

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, October 25, 2017 – 5:00 p.m.

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

DRAFT 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. ANNOUNCEMENTS

The next regular Fire Commission meeting is scheduled for November 8, 2017 at City Hall in Room 416 and after that, December 13, 2017 at City Hall in Room 400. There are no meetings scheduled for November 22, 2017 or December 27, 2017.

3. 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.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on October 11, 2017, 2017.

5. APPROVAL TO SEND F LETTER FROM COMMISSION IN SUPPORT OF THE ALISA ANN RUCH BURN FOUNDATION AND SFFISE TO SUPERVISOR SAFAI *[Discussion and possible action]*

Approval to send letter to Supervisor Safai in support of the Alisa Ann Ruch Burn Foundation and San Francisco Fire in Safety Education.

6 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 of October 11, 2017 including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF RAEMONA WILLIAMS
Report on the Administrative Divisions, Fleet and Facility status, including updates on Station 35 and the Training Facility on Treasure Island, Finance, Support Services, Homeland Security and Training within the Department.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting of October 11, 2017.

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

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

9. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
MINUTES**

Wednesday, October 11, 2017 - 9:00 a.m. – 12:00 p.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416, San Francisco, California, 94102

The Video can be viewed by clicking this link:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=28945

President Cleaveland called the meeting to order at 9:02 AM.

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
Mark Gonzales	Deputy Chief – Operations	
Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Shane Francisco	Homeland Security	
Andy Zanoff	EMS	
Jeff Columbini	Division of Training	
Kai Ali	Airport Division	
Assistant Chiefs		
Ken Yee	Division 2	
Nicol Juratovac	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	
Dr. Clement Yeh	Medical Director	

2. PUBLIC COMMENT

Tom Fogle from Local 798 spoke about the members, active and retired, that have been affected by the North Bay fires and stated that they have teamed up with Local 1401 in Santa Rosa and set up an International Association of Firefighters relief fund for assistance to those affected.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on September 27, 2017.

Commissioner Hardeman Moved to approve the above meeting Minutes. Vice President Nakajo Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

4. CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE

Report on current issues, activities and events within the Department since the Fire Commission meeting on September 27, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public and introducing the 4 San Francisco Fire Department members that were finalists on the TV series "F Word".

Chief Hayes-White reported on events since the last meeting on September 27, 2017. She mentioned that the 2017/18 first quarter budget was completed and on track and moving forward with the initiatives related to funding equipment and fleet plans. They anticipate the arrival of eight new fire engines in the coming weeks. With regards to academies, she mentioned that the 123rd class is in their third week and acknowledged the excellent work the Division of Training does during the 20-week academy. She added that they are looking at a March 2018 timeframe for the 124th academy class. Chief Hayes-White gave an overview of the fast moving North Bay Fires and acknowledged all of the members that are currently in the North Bay and that they have canvassed all active duty members who have been affected by the fires. She mentioned that they are aware of one active member that lost their home, along with a number of retired members and her thoughts go out to all those families. She highlighted the strike teams, led by Chief Siragusa that were deployed, including the first time in the history of the SFFD, an ambulance strike team was deployed, in which Chief Zanoff weighed in and assisted with that deployment.

Chief Hayes-White touched on other activities and events since the last meeting, including a meeting with the new Chief Executive Officer and President of the Chamber of Commerce, Tallia Hart. She mentioned that Chief Raemona Williams represented the Department in Sacramento at the California Firefighters Foundation Memorial for firefighters who died, including retired Firefighter Denise Elarms and Firefighter Jalal Aineb. She touched on Fleet Week activities, the Italian Heritage Parade and the Irish, Israeli, Italian dinner where they honored Chief Anthony Rivera as Firefighter of the Year. She concluded her report by asking the members who competed in the TV series "The F Word" cooking show, to come and speak about their experience on the show. She mentioned that she was very proud of them. Members Sean Visser, OJ Leonardo and Brian Jessen spoke about their experience on the show and the Commissioners thanked them and congratulated them for representing the Department and stated how proud they were of them. It was mentioned that member Garrett Luciere was not able to attend the Commission meeting but that they were appreciative of all four of the members.

Commissioner Veronese mentioned that in regards to the early warning system that it would be great to get a report on what sort of early warning systems are out there in case there was similar fires as the North Bay fires or an earthquake in San Francisco. He wants to make sure that San Francisco is getting the right type of early warning.

Chief Hayes-White announced that a NERT drill is scheduled for the weekend at Everett Middle School at 9:00 a.m. and that in honor of Fire Prevention Week, where the theme is "every second counts, plan for two ways out", the SFFD will be holding open houses at all Fire Stations and invited everyone to attend.

Commissioner Hardeman thanked Chief Hayes-White for her report and was happy to hear they went to capacity on helping out the North Bay. He mentioned what a wonderful event he attended on Monday on the USS Essex and that the food was remarkable.

Commissioner Covington thanked Chief Hayes-White for her report and was happy to hear there are 54 members in the current academy class. She received confirmation on the 58 members that were sent to the North Bay fire, and that typically, strike teams can be deployed for 14 days before they send up relief teams. Chief Hayes-White confirmed that all crews are safe and healthy at the moment. Commissioner Covington confirmed that all apparatus are sufficiently equipped with required accoutrements.

There was no public comment.

REPORT FROM OPERATIONS, DEPUTY CHIEF MARK GONZALES

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

Chief Gonzales reported on events from the month of September, 2017. He stated that during the month of September, they had two second alarms and a total of 10 working fires. He described the first second alarm that occurred on September 22, 2017 at 125 Cambon Drive and that AC Juratovac was the incident commander and crews did a great job. The other second alarm was also in a high-rise at 350 Arballo on September 29, 2017 and Chief Storti was Incident Commander. Chief Gonzales gave a brief synopsis of what was occurring at the North Bay fires including the loss of 2,000 structures, 17 deceased people with 200 people still missing. He also mentioned that San Francisco has an alert system, including the broadcast system they test every Tuesday at noon as well as cell phone alerts you can subscribe to by texting AlertSF to 888777. He explained how they rotate strike team crews so they can get rest and the need for additional equipment such as SCBA's and hose, although they are much better off than they were two years ago.

President Cleaveland asked if there was a way to use the Fire Reserves as backup personnel in the firehouses in order to relieve some of the firefighters sent out with the strike teams. Chief Gonzales stated that historically the fire reserves are qualified to pick up hose to do outside operations but they do not respond to emergency incidents and from a liability standpoint, they can't put them in harm's way.

Commissioner Covington asked Chief Zanoft to explain the ambulance strike team that responded to the North Bay fires. Chief Zanoft explained that they received a call from the DEM duty officer about 1:00 a.m. and they treated it like the suppression side does as an immediate need, which means they took people that were working that day and stocked three of the ambulances with as much supplies as they could and under the supervision of Captain Kevin Chocker they headed out within 2 hours of the call. They were originally sent to Napa to meet with the AMR command post and were rerouted to Santa Rosa to assist with evacuations at Sutter Santa Rosa and dispersed the patients to various hospitals in Vacaville and Vallejo and arrived back in San Francisco later that day. There was brief discussion on the ambulance bus and how they had it ready in less than an hour to head up north when they received word from Region saying that the resource was not needed anymore. Commissioner Covington confirmed that the ambulance bus requires a bus driver employed by Muni to operate it.

Vice President Nakajo stated that his heart and prayers go out to all the residents and firefighters affected by the North Bay fires and he appreciates the updates and he stated that it is important to

be part of mutual aid as well as have the responsibility to make sure that San Francisco is safe as well. He touched on what an extraordinary weekend it was in the City, including Fleet Week activities, Hardly Strictly Blue Grass festival and the wonderful weather.

President Cleaveland stated he appreciates everything the command staff and Department is doing to respond to the North Bay fires, and to stay ever vigilant and that the Commission will help to the extent that they possibly can while keeping in mind that we need to protect the citizens, residents, and visitors in San Francisco as well.

There was no public comment.

5. RESOLUTION 2017-04 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2017-04, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend Fiscal Year 2016 Fire Prevention and Safety Grant Program funding in the amount of \$215,380 from the Federal Emergency Management Agency for resources for the Fire Department's Youth Firesetter Prevention & Intervention Program.

Mark Corso gave a brief overview of the resolution. He stated that the project was approved for enhancements to the Department's Youth Fire Setters Prevention and Intervention program, which is under the Bureau of Fire Investigation's responsibility. The program addresses fire setting behaviors in youth, and they work closely with the schools. He added that there is a general fund match for the program of approximately \$11,000 which is absorbed by the Fire Department and the grant covers personnel costs for one additional position for a year, along with supplies for program materials.

Commissioner Covington was glad to hear that they had contractual help to assist with the grant application and she hopes they will continue to use contractual help, or at some point have a grant writer that is on staff.

Commissioner Covington Moved to recommend that the Board of Supervisors authorize the Resolution. Commissioner Veronese Seconded. The motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

There was no public comment.

6. COMMISSION REPORT [Discussion]

Report on Commission activities since last meeting of September 27, 2017.

President Cleaveland announced that the temporary storage facility at the Palace of Fine Arts for the antique apparatus has fallen thru for a couple of reasons, one being they were going to request that we move the rigs out twice during the three month period and also because it was contingent on allowing the public to see the rigs and for liability purposes, the Department had to decline the kind offer that commissioner Veronese had put together with the Palace of Fine Arts. Chief Hayes-White added that she knows it is an important issue, and that Commissioner Veronese personally has spent a lot of time on this issue, but she has some promising news and will be looking at some properties identified over at Treasure Island.

There was no public comment.

7. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the October 25, 2017 regular meeting.

- Presentation on Early Warning System Present/Future.
- Update on Pier 35
- Done update
- Update on Training Facility

There was no public comment.

8. PUBLIC COMMENT ON ITEM 9

Public comment on all matters pertaining to Item 9 below, including public comment on whether to hold Items 9 (b), (c) and (d) in closed session.

President Cleaveland called for public comment. No member of the public came forward and President Cleaveland closed public comment. A short recess was taken to clear the room.

9. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

a. VOTE ON WHETHER TO CONDUCT ITEMS 9(b), (c) and (d) IN CLOSED SESSION [Action]

The Commission may hear Items 9(b), (c) and (d) regarding personnel matters in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

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

The Commission went into closed session at 10:22 a.m.

b. EMPLOYEE DISCIPLINE CASE NO. 2017-07. Commission to consider and possibly take action on proposed stipulated settlement agreement concerning member’s suspension appeal filed on *June 27, 2017* appealing a 2-day suspension for the following alleged rule violations:

- Section 3921- Inattention to Duty
- Section 3939 – Loss of Damage of Tools and/or Equipment
- CD2 Memo 00-05 – Locking of Ambulances

c. EMPLOYEE DISCIPLINE CASE NO. 2017-02. Commission to consider and possibly take action on proposed stipulated settlement agreement concerning member’s suspension appeal filed on *March 1, 2017* appealing a 4-day suspension for the following alleged rule violations:

- Section 3909- False Reports

d. EMPLOYEE DISCIPLINE CASE NO. 2017-05. Commission to consider and possibly take action on proposed stipulated settlement agreement concerning member’s suspension appeal filed on *May 23, 2017* appealing a 2-day suspension for the following alleged rule violations:

- Section 2901- Journal & Log Book
- Section 3001 – Inspection, Maintenance, Service & Operation
- Section 3948 - Congregating

10. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION [Discussion] as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

The Commission reconvened in open session at 11:47 a.m.

In each of the three matters above, the Commission voted by a unanimous vote to approve the settlement agreements offered.

11. 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]*

Commissioner Covington Moved to not disclose discussions held in closed session. Commissioner Hardeman Seconded. The motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

13. ADJOURNMENT

Meeting adjourned at 11:48 a.m.

LETTER FOR APPROVAL

FIRE COMMISSION

City and County of San Francisco

Edwin M. Lee, Mayor

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



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

October 25, 2017

San Francisco Board Supervisor Asha Safai
City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, Ca 94102-4689

Dear Supervisor Safai,

I am writing to let you know that the San Francisco Fire Commission supports the work of the Alisa Ann Ruch Burn Foundation and the Firefighters in Safety Education program. We acknowledge the volunteers and the phenomenal job they do. This foundation and program provides students enrolled in the San Francisco School District with invaluable resources educating children in fire safety and burn prevention. When the children are presented with this information, they in turn, go on to educate family members about how best to protect themselves in the event of a fire. Therefore, the impacts of this Foundation and the Firefighters in Safety Education program are truly exponential. Not surprisingly, studies have shown that this program has directly contributed to a reduction in fire scene injuries to children. We urge you to provide funding to help these programs thrive. The value of fire safety education cannot be overstated, particularly in times like these of widespread fire disasters so close to home.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Ken Cleaveland
President, San Francisco Fire Commission

Cc: Fire Commissioners
Chief Joanne Hayes-White

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: Conefrey, Maureen (FIR)
Sent: Tuesday, October 10, 2017 7:48 AM
To: Commission, Fire (FIR); Conefrey, Maureen (FIR); Francee Covington (Fcovington@aol.com); Hardeman, Michael (michaelhardeman329@comcast.net); Joe Alioto Veronese; Ken Cleaveland (KenC@boma.com); Steve Nakajo (sknakajo@yahoo.com)
Subject: FW: General Order 17 A-52, Seasonal Influenza Vaccine
Attachments: 17 A-52 Attach A.pdf; 17 A-52 Attach BInstructions for Online Flu Vaccination Declination.pdf

FYI.

Maureen Conefrey
Fire Commission Secretary
(415) 558-3451

From: FireChief, Secretary
Sent: Friday, October 06, 2017 5:18 PM
Subject: General Order 17 A-52, Seasonal Influenza Vaccine

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-52
October 6, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Seasonal Influenza Vaccine
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" – Influenza (Flu) Vaccine Information Sheet
Attachment "B" – HRMS Vaccination Declination Form

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

1. The injectable seasonal influenza (flu) vaccine is now available. The San Francisco Fire Department will offer flu vaccines in the field beginning on Saturday, October 7, 2017. This season's flu vaccine provides protection against seasonal influenza viruses.
2. The injectable vaccine is composed of inactivated virus product and is approved for people 3 years of age and older, including healthy people with chronic medical conditions and pregnant women.

3. Individuals greater than 65 years of age are advised to obtain a “high dose” injectable formulation, which will be available soon. Once the Department Physician’s office receives its allotment a notice will be sent to the field.
4. The live-attenuated vaccine nasal spray has not been approved for distribution to the public as of the publication of this General Order.
5. If you are pregnant or you have a known allergy to thimerosal, a different formulation will be administered. Please call the Department Physician’s office at 415-558-3446 to receive the thimerosal-free vaccine. For additional information, refer to Attachment “A”, Influenza (Flu) Vaccine Information sheet.
6. All members are strongly encouraged to obtain the Flu vaccine. Immunization with an influenza vaccine will produce protective antibodies in most people and is highly recommended by the San Francisco Department of Public Health (DPH), Centers for Disease Control (CDC), and the Department Physician.
7. Officers shall refer to the Fire Calendar on a weekly basis for locations where the flu vaccine will be provided. For members unable to receive the vaccine during the scheduled distribution in the field, please schedule an appointment with the Department Physician’s office. All civilian members of the Department are encouraged to participate as well. Members in an off-duty status may receive the vaccine at any location that is convenient, but must also present their Department ID/badge for identification.
8. The Cal-OSHA Standard for Aerosol Transmittable Diseases mandates that waiver of the Seasonal Flu vaccination be documented. Members who wish to waive the vaccination will be required to complete a declination form electronically in HRMS and are to refer to Attachment “B” for instructions on how to decline.
9. Members assigned on Ambulance units may attend any Station close to their posting where flu vaccine is available according to the Fire Calendar.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, October 19, 2017 5:40 PM
Subject: General Order 17 A-54, Pre-Retirement Planning Seminar

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-54
October 19, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Pre-Retirement Planning Seminar
Reference: Rules and Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec.1108-R & R _____

1. In accordance with Section 11.2 of the Memorandum of Understanding with Fire Fighter's Local 798 for Bargaining Units 1 and 2, the Department will be offering a two-day Pre-Retirement Planning Seminar on Tuesday, December 12 and Wednesday, December 13, 2017.
2. The seminar will cover the nine key areas of retirement planning:
 - a. Pension Benefit Calculations
 - b. Social Security Benefits
 - c. Psychology of Retirement
 - d. Health Insurance & Benefits
 - e. Taxes
 - f. Wills, Trusts and Powers-of-Attorney
 - g. Deferred Compensation (Prudential)
 - h. Lump-Sum Payouts
 - i. Retirement Services, Applications and Procedures
3. Members must attend both days of the seminar. Check-in time with refreshments will be at 0830 hours. The informational program will start promptly at 0900 hours and continue until approximately 1700 hours. Lunch will be hosted each day.
4. The seminar will be held at the United Irish Cultural Center, located at 2700 45th Avenue at Sloat Boulevard.
5. Any Bargaining Unit member who is contemplating retirement within the next year should attend. Attendance at the seminar will be limited to thirty (30) members. If more than 30 members wish to register for the seminar, attendance will be determined by the number of years of service-credit individuals have towards retirement. Members who plan to retire within six months of the seminar date and who have an appointment with the Retirement Board will be given special consideration for a spot at the seminar.

6. Members should contact the Division of Training at 415-970-2000, Monday through Friday, 0800 – 1100 hours, to enroll in the seminar. The deadline for registration is Friday, Wednesday, November 15, 2017, at 1100 hours. Members will be confirmed by Monday, November 27, 2017.
7. Cancellations must be made at least five days before the seminar. Failure of a member to attend, once enrolled, without proper cancellation, will deprive another member of the opportunity to attend.
8. Members may not attend in an on-duty status, and no guests will be permitted.
9. The Department and Local 798 want every member to be able to enjoy a happy and secure retirement. Assisting members with planning for this major change in life is the objective of these seminars.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, October 19, 2017 5:40 PM
Subject: General Order 17 A-55, Department Workgroups and Committees

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-55
October 19, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Department Workgroups and Committees
Reference: Rules & Regulations, Section 402
Enclosure: None

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

1. In an effort to provide more members the opportunity to participate in Department Workgroups and Committees, the Department is accepting applications for the following Committees:

Department Workgroups:

Communications Workgroup
Policies and Procedures Workgroup
Technology Workgroup

Department Committees:

Accident Review Committee	Meritorious Awards Committee
Apparatus and Equipment Committee	Mutual Aid Committee
Aquatic Rescue Committee	Recruitment Committee
Budget and Finance Committee	Stress Committee
Disaster Committee	Technical Rescue Committee
Emergency Water Supply Committee	Tactical EMS Committee
H-3 Committee	Transit Committee
Hazardous Materials Committee	Uniform Committee
Health & Safety Committee	Vision Zero Committee
High Rise Committee	

2. All interested members are to submit a General Form to the Chief of Department through the chain of command by close of business, Friday, November 3, 2017. Submittal should contain all qualifications and experience related to the Committees of interest.
3. All members currently assigned to a Committee and interested in possibly remaining on that Committee must also submit a General Form for review.