

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, February 10, 2016 - 9:00 a.m.

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

AGENDA

Item No.

1. ROLL CALL

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

2. GENERAL PUBLIC COMMENT

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

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on January 27, 2016

4. RESOLUTION 2016-01 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2016-01, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$25,000 from AAA Northern California, Nevada & Utah for NERT supplies and public safety education programs and materials.

5. RESOLUTION 2016-02 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2016-02, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$12,000 from Fireman's Fund Insurance Company for the development of a recruitment training video.

6. RESOLUTION 2016-03 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2016-03, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$54,729 from the Estate of Nguey Woo, to be allocated for the purchase public education and outreach materials in conjunction with the Fire Department's 150th Anniversary.

7. RESOLUTION 2016-04 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-04, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$72,400 from the Pastor Revocable Trust, to be allocated for the purchase public education and outreach materials in conjunction with the Fire Department's 150th Anniversary.

8. DRAFT OPERATING BUDGET – FISCAL YEARS 2016-2017/ 2017-2018

[Discussion and possible action]

Discussion and possible action to adopt the Fire Department's Operating Budget for Fiscal Years 2016-2017/2017-2018.

9 CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of January 27, 2016, including Fiscal Year 2015-2016 budget, staffing changes, academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS

Report on overall field operations, including to greater alarm fires, Emergency Medical Services, the Bureau of Fire Prevention & Investigation, and the Airport Division and Super Bowl 50 Review.

10. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the February 24, 2016 regular meeting.

11. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

DRAFT FIRE COMMISSION REGULAR MEETING
MINUTES

Thursday, January 27, 2016 – 5:00 p.m.

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

The audio recording has been uploaded to the FC Website at:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=24560

President Covington called the meeting to order at 5:02 PM.

1. ROLL CALL

Commission President	Francee Covington	Present
Commission Vice President	Ken Cleaveland	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzeles	Deputy Chief - Operations	
Raemona Williams	Deputy Chief – Administration	
Dan DeCossio	Bureau of Fire Prevention	
Richard Brown	Bureau of Fire Prevention	
Jeff Columbinie	Division of Training	
Jeff Myers	EMS	
Assistant Chiefs	Division 2	
	Division 3	
Staff		
Mark Corso	CFO	
Jesusa Bushong	Personnel Officer	

2. PUBLIC COMMENT

Michael Petrelis spoke regarding his advocacy of the use of Firehouse toilets for the homeless. He urged the Department to post signage of the times the firehouse public toilets are open for public use. He submitted a flyer that he passed out to the homeless stating the times the firehouse toilets are open for everyone to use. It lists the four fire stations closest to “tent city” at Mission and Division Streets.

Bill Wilson also spoke regarding access for the homeless to use fire station bathrooms. He added that after visiting several fire stations, he came away with a greater appreciation for how caring and compassionate the people who are employed by the fire department are. He also mentioned the letter received from Mark Gonzales. He added that they are not asking for a new policy, but that the policy that exists be made known to the people who might need to use it. He also stated that signage would be appreciated.

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

Discussion and possible action to approve meeting minutes.

- a. Minutes from the regular meeting on January 13, 2016.

Vice President Cleaveland Moved to approve the January 13, 2016 regular meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

4. RESOLUTION 2016-01 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-01, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$54,729 from the Estate of Nguey Woo, to be allocated for the purchase public education and outreach materials in conjunction with the Fire Department's 150th Anniversary.

President Covington continued this item to the next Commission meeting. Commissioner Hardeman Moved. Vice President Cleaveland Seconded. The Motion passed unanimously.

5. RESOLUTION 2016-02 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-02, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$72,400 from the Pastor Revocable Trust, to be allocated for the purchase public education and outreach materials in conjunction with the Fire Department's 150th Anniversary.

President Covington called for a motion to continue this item to the next Commission meeting. Commissioner Hardeman Moved. Vice President Cleaveland Seconded. The Motion passed unanimously.

6. RESOLUTION 2016-03 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-03, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$12,000 from Fireman's Fund Insurance Company for the development of a recruitment training video.

President Covington continued this item to the next Commission meeting. Commissioner Hardeman Moved. Vice President Cleaveland Seconded. The Motion passed unanimously.

7. RESOLUTION 2016-04 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2016-04, recommending that the Board of Supervisors authorize the San Francisco Fire Department accept a gift of \$25,000 from AAA Northern California, Nevada & Utah for NERT supplies and public safety education programs and materials.

President Covington continued this item to the next Commission meeting. Commissioner Hardeman Moved. Vice President Cleaveland Seconded. The Motion passed unanimously.

8. DRAFT OPERATING BUDGET – FISCAL YEARS 2016-2017/ 2017-2018 [Discussion]

Submission of draft operating budget for Commission review and discussion.

Mark Corso's Budget Presentation is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Commission%20Presentation%20-%20Budget%20Discussion%2016%2001%2027.pdf>
<http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/SF%20Enhancements%20160127.pdf>

Mr. Corso gave a brief overview of last year's budget. He described the budget process and mentioned that back in December, the Mayor's Office provided budget instructions to all city

departments and along with the controller's office and the Board of Supervisors budget analyst, released their joint report which took a look at the fiscal health of the city over the next five fiscal years. That report showed that even given the projected revenue increases that are expected to continue over the next few years, the city's expenditure obligations are surpassing those revenue goals which is mainly due to an increase in projected pension system obligations of the City. He added that the Mayor's office is instructing departments to take a one and half percent reduction in the first year, and a cumulative additional one and a half percent reduction in the second year, which equals about \$866,000.00 in the first year, and about 1.7 million dollars in the second year. He stated that during the Budget Committee meetings there has been reluctance to agree to reductions. Mr. Corso went on to recap the overall timeframe for the budget as outlined in the attached presentation.

Vice President Cleaveland suggested coming up with a priority list for the enhancements. He asked if there has been any thought about how to apply the one and half percent reduction. Mr. Corso answered there are a few possibilities, but there is a hesitancy to submit reductions given the level of needs that the Department has, but is something that can be further discussed. Vice President Cleaveland asked if the Investigations Unit is a priority, as it's something that the public is currently concerned about. Mr. Corso responded that it is a priority. Vice President Cleaveland also asked if there will be funding for outreach to communities for education on how to prevent fires. Mr. Corso answered in the affirmative.

Commissioner Nakajo thanked Mr. Corso for his comprehensive presentation. He asked for clarification on the 16-17 COIT IT project proposals. Mr. Corso explained that some of the projects are multi-year projects that were started last fiscal year and they are requesting additional funding for next year. Commissioner Nakajo commented that some of the IT equipment the Department has is archaic and he wants to be assured that the members get the equipment they need so it improves the level of service. He added that he thought it was interesting that the reoccurring themes of fleet, training and staffing come up over and over again and he agrees wholeheartedly that we need a fleet vehicle replacement program.

Commissioner Hardeman complimented Mr. Corso for the great job he is doing and stated that he is doing the job that he was born to do. He added that Mr. Corso detailed his presentation so efficiently with staff beforehand and he appreciates his ongoing efforts.

President Covington asked for more information on the restoration of Battalion 5 and what that will entail. Mr. Corso responded that quite a few years ago, there were reductions to the Department's operational budget that essentially closed Battalion 5. Given the growth of the city, and both from development and from a personnel perspective, the need for an additional battalion has come up. Chief Hayes-White added that the increase in call volume, as well as the growth in population of the city, they are interested in restoring that position. To restore the battalion would be to have a battalion chief working 24/7 covering a district. President Covington asked about the enhancements and recalled that last year the Department fared fairly well. Mr. Corso stated that there were no requests for reductions last year so they submitted a request for enhancements in the amount of somewhere between 12 to 15 million dollars and they were allocated 8 million over two fiscal years. President Covington asked for clarification on the funding source for items listed in Support Services. Mr. Corso responded the funding source for those projects are part of the general obligation bond, both ESER program and the Public Health program.

9 CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting of January 13, 2016, including Fiscal Year 2015-2016 budget, staffing changes, academies, strategic planning, 150th Anniversary update, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White's report covered information since the last meeting which was held on January 13th. She acknowledged the two Battalion Chiefs that were acting as Division Chiefs for the night, Kevin Taylor from Division 2 and Lorrie Kalos. From Division 3.

She stated that with regards to the budget, she would agree wholeheartedly with what Commissioner Hardeman said and she acknowledged the hard work of Chief Financial Officer, Mark Corso who works very diligently on presenting the budget and crunching all the numbers. She added that the Budget Committee has met twice since the last meeting on January 14th, and then again yesterday afternoon, which she attended. On January 20, 2016 she attended a meeting with Kate Howard, the Mayor's Budget Director, along with Mark Corso to talk about the path forward related to the budget requests that they will be submitting. She thinks collectively they have many priorities. The main priority is funding the fleet plan which the Commission has had the good vision of adopting as a resolution, but the frustration has been the lack of funding. In any case, they once again emphasized the need for adequate funding. She is cautiously optimistic that there will be some funding put toward the fleet plan and they will continue to follow up on that. She acknowledged the Commission's vested interest and how supportive of adequate funding for the fleet plan they are.

Chief Hayes-White announced that they received good news that the Health Bond which is scheduled for June of this year, where the Department is slated for 44 million dollars specified and earmarked for a new EMS facility to replace Station 49 which is located at 1415 Evans Street that the Department will receive an additional 14 million. She added that the Bond, if it was to pass in June, they are currently evaluating where the 14 million dollars would go towards, but she's confident that they will use the funding to continue the modernization and upgrade of all the fire Stations. She touched on staffing changes, as she reported at the last meeting and introduced the new Chief of the Division of Training, Jeff Columbini, they have conducted interviews for another vacancy that came up at the end of the year when Chief Carnes vacated the Airport Chief's position on December 31st and she announced the selection of Assistant Deputy Chief Rudy Castellanos to oversee the Airport Division. She asked Chief Castellanos to say a few words to the Commission and tell them little bit about himself and his career with the San Francisco Fire Department.

Assistant Deputy Chief Castellanos gave the following introduction:

He's been with the Fire Department for 28 and 1/2 years, the last eight or so as Battalion Chief. Recently he's been working in Battalion 7. He stated that he sat in front of the Commission a few meetings ago presenting the Surf Rescue Program. He is the Committee Chairman on the Surf Rescue Program. He spent some time at the Airport back in 2012 as the Training Chief for approximately a year and a half and left about three weeks shy of the Asiana disaster. He added that he is excited to be joining the staff of his fellow Assistant Deputy Chiefs and is excited to serve the Fire Department, and he looks forward to working with Chief Hayes-White, the Fire Commission, and the rest of the Command Staff.

Chief Hayes-White touched on the 119th Academy class that just started with 42 new members who will be joined in two weeks' time by an additional 12 members from Station 49. She stated that they are on track for the 120th Academy class and anticipate a starting date sometime in March. She mentioned that she attended the Strategic Planning Committee meeting on January 21st and they broke down into subcommittees. She added that former Commissioner Andrea Evans has been interested in remaining on that committee. She gave a brief update on the 150th Anniversary Committee meetings. The official kick off for the 150th Anniversary will begin with a NERT Drill on April 17, 2016 followed by the usual events on April 18th and special events throughout the year leading up to the main event on December 3rd. She added that some of the events include the commissioning of the fireboat, in which they intend to have a naming contest for K through 8 students, a film festival, and a volunteer day. They will capitalize on the Sunday streets events that have been very popular in the city by having a rolling display of the Departments past, present, and future; a civil celebration; and then a final event on December 3rd to cap off the celebration.

Chief Hayes-White touched on Super Bowl planning and acknowledged Chief Myers and Chief Francisco and everyone else who is working on this event for all of their long hours and good work they've put in.

Chief Hayes-White participated in observing a cone test to slow traffic in a couple of the corridors in the Excelsior. She, along with the Division of Support Services and Bureau of Fire Prevention wanted to make sure the members endeavoring to take an engine or truck where they are proposing to install traffic calming measures won't impact or impede the operations of the Department in responding to certain areas of the city.

Chief Hayes-White attended a meeting with the Mayor's Office, Dr. Yeh, the Department of Public Health and the two members from the department that have been selected to participate in the EMS 6 program which is to reach out to the homeless and making sure they are getting the proper resources that they need.

Chief Hayes-White announced that Firefighter Keith Baraka will be the new recruit coordinator.

Chief Hayes-White asked that President Covington adjourn the meeting in the memory of retired Firefighter Rocco Papapietro and William Del Monte, he last known 1906 earthquake survivor.

Vice Present Cleaveland thanked the Chief and congratulated Chief Castellanos on his promotion.

Commissioner Nakajo asked if an analysis was conducted in terms of the extra 14 million from the ESER bond. Chief Hayes-White answered yes, but the goal is to continue the work of modernizing and updating the fire stations. Commissioner Nakajo was wondering if they have had any opportunity or are planning on reaching out to the Mission District Community to continue the dialogue that was presented at the last Commission meeting in terms of what's real and what's going on. Chief Hayes-White responded that she has personally reached out to Mr. Roberto Hernandez, and indicated a willingness and desire on the Department's part to reach out in the Mission District and his constituents. They have exchanged messages and she suggested meeting any time after February 7th, Super Bowl planning and she will continue to follow up. Commissioner Nakajo went on to extend congratulations to Chief Castellanos, in his appointment as the Airport Chief.

President Covington also congratulated Chief Castellanos. She asked Chief Hayes-White if there was a breakdown of the members of the 119 Academy Class. Chief Hayes-White explained she does have a breakdown, but did not bring it with her and would provide it when she returned to the office.

There was no public comment.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance, Support Services, Homeland Security and Training within the Department, including update on Bayview Hunter's Point/Candle Stick Station and Treasure Island Training Facility replacement.

Chief Raemona Williams' Administrative report was for the month of January, 2016. She touched on Homeland Security under the supervision of Assistant Deputy Chief Shane Francisco. She mentioned that Chief Francisco has a heavy workload as he continues to attend meetings and work tirelessly on the planning of the upcoming Super Bowl 50 events. She stated that the AFG Grants were submitted on January 15th and will be used to fund the extrication tools for all trucks, engines, and the EMS 6 vehicle which is a community paramedic non-transport vehicle.

She reported that the K-9 program has recently passed part one of their certification test and the next test component will also include compulsory skills and tasks and they hope to increase the K-9 unit to include three K-9s and handlers. She stated that the Stress Unit has had a very busy winter and they continue to do a tremendous job providing service to all the Department members. She reported that they participated in the Bay Ferry IV Exercise on January 20th with four ferries and that Rescue Boat One participated in the drill. She touched on the Assignment Office, under the supervision of acting Captain Rob Neuneker, and that staff is busy preparing for the upcoming overtime for staffing the week of Super Bowl 50. She stated that acting Captain Sheila Hunter, conducted 28 random alcohol and drug tests and all results were negative. With regards to the Training Division with Assistant Deputy Chief Jeff Columbini, the 119th recruit academy with 42 H-2 firefighters started this week and they will be joined by 12 members from Station 49 in two weeks. She stated that they have acquired the use of the naval library on Treasure Island which they have been able to utilize for active shooter drills and two building on our Yerba Buena Island to utilize for below grade drills. Chief Columbine explained how the use of these buildings will benefit members in specialized training.

Chief Williams added that prior to the start of the recruit academy they have been working with the training staff to become an accredited academy. Part of that process is the instructors have been taking State certified courses that will ensure they meet all of the requirement needs as instructors in the accreditation process to instruct, and as required in the accreditation process for the academy.

Chief Williams talked about Support Services, with Assistant Deputy Chief Ken Lombardi, and stated that the construction of Pump Station 1, which is located at the Fire Department Headquarters, continues and construction is estimated to be completed in May of this year. She reported that the Clothing Depot has relocated to Station 49. She mentioned that the Department has contracted with an industrial hygienist from DPH, mainly to work with Airport Station 3 as well as all around health and safety and Cal OSHA compliance. She commented that facility status, under ESER 10, is finishing up with repairs on various projects throughout the department such as roofs, windows, showers, generators, etc., and many of the projects or repairs, are close to, if not completed already.

Chief Williams mentioned that ESER 14 will also be used for some of these similar repairs throughout the department that are still needed.

She mentioned that as far as the anticipated Bayview Hunter's Point and Candlestick stations are concerned, they have identified two possible locations that they may build those stations once they start the development in that area. As far as the fleet status is concerned, the department has transitioned to a renewable diesel for the entire fleet and renewable diesel is currently located at all the fire station facilities, except the fireboat and the BOE Mobile Field Unit. She stated that the Treasure Island training facility replacement plan, at this time they're looking into the needs, specifications and the acreage that will be needed to house a training facility. A training facility of this caliber, they hope would continue to draw the needs from other Bay Area departments as they currently do.

Vice President Cleaveland asked Chief Francisco if they learned anything from the Ferry Drill. Chief Francisco responded yes and described the drill in detail and he would share the after action report when it was complete. Vice President Cleaveland also asked for clarification on the K-9 program. Chief Williams explained that they currently have one K-9 and handler and their goal is to have 4 of each. Chief Francisco added that Captain Peter Gross has become the Department's K-9 coordinator.

Vice President Cleaveland asked if there has been any additional conversations with the Developer about staying on Treasure Island and keeping our training facility on Treasure Island. Chief Hayes-White explained that they met this week with the Developer to talk about that very subject and there are plans for redevelopment in about an 8- to 10-year timeframe. She stated that they are exploring options, perhaps on YBI, as well as options in the City to make sure if we

are going to be moving off the Island that we can have a state-of-the-art facility. She added that she believes they will be able to stay there for an 8- to 10-year period but beyond that, they will need to identify another facility. She stated that the developer has been very helpful and she's very optimistic that when TIDA turns over parts of the Treasure Island and Yerba Buena Island to the Developer, they are more than willing to allow us to continue to train on their property until such time that they need to begin working on it for development and they're willing to at least help us explore different options at this point. Commissioner Nakajo added that it's important for us to have some kind of dialogue of where we're going to be because that day will come very soon.

Commissioner Nakajo inquired as to the planning and cost of the Super Bowl. Chief Francisco explained the layout of the festivities and what was expected in terms of the Department's role, including the command post being located at Pier 1. They confirmed that the Department will be well staffed and equipped for the events leading up to the Super Bowl.

Commissioner Hardeman asked for more information on the future fire stations at Hunter's Point/Candlestick Point area of the City. Chief Williams answered that they know there will be two fire stations in that area but they do not have a definite location. Commissioner Hardeman also acknowledged that the Commission was a big supporter of the K-9 pilot program a couple years ago and he is happy to hear it is expanding and hopefully, as the generations go on, and the dogs have to be replaced that they don't drop down in our number. He added that he was glad to hear that FEMA is responsible primarily for the cost of the K-9 program.

President Covington stated that she was happy to know that the Bay Ferry Exercise went well and also to learn of the tremendous cooperation with the news on Yerba Buena and Treasure Island. She added that it really means a lot to the Commission and to the rank and file that they have these opportunities for training. She mentioned that the naval library might be a very good place for people from San Mateo and all of the entities that use our training facility to come up and train there as well as they're always looking for new sites so that the K-9s don't get too familiar with a particular site. Chief Williams said she would look in to it.

President Covington asked for more information pertaining to the unique challenges that are presented by below grade homes. Chief Columbini explained that the biggest challenge is hanging the mindset of the members on how to fight fires when in 9 times out of 10 when they go to a fire the first engine on the scene wants to go through the front door and make a rescue as quick as they can and put it out. With below grade homes, if the level you come up on the road is really instead of the ground floor, it's the top floor and what happens is if the fire is in the floors below and we don't know that, we're really going into what we call a chimney effect. That stairwell is very dangerous to us so we've got to do it in different ways and identify straight off what we're dealing with, communicate that to the Chief in transit, all the other firefighters on the scene, and then know the safest way to go fight that fire. Below grade really isn't through the front door. It's finding another way to get below it and we have to be a little creative and there's a lot of thinking involved and a lot of decisions have to be made very quickly but they've got to be done correctly or we're going to get people hurt.

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

Discussion regarding agenda for the February 10, 2016 regular meeting.

- Draft Operating Budget Presentation
- 4 Resolutions carried over from this meeting

11. ADJOURNMENT

President Covington adjourned the meeting in the memory of retired firefighter Rocco Papapietro who retired February 1, 1991 and William Del Monte, the last known San Francisco 1906 earthquake survivor at 7:02 p.m.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, January 29, 2016 3:08 PM
Subject: General Order 16 A-08, EMS-6 Team
Attachments: Attach A - Guidelines for Special Calling EMS-6.pdf; Attach B - EMS-6 Frequently Asked Questions.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 16 A-08
January 29, 2016

From: Chief of Department
To: Distribution List "A"
Subject: EMS-6 Team
Reference: Rules & Regulations, Section 402
Enclosures: Attachment "A" – Guidelines for Special Calling EMS-6
Attachment "B" – EMS-6 Frequently Asked Questions

Officer Endorsement:
Section 1108 – R & R

1. EMS-6, a collaborative project between the San Francisco Fire Department and the Department of Public Health, will go into service on January 30, 2016.
2. The goal of EMS-6 is to improve the health and stability of vulnerable individuals who our members encounter in the 911 system by connecting them with social, psychological and medical resources.
 - a. The EMS-6 Team will consist of an H-33 EMS Captain and an Outreach Specialist from the Department of Public Health.
 - b. Hours of operation will be 1200-2400, seven days a week.
 - c. EMS-6 is available on radio, email and mobile phone
 - i. Email address: fireems6@sfgov.org
 - ii. Mobile phone: 415-816-6739
3. All reports and requests regarding frequent 911 users should be directed to EMS-6 using the contact information provided.
- 4.
5. Guidelines for special calling EMS-6 in the field and answers to Frequently Asked Questions are attached.

Joanne Hayes-White

Guidelines for SFFD Personnel

Special Calling EMS6 for High-Utilizers of 911

The primary task of EMS6 is to address the needs of those who over-utilize 911. EMS6 will be comprised of a H-33 EMS Captain and a homeless outreach worker. Hours of operation will be 12:00 to 24:00, seven days per week.

High-Utilizers Defined

- Individuals that have called 911 **two** times or more (≥ 2) in the last **24 hours**.
- Individuals that have called 911 **four** times or more (≥ 4) in the last **30 days**.
- Individuals that have been identified by the Department of Public Health as high users of multiple systems (HUMS).

Companies and Ambulances that respond to High-Utilizers

- ✓ Conduct an ALS level assessment and treat the patient according to their medical condition.
- ✓ Prepare for transport if indicated. If the patient is to be transported, special call EMS6 to rendezvous with the patient at their destination.
- ✓ If it is anticipated that the patient will decline transport, either as a PDT or AMA, complete the ALS assessment and documentation. Special call EMS6 to the scene.
- ✓ If EMS6 is not in service, call (415) 816-6739 with the following information:
 - The reporting party's name, rank, and unit number.
 - Incident number, location and time of call.
 - Anticipated location of the patient if different than incident location.
 - Be sure that the patient care report is complete, as the PCR will be the source of the patient's contact and medical/social information.

The EMS6 EMS Captain will perform client interview, and assessment, review the patient's history of 911 and other system use, and will contact the client's medical care providers, in conjunction with mental health professionals and/or other allied service agencies. Available, existing resources that could benefit the client and reduce 911 utilization will be provided. EMS6 will follow up with the patient to ensure that the patient continues to participate in using these resources. Please note:

- The goal of EMS6 is to reduce 911 over-utilization **in the long term**. There are no quick fixes.
- Responding crews **must** conduct an ALS level assessment, treat the patient, transport if indicated, and complete documentation.

EMS SIX (EMS-6)

Executive Summary

The EMS SIX initiative is a joint project between the San Francisco Fire Department and Department of Public Health to provide non-emergency services to vulnerable people who rely on 911 for their health, social and psychological needs.

Emergency responders and the 911 system are dedicated to provide assistance to all. The emergency care system is also the "safety net" point of access for many who suffer from difficult chronic medical, social and psychological conditions. For some, these situations might not be considered an emergency. But for marginalized individuals who experience disparities in healthcare access, the 911 emergency medical system may be the only way to get help.

The EMS-6 Team consists of a SFFD H-33 EMS Captain and DPH outreach specialist who can assist and stabilize people who need 911 emergency services frequently. This Team will perform an assessment in the field and with the help of a multidisciplinary team of social workers, nurses and physicians create a care plan that will both address the immediate needs of the client and help to prevent future emergencies.

The overall goal is to improve the health and stability of vulnerable individuals who depend on the 911 system and connect them with social, psychological, and medical resources.

Frequently Asked Questions (FAQ):

What does "EMS-6" mean?

EMS-6 has a dual meaning: A SFFD-DPH pilot outreach program initiated in 2004 used the radio unit designation *EMS-6*. Additionally, EMS SIX also refers to the sixth system function of Emergency Medical Services, as defined by the National Highway Traffic Safety Administration "*Star of Life*"—the transfer to definitive care. The EMS-6 Team is primarily focused on building the essential linkages to care that are often lacking for people who frequently depend on the emergency medical system.

Who will staff the EMS-6 Team?

During any operational period, the Team consists of two members: a SFFD H-33 EMS Captain and a DPH Outreach Specialist from the SF Homeless Outreach Team.

During what hours of the day and days of the week will the EMS-6 Team be available?

EMS-6 will be available from noon to midnight (1200-0000), seven days a week. The Team will provide same day follow up if needed for clients that are encountered outside of that time period.

Where will the EMS-6 Team be deployed?

EMS-6 is based at Station 49 (1415 Evans Street) and is dynamically deployed to calls throughout the city as needed. A geographic analysis of likely calls indicates that the highest concentration of EMS-6 calls will be in the downtown corridor of the city.

Will the EMS-6 team also respond to high acuity incidents?

The EMS-6 Team is equipped with medications and equipment to serve as a first responder unit for high acuity 911 calls in the vicinity. However, EMS-6 will not be automatically dispatched to an incident unless specifically requested. This will allow the EMS-6 Team to focus its primary goal of addressing non-acute clients and also provide an additional layer of patient safety if a medical emergency develops.

Who oversees EMS-6 program protocols?

The EMS-6 program operates under existing San Francisco EMS Agency Policies and Protocols and both SFFD and DPH departmental policies and procedures. The SFFD Medical Director provides medical oversight and an EMS-6 Steering Committee will provide overall program direction.

What is the timeline for implementation?

Planning has been ongoing and the program is anticipated to begin on January 30, 2016.

CC'S TO THE COMMISSION

Via Facsimile and U.S. Mail

February 4, 2016

Joanne Hayes-White, Chief
San Francisco Fire Department
CITY AND COUNTY OF SAN FRANCISCO
698 Second Street
San Francisco CA 94107

Dear Chief Hayes-White,

Recent meetings with the Rescue Captains staffing Station 49 have brought numerous staffing issues to our attention, most notably the need for additional supervisory positions there. Local 798 has long argued that the most pressing problem facing Station 49 is the workload of the Rescue Captains on duty. As such, it is our position that an additional Rescue Captain be added immediately...the workload is unsustainable at the current levels. It is also the position of Local 798 that changing the shift to 12 hours will do absolutely nothing to change the workload whatsoever.

Here is the current breakdown of the facility and the "times on task" for the sole supervisory officer at Station 49:

Staff and Facilities

- One Rescue Captain on duty, 235 employees assigned to St. 49
- 90 Station 49 members working per day
- 20 to 30 Ride-Alongs per day (H8's in training, H2's in training, paramedic interns, EMT Ride Alongs, Med student Ride Alongs, etc.)
- 49 Ambulances, Ebola Unit, Bariatric Unit
- 8 to 10 ambulances in the shop on any given day
- 45 ambulance shifts per day
- Biomed Position staffed by light duty personnel
- EMS Section Chief
- EPCR support
- Gurney Repair
- BOE Supplies
- Clothing Depot

Workload

-100 phone conversations	4 min. each	6.5 hours
-90 Narcotic Exchanges	3 min. each	4.5 hours
-17 Roll Calls	10 min each	2.75 hours
-6 Vehicle changeovers	10 min each	1 hour
-Clerical (Trade forms, OT, etc.)		2 hours
-Daily info updates (General orders, EMS memos)		2 hours
-Open door or gate 30-35 times (ride alongs, etc.)		1 hour
-50 face to face employee talks	1 min each	.75 hour
-2 Reports (injury, accident)	30 min each	1 hour
-2 EPCR coaching sessions	15 min each	.5 hour

These duties listed above do not include other ancillary issues that occur. Issues such as phones going down, the CAD going down, fuel pump breaking down, narcotics safe failure, plumbing failures, accidents in parking lot, Evans St gate failure, "failure to report" of an employee, etc. Nor do the duties listed above include special projects or events like the Super Bowl, New Years Eve prep, projects and tasks assigned by the EMS Section Chief, etc.

It is clear that this station is woefully understaffed in its current state. Changing the schedule will not change the workload. Currently, our Arson unit is staffed with a daytime Captain and two 24-hour investigators. Our Bureau of Equipment is staffed with a daytime Captain and two 24-hour BOE members. Station 49 deserves an increase in staffing immediately. This workload has been untenable for years and the staffing model should mimic other similar units we staff citywide.

Sincerely,

Thomas P. O'Connor, Jr.
President, Local 798

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

February 1, 2016

Re: Commission & Board FY14/15 & FY15/16

Dear Commission Presidents:

In an effort to ensure each appointive body meets the Charter mandate to keep current a report outlining its areas of jurisdiction, purpose and goals, I respectfully request that your Commission send to my office your electronic Fiscal Year 2014-2015 Statement of Purpose and Annual Report. Please also include a date by which I may expect to receive your Fiscal Year 2015-2016 Reports.

As a reminder, San Francisco Administrative Code Section 1.56 requires that every Board and Commission prepare and keep current an Annual Statement of Purpose that provides a general summary of the department's services, and any highlights and achievements of the prior year that the department wishes to include, subject to review and approval by the Mayor and the Board of Supervisors (Charter Section 4.102(2)). These reports must be presented in terms and a format that is accessible to the average citizen and they shall be posted on the Commission's website within 10 days of final approval of the report.

Should you have any questions, please me at (415) 554-7940 or Nicole.Elliott@sfgov.org.

Sincerely,

A handwritten signature in cursive script that reads "Nicole A. Elliott".

Nicole A. Elliott

cc: Department Heads
Commission Secretaries

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 – January 2016

DATE: February 2, 2016

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from January 1 thru January 31, 2016.

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

Daniel de Cossio

1. BUREAU OF FIRE PREVENTION

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

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

BFP - January 2016				
Fiscal Year 2015–2016	As of January 31, 2016			Projected Year-End
Revenue Program	Budgeted Amount 15–16	Actual Revenue	Percent of Budgeted Amount	
Plan Review Fees	6,099,000.00	5,306,789.00	149.16%	9,097,352.57
Fire Administrative Citation		2,000.00		3,428.57
Construction Inspection Fees	1,750,000.00	1,063,615.00	104.19%	1,823,340.00
Fire Dept. Permits	1,050,000.00	533,323.00	87.07%	914,268.00
False Alarm Fees	220,500.00	240,750.00	187.17%	412,714.29
Referral Inspections	185,175.00	119,263.00	110.41%	204,450.86
Waterflow Information	146,875.00	102,275.00	119.37%	175,328.57
Miscellaneous Fees	1,500.00	16.00	1.83%	27.43
Pre-Application Fees	141,250.00	71,150.00	86.35%	121,971.43
Re-inspection Fees	30,000.00	15,303.00	87.45%	26,233.71
Revenue Programs Subtotal	9,624,300.00	7,454,484.00	132.78%	12,779,115.43
High-Rise Annual Inspection Fees*	1,820,000.00	957,675.00		1,820,000.00
Annual Permit Renewal Fees*	1,795,000.00			1,795,000.00
Fire Residential Inspection Fees	627,041.00	378,348.00		627,041.00
Revenue Programs Total	13,866,341.00	8,790,507.00		17,021,156.43
Projected Surplus/Deficit			123%	3,154,815.43
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,073,859.00	947,801.00	126,058.00	

FAMIS—February 2, 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 01/01/2016 To 01/31/2016

YTD 07/01/2015 To 01/31/2016

01/01/2016 To 01/31/2016

	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES	30	\$12,608,000	\$3,503,000	3	\$185,000	\$65,000
ACCIDENTAL						
INCENDIARY	16	\$191,700	\$66,850	7	\$29,600	\$60,050
UNDETERMINED	8	\$523,000	\$151,000	1	\$20,000	\$10,000
STRUCTURE FIRES TOTAL	54	\$13,322,700	\$3,720,850	11	\$234,600	\$135,050
VEHICLE FIRES	5	\$13,800		1	\$1,500	
ACCIDENTAL						
INCENDIARY	38	\$207,818		3	\$13,900	
UNDETERMINED	4	\$33,700	\$500	0		
VEHICLE FIRES TOTAL	47	\$255,318	\$500	4	\$15,400	
ATTEMPTS TO BURN	3			1		
OTHER INCIDENTS	68	\$298,361	\$4,546	5	\$31,611	
STRUCTURE FIRES	15	\$3,673,000	\$1,951,500	5	\$100,500	\$70,000
COMMERCIAL						
RESIDENTIAL	39	\$9,649,700	\$1,769,350	6	\$134,100	\$65,050
STRUCTURE FIRES TOTAL	54	\$13,322,700	\$3,720,850	11	\$234,600	\$135,050
GREATER ALARMS	11			0		
2ND ALARMS						
3RD ALARMS	2			0		
4TH ALARMS	0			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	13			0		
OTHER	17			3		
ARRESTS						
DEATHS	4			0		
INJURIES	16			2		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	146			14		

RESOLUTIONS

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

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



698 Second Street
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Telephone 415.558.3451
Fax 415.558.3413
Maureen Conefrey, *Secretary*

RESOLUTION 2016-01

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A
GIFT IN THE AMOUNT OF \$25,000 FROM AAA NORTHERN CALIFORNIA,
NEVADA & UTAH FOR FOR NERT SUPPLIES AND PUBLIC SAFETY
EDUCATION PROGRAMS AND MATERIALS**

WHEREAS, AAA Northern California, Nevada & Utah has gifted the San Francisco Fire Department an amount of \$25,000 as part of its partnerships with first responders; and,

WHEREAS, The purpose of this donation was for the purchase of hard hats and disaster kits for NERT graduates as well as supplies, fire safety education materials and fire safety training programs; now, therefore, be it

RESOLVED, That the Fire Commission recommends the Board of Supervisors approve the gift and authorize the Chief of the Fire Department to retroactively accept the gift of \$25,000 from AAA Northern California, Nevada & Utah for use by the San Francisco Fire Department for its NERT program and for fire safety materials; And, be it

FURTHER RESOLVED, That the Fire Commission and Fire Department extend their gratitude to AAA Northern California, Nevada & Utah for the gift to the City and County of San Francisco in support of the Fire Department and public safety.

Adopted at the Regular Meeting of the San Francisco Fire Commission on February 10, 2016.

Ayes:
Nays:

Maureen Conefrey, Commission Secretary

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

Francee Covington , *President*
Ken Cleaveland, *Vice President*
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RESOLUTION 2016-02

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A
GIFT IN THE AMOUNT OF \$12,000 FROM FIREMAN'S FUND INSURANCE
COMPANY FOR THE PURPOSE OF DEVELOPING A RECRUITMENT VIDEO**

WHEREAS, Fireman's Fund Insurance Company has gifted the San Francisco Fire Department a check in the amount of \$12,000 as part of its Heritage Program; and,

WHEREAS, The purpose of the Heritage Program is to support firefighters for safer communities; and

WHEREAS, The Fire Department's intent for the use of these funds is to develop a recruitment video for the Department in its outreach efforts; now, therefore, be it

RESOLVED, That the Fire Commission recommends the Board of Supervisors approve the gift and authorize the Chief of the Fire Department to retroactively accept the gift of \$12,000 from Fireman's Fund Insurance for use by the San Francisco Fire Department to develop a recruitment video; And, be it

FURTHER RESOLVED, That the Fire Commission and Fire Department extend their gratitude to Fireman's Fund Insurance Company for the gift to the City and County of San Francisco in support of the Fire Department and public safety.

Adopted at the Regular Meeting of the San Francisco Fire Commission on February 10, 2016.

Ayes:

Nays:

Maureen Conefrey, Commission Secretary

FIRE COMMISSION
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RESOLUTION 2016-03

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A
GIFT OF \$54,972.09 FROM THE ESTATE OF NGUEY WOO TO BE
ALLOCATED FOR THE PURCHASE OF PUBLIC EDUCATION AND
OUTREACH MATERIALS IN CONJUNCTION WITH THE FIRE
DEPARTMENT'S 150TH ANNIVERSARY.**

WHEREAS, The San Francisco Fire Department was contacted by the Law Offices of Witherspoon & Siracusa; and,

WHEREAS, The San Francisco Fire Department learned that it was listed as a beneficiary of the will of Nguey Woo and pursuant to the will was to receive a share of the estate; and

WHEREAS, The San Francisco Fire Department received a check in the amount of \$54,922.09 from the Law Offices of Witherspoon & Siracusa as a distribution of the estate; and

WHEREAS, Upon acceptance of these funds, the San Francisco Fire Department will use the funds to purchase educational and outreach materials to be distributed as part of the Department's 150th Anniversary celebration; now, therefore, be it

RESOLVED, that the Fire Commission hereby recommends that the Board of Supervisors approve and authorize the Chief of the Fire Department to accept \$54,972.09 pursuant to the Order for Final Distribution of the Estate of Nguey Woo for the San Francisco Fire Department's Gift Fund

Adopted at the Regular Meeting of the San Francisco Fire Commission on February 10, 2016.

Ayes:
Nays:

Maureen Conefrey, Commission Secretary

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

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



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Maureen Conefrey, *Secretary*

RESOLUTION 2016-04

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A
GIFT OF \$72,400.00 FROM THE PASTOR REVOCABLE TRUST TO BE
ALLOCATED FOR THE PURCHASE OF PUBLIC EDUCATION AND
OUTREACH MATERIALS IN CONJUNCTION WITH THE FIRE
DEPARTMENT'S 150TH ANNIVERSARY**

WHEREAS, The San Francisco Fire Department was contacted by the Law Offices of Corey & Corey; and,

WHEREAS, The San Francisco Fire Department learned that it was listed as a beneficiary of the Pastor Revocable Trust and the estate of Russell Pastor and pursuant to the trust was to receive a share of the estate; and

WHEREAS, The San Francisco Fire Department received two checks totaling the amount of \$72,400.00 from the Law Offices of Corey & Corey as a distribution of the estate; and

WHEREAS, Upon acceptance of these funds, the San Francisco Fire Department will use the funds to purchase educational and outreach materials to be distributed as part of the Department's 150th Anniversary celebration; now, therefore, be it

RESOLVED, that the Fire Commission hereby recommends that the Board of Supervisors approve and authorize the Chief of the Fire Department to accept \$72,400.00 pursuant to the Order for Final Distribution of the Pastor Revocable Trust for the San Francisco Fire Department's Gift Fund

Adopted at the Regular Meeting of the San Francisco Fire Commission on February 10, 2016.

Ayes:
Nays:

Maureen Conefrey, Commission Secretary

DRAFT OPERATING BUDGET