement on others. Since the parties do not have an overall agreement, there is no agreement to be memorialized, either through an MOU amendment or any other means.

Furthermore, Local 798 has been inconsistent in the form of memorialization that it has demanded. While Local 798's May 9, 2017 letter demands an MOU amendment, Local 798 President Tom O'Connor has said on multiple occasions that he would be amenable to finalizing an agreement about the H-23 classification in a side letter. This position is also reflected in President O'Connor's letter of January 6, 2017 regarding the H-23 classification.

Conclusion

The City hopes that the information in this letter has helped Local 798 to better understand the City's positions regarding the issues related to the H-23 classification. If Local 798 believes that another meeting between the parties could be fruitful, the City is willing to meet again in the hopes that the parties might reach a mutually satisfactory resolution to this matter. If Local 798 would like to meet, please feel free to contact me at (415) 557-4857 to schedule a mutually agreeable date and time.

If Local 798 does not believe that an additional meeting could help the parties reach a mutually satisfactory resolution to this matter, the City intends to move forward with implementation of the H-23 classification, as described in the City's May 8, 2017 letter.

The parties have not bargained a full successor MOU in over ten (10) years, and many of Local 798's concerns regarding the H-23 classification appear to involve existing provisions of the MOU. The tenor of these discussions also indicates that the parties may have a number of significant issues to work through in the upcoming MOU negotiations. President O'Connor shared a similar perspective at the parties' meeting on April 6, 2017 when he stated that the discussions regarding the H-23 classification did not bode well for the MOU negotiations and predicted a frustrating experience.

The City believes that it would benefit both parties to commence bargaining for a successor MOU in the Fall to allow sufficient time to consider fully each other's proposals and endeavor to reach

Re: H-23 Lieutenant

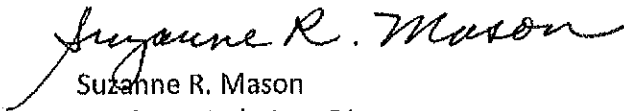
May 19, 2017.

Page | 4

agreement, especially since the parties will be subject to the timelines in Section A8.590-5(h), which were not in effect the last time the parties bargained. The MOU bargaining would be the appropriate forum to explore Local 798's concerns with existing provisions of the MOU, as well as clean up reference language, such as adding the H-23 classification to Section 2.1.

The City hopes that the parties can move forward in a respectful and productive manner regarding the H-23 classification and future labor relations matters.

Sincerely,



Suzanne R. Mason
Employee Relations Director

Cc: Joanne Hayes-White, Chief, SFFD
Mark Gonzales, Deputy Chief of Operations, SFFD
Thomas P. O'Connor, Jr., President, San Francisco Fire Fighters Local 798
Katharine Porter, Chief Labor Attorney, City Attorney's Office
Micki Callahan, Human Resources Director
Masa Shiohira, Labor and Employment Advisor, DHR



SAN FRANCISCO FIRE DEPARTMENT

Public Information Office

06-06-2017

SAFETY FAIR

San Francisco Fire Department Fire Prevention and Public Education Community Safety Fair

WHAT San Francisco Fire Department (SFFD) Battalion 5 will hold a Community Safety Fair for members of the public. This fair will include Fire Prevention and Education material, demonstrations, and answers to inspection questions. SFFD EMS members will teach hands only CPR, and our Recruitment team will be available to answer questions related to our Departments hiring process. Free Smoke detectors will be available while supplies last to residents of San Francisco.

WHEN **June 21st, 2017, 9am -1pm**

WHERE Fire Station 10, Battalion 5, 655 Presidio SF, Ca.

WHO

- Jonathan Baxter, San Francisco Fire Public Information Officer
- Inspector Fernando Juarez, San Francisco Bureau of Fire Prevention
- Recruitment Officer Keith Baraka, Division of Training
- Paramedics from the SFFD EMS Division
- SFFD Neighborhood Emergency Response Team (NERT) Members for Disaster Preparedness

WHY San Francisco Fire Department's enhanced Fire Prevention and Education team promotes Fire Safety through Community Outreach and Education. This is an effort to engage the communities we serve with their local Firefighters, EMT's and Paramedics.

VISUALS

- Live Fire Extinguisher Demonstration allowing for participation of the attendees.
- Power Point Style Fire Prevention and Education presentation.
- Fire Prevention Safety Handouts from NFPA, including creating an escape plan in your home and work place, fire extinguisher information and tips such as the PASS acronym.

CONTACT Jonathan Baxter, San Francisco Fire Department: firepio@sfgov.org

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, June 05, 2017 8:42 AM
Subject: EVENTS/NOTICES: AFA General Membership Meeting, 6/13/17, at K1 Speed

The Asian Firefighters Association is having a **General Membership Meeting** and a **Go-Kart Race Day**.

Date: Tuesday, June 13, 2017

Time: 12 noon meeting; 1:30pm Racing

Where: K1 Speed, Indoor Go-Kart Racing, 160 Beacon St, South San Francisco, CA 94080

Friends and Family welcome.

The meeting and lunch are FREE. But if you would like to race, it will cost a minimum of \$49 for two races. There are also packages for three races for \$60, or four races for \$80. Let us know which package you are interested in. We will need a minimum of 8 racers to book the track. Please RSVP ASAP.

INFO: Group of 8 or more racers required to book a Race Package. Height requirement for ADULT karts is 4ft 10in (58"). All JUNIOR racers must be a minimum of 4ft (48") tall to race. No mixed JUNIOR and ADULT races.

For more info go to www.K1speed.com

We hope see all members, family, friends and those interested.

Please reply soon. We need to book racers. Please pass on to others that may want to join.

REPLY TO: AFA@AsianFire.org

Asian Firefighters Association

P.O. Box 410082

San Francisco, CA 94141

www.AsianFire.org

415.891.9232 (415.891.9AFA)

Event Name	StartDate	StartTime	EndDate	EndTime	Location	Type
Netfix Gala	Wed 6/7/17	4:01 PM	Sun 6/11/17	11:59 PM	Grove: Polk to Larkin	
Live Oak Graduation	Thu 6/8/17	7:00 AM	Thu 6/8/17	3:30 PM	Mariposa: Carolina to Arkansas	
School Carnival	Thu 6/8/17	9:00 AM	Thu 6/8/17	4:00 PM	Hickory: Franklin to Gough	
Giants v MIN	Fri 6/9/17	7:15 PM	Fri 6/9/17	10:15 PM	AT&T Park	Giants
Nursery School Block Party	Sat 6/10/17	8:00 AM	Sat 6/10/17	4:00 PM	Jarboe: Moultrie to Anderson	block
Red Umbrellas Maiden Lane Art Show	Sat 6/10/17	9:00 AM	Sat 6/10/17	6:00 PM	Maiden Lane: Stockton to Grant	
Giants v MIN	Sat 6/10/17	1:05 PM	Sat 6/10/17	4:05 PM	AT&T Park	Giants
Neighborhood Block Party	Sat 6/10/17	2:00 PM	Sat 6/10/17	9:00 PM	Avila: Beach to Capra	block
Netfix Gala	Sat 6/10/17	4:00 PM	Sun 6/11/17	4:00 AM	Fulton: Larkin to Hyde	
Haight-Ashbury Street Fair	Sun 6/11/17	4:00 AM	Sun 6/11/17	8:00 PM	Haight: Masonic to Stanyan; Ashbury: Page to Waller	Fair
Escape From Alcatraz Triathlon	Sun 6/11/17	6:30 AM	Sun 6/11/17	1:00 PM	Various in NW of SF(marina green -> GGP)	Athletic
Inner Sunset Sundays	Sun 6/11/17	7:00 AM	Sun 6/11/17	8:00 PM	Irving Street: 9th to 10th avenues	
Sunday Streets Sunset	Sun 6/11/17	10:00 AM	Sun 6/11/17	4:30 PM	Lincoln Way: MLK to Great Hwy; Great Hwy: Lincoln to Sloat; GG Park	
Equality March	Sun 6/11/17	11:00 AM	Sun 6/11/17	5:00 PM	planned for Dolores Park to Civic Center	March, permit by PD
Sikh Parade	Sun 6/11/17	11:00 AM	Sun 6/11/17	12:00 PM	2nd and Market to Civic Center Plaza	parade
Giants v MIN	Sun 6/11/17	1:05 PM	Sun 6/11/17	4:05 PM	AT&T Park	Giants
Giants v KAN	Tue 6/13/17	7:15 PM	Tue 6/13/17	10:15 PM	AT&T Park	Giants
Giants v KAN	Wed 6/14/17	12:45 PM	Wed 6/14/17	3:45 PM	AT&T Park	Giants
Spur Member Party	Thu 6/15/17	7:00 AM	Fri 6/16/17	12:30 AM	Annie: Jessie to Mission; Ambrose Bierce: Annie to New Montgomery	
Phono del Sol Music and Food Festival	Fri 6/16/17	9:00 AM	Sat 6/17/17	11:59 PM	San Bruno: 25th St to end; Utah: 25th St to end	

North Beach Festival	Sat 6/17/17	12:01 AM	Sun 6/18/17	11:59 PM	Grant: Columbus to Filbert; Columbus: Broadway to Green; Vallejo: Stockton to Grant; Green: Columbus to Grant	Fair
Juneteenth	Sat 6/17/17	1:00 AM	Sat 6/17/17	9:00 PM	Fillmore: Geary to Turk	Fair
Neighborhood Block Party	Sat 6/17/17	9:00 AM	Sat 6/17/17	8:00 PM	Madrid: Peru to Avalon	block
Genentech Employee Day	Sat 6/17/17	10:00 AM	Sat 6/17/17	6:00 PM	Terry Francois: 3rd to South	
SF Deltas v FC Edmonton	Sat 6/17/17	7:00 PM	Sat 6/17/17	9:00 PM	Kezar Stadium	Deltas
Huckleberry Block Party	Sun 6/18/17	8:00 AM	Sun 6/18/17	8:00 PM	Page: Lyon to Baker	block
Summer Solstice of Love	Wed 6/21/17	12:00 PM	Wed 6/21/17	10:00 PM	Minna: New Montgomery to 2nd Grove, etc.	
SF Pride Festival	Thu 6/22/17	9:00 AM	Mon 6/26/17	1:00 PM		Fair
Novela Anniversary Party	Thu 6/22/17	1:30 PM	Thu 6/22/17	9:30 PM	Annie: Jessie to Mission; Ambrose Bierce: Annie to New Montgomery	
Neighborhood Block Party	Fri 6/23/17	2:30 PM	Fri 6/23/17	8:30 PM	Shotwell: 16th to 17th	NBP
Trans March Event	Fri 6/23/17	6:00 PM	Fri 6/23/17	9:00 PM	Taylor: Eddy to Turk & Turk (northern-most lane): Mason to Taylor	
Trans March	Fri 6/23/17	6:00 PM	Fri 6/23/17	9:00 PM	Dolores Park to Dolores to Market to Taylor to Turk	March, permit by PD
Giants v NYM	Fri 6/23/17	7:15 PM	Fri 6/23/17	10:15 PM	AT&T Park	Giants
Pink Mammoth	Sat 6/24/17	6:00 AM	Sat 6/24/17	11:59 PM	Utah: Alameda to 15th St	
Balmy Alley	Sat 6/24/17	8:00 AM	Sat 6/24/17	10:00 PM	Balmy Alley: 24th to 25th Street	block
Dyke March Event	Sat 6/24/17	9:00 AM	Sat 6/24/17	12:00 PM	Dolores: 17th to 20th Sts	
Giants v NYM	Sat 6/24/17	4:15 PM	Sat 6/24/17	7:15 PM	AT&T Park	Giants
Dyke March	Sat 6/24/17	6:00 PM	Sat 6/24/17	9:00 PM	Dolores Park: 18th to Valencia to 16th to Market	March, permit by PD
SF Pride Broadcast	Sun 6/25/17	12:01 AM	Sun 6/25/17	5:00 PM	Sutter: Market to Sansome; Sansome (nb): Sutter to Bush	
SF Pride Parade	Sun 6/25/17	7:00 AM	Sun 6/25/17	5:00 PM	Market St: Steuart to Van Ness etc.	Parade

Hard French Post Pride Party	Sun 6/25/17	12:00 PM	Sun 6/25/17	11:59 PM	Stevenson: 5th to 6th Street	
Giants v NYM	Sun 6/25/17	1:05 PM	Sun 6/25/17	4:05 PM	AT&T Park	Giants
Giants v COL	Mon 6/26/17	7:15 PM	Mon 6/26/17	10:15 PM	AT&T Park	Giants
Giants v COL	Tue 6/27/17	7:15 PM	Tue 6/27/17	10:15 PM	AT&T Park	Giants
Giants v COL	Wed 6/28/17	12:45 PM	Wed 6/28/17	3:45 PM	AT&T Park	Giants
Wedding	Fri 6/30/17	3:00 PM	Fri 6/30/17	7:00 PM	Gold St: Montgomery to Balance	
Opera at the Ballpark	Fri 6/30/17	4:00 PM	Fri 6/30/17	11:45 PM	AT&T Park	
Critical Mass	Fri 6/30/17	6:00 PM	Fri 6/30/17	10:00 PM	Justin Herman Plaza to ?	no permit

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 – May 2017

DATE: June 1, 2017

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from May 1 thru May 31, 2017.

A handwritten signature in blue ink, appearing to read "Daniel de Cossio".

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

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

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

Fiscal Year 2016–2017	BFP - May 2017			Projected Year-End
	Budgeted Amount 16–17	Actual Revenue	Percent of Budgeted Amount	
Plan Review Fees	6,099,000.00	7,575,823.00	135.51%	8,264,534.18
Fire Administrative Citation		0.00		
Construction Inspection Fees	1,750,000.00	1,838,458.00	114.61%	2,005,590.55
Fire Dept. Permits	1,050,000.00	855,053.00	88.84%	932,785.09
False Alarm Fees	220,500.00	196,400.00	97.17%	214,254.55
Referral Inspections	185,175.00	168,980.00	99.55%	184,341.82
Waterflow Information	146,875.00	190,345.00	141.38%	207,649.09
Miscellaneous Fees	1,500.00	2,582.00	187.78%	2,816.73
Pre-Application Fees	141,250.00	148,565.00	114.74%	162,070.91
Re-inspection Fees	30,000.00	135,605.00	493.11%	147,932.73
Revenue Programs Subtotal	9,624,300.00	11,111,811.00	125.95%	12,121,975.64
High-Rise Annual Inspection Fees*	1,820,000.00	1,474,274.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	505,220.00		627,041.00
Revenue Programs Total	13,866,341.00	13,091,305.00		16,364,016.64
Projected Surplus/Deficit			118%	2,497,675.64
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,743,940.00	1,596,787.00	147,153.00	

FAMIS—June 1, 2017

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

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

Description of Revenue Programs:

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

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

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

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

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

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

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 05/01/2017 To 05/31/2017

YTD 07/01/2016 To 05/31/2017

05/01/2017 To 05/31/2017

	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES						
ACCIDENTAL	30	\$10,169,400	\$2,387,400	0		
INCENDIARY	45	\$4,558,050	\$289,425	5	\$458,000	\$110,100
UNDER INVESTIGATION	5	\$3,942,000	\$391,200	0		
UNDETERMINED	12	\$905,000	\$188,350	2	\$46,500	\$10,000
STRUCTURE FIRES TOTAL	92	\$19,574,450	\$3,256,375	7	\$504,500	\$120,100
VEHICLE FIRES						
ACCIDENTAL	5	\$245,368	\$100,000	0		
INCENDIARY	62	\$362,427		2	\$1,000	
UNDER INVESTIGATION	2			0		
UNDETERMINED	10	\$30,782		1	\$5,000	
VEHICLE FIRES TOTAL	79	\$638,577	\$100,000	3	\$6,000	
ATTEMPTS TO BURN	5	\$3,738	\$35	0		
OTHER INCIDENTS	87	\$279,950	\$5,920	10	\$30,050	\$550
STRUCTURE FIRES						
COMMERCIAL	41	\$8,025,300	\$1,455,000	2	\$22,000	\$10,100
RESIDENTIAL	51	\$11,541,650	\$1,801,375	5	\$482,500	\$110,000
STRUCTURE FIRES TOTAL	92	\$19,566,950	\$3,256,375	7	\$504,500	\$120,100
GREATER ALARMS						
2ND ALARMS	16			0		
3RD ALARMS	1			0		
4TH ALARMS	1			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	18			0		
OTHER						
ARRESTS	24			1		
DEATHS	4			0		
INJURIES	38			1		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	207			15		