

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, November 8, 2017 – 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

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

2. ANNOUNCEMENTS

The next Fire Commission meeting will be on December 13, 2017 at City Hall in Room 416. There is no meeting 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 25, 2017.

5. 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 October 25, 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.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting of October 25, 2017

7. FIRE COMMISSION MEETING CALENDAR 2018 *[Discussion and possible action]*

Discussion and possible action to adopt the 2018 Fire Commission Regular Meeting calendar.

8. **AGENDA FOR NEXT FIRE COMMISSION MEETING** *[Discussion]*
Discussion regarding agenda for the December 13, 2017 regular meeting.
9. **CORRESPONDENCE TO COMMISSION** *[Discussion]*
 - Email from Richard L. Gulson
10. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION OF FIRE COMMISSION SECRETARY** *[Discussion and possible action]*
 - A. **Public comment on all matters pertaining to the potential closed session.**
 - B. **Vote on decision whether to go into closed session.**
 - C. **Fire Commission Secretary Performance Evaluation**
Pursuant to Admin. Code section 67.10(b); Govt. Code section 54957(b), Govt. Code section 54957.1(a)(5), the Commission may hold a closed session to discuss the evaluation of Fire Commission Secretary (Discussion).
 - D. **Vote on whether to disclose discussions if held in Closed Session per Administrative Code §67.12(a).**
11. **ADJOURNMENT**

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES

Wednesday, October 25, 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=29063

President Cleaveland called the meeting to order at 5:01 PM.

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Excused
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	
Raemona Williams	Deputy Chief --	
Dan De Cossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Shane Francisco	Homeland Security	
Khai Ali	Airport Division	
Jeff Columbini	Division of Training	
Assistant Chiefs		
Robert Postel	Division 2	
Nicol Juratovac	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	

2. PUBLIC COMMENT

Paul Pendergrass, past president of the San Francisco Small Business Network and Chair of public policy for the Golden Gate Business Association, expressed his sincere thanks to the SFFD for their service and teamwork that helped fight the North Bay fires.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on October 11, 2017.

Commissioner Covington Moved to approve the meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

5. APPROVAL TO SEND 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.

Secretary Conefrey read the attached letter into the record: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Letter%20to%20Supervisor%20Safai.pdf>

Commissioner Covington Moved to approve the letter to Supervisor Safai. Commissioner Hardeman Seconded. Motion to approve was unanimous.

President Cleaveland stated that he thinks everyone agrees that the SFFISE program is probably one of the most important programs going for school youth as it teaches them how to maintain a safe environment particularly against fires. He thanked the volunteers who participate in the program and he encouraged others within the Fire Department to step up and participate.

There was no public comment.

5 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.

Chief Hayes-White reported on events since the last meeting on October 11, 2017. She touched on the budget, stating that they just ended the first quarter of this fiscal year and they continue to move forward with initiatives including the fleet and equipment purchasing plan. She mentioned that she was able to take a look at one of the brand new fire engines and she described the specification work that went into it to making them smaller. She commended the teamwork of Mark Corso, Division of Support Services and all the members of BOE, and that were mindful of the Vision Zero initiatives. She touched on the Finance Division, stating they are working closely with the Office of Contracts Administration under Naomi Kelly, City Administrator, and they will be rolling the new engines out one by one in the course of the next several weeks. With regards to academies, Chief Hayes-White announced that the 123rd academy is in their fifth week and according to Chief Columbini they are off to a good start and they seem to be a dedicated recruit class. The 124th class is anticipated to start in March of 2018. She touched on her visit to the North Bay Fires to check on the crews they sent and reported that everyone did a great job and they are all back safely. She reported on the devastation she witnessed in the Coffey Park neighborhood as well as the Mark West Springs Neighborhood, noting it was nothing she has seen before in her 27-year career. She stated that on October 17th, they commemorated the 28th anniversary of the Loma Prieta earthquake. She mentioned other activities she attended, including a labor management meeting, a meeting preparing for the 2018 Bay Area Women's Summit, her participation at the Glen Park Elementary Shakeout drill, and she presented at a Leadership San Francisco class that is run through the Chamber of Commerce and the all-day department head leadership retreat at the Academy of Science that the Mayor's office coordinated. She mentioned that there was a Bump Up Academy ceremony where they pinned badges on EMT's that promoted to Paramedics.

Commissioner Hardeman confirmed that the Department will be receiving eight new engines and three trucks. He also confirmed that 12 engines and 54 members were sent to battle the North Bay fires and he commended them and was very grateful that the Department was able to provide that service to the North Bay.

Commissioner Covington thanked the Chief for her comprehensive report and was happy to hear the crews made it back after such trying and exhausting circumstances. She also mentioned how proud she was of the members of the Department and the role they played in saving as much as they could in the North Bay, including the EMS staff that helped evacuate senior centers and hospitals. She confirmed that Chief Hayes-White and Chief Gonzales spent an afternoon in the North Bay visiting crews and observing the devastation. Chief Hayes-White acknowledged Safeway and Market on Market who donated items that Rescue Captains Nick Payne and Bernie Maguire drove up to the crews in the North Bay.

Commissioner Covington was happy to hear that there are still 54 recruits in the current academy class and stated that it is a testament to the Chief picking people who are not just ready to do the job mentally, but physically as well and she mentioned that Chief Columbine and his staff do a wonderful job of preparing them. She confirmed that once the new engines arrive, they will continue to hold on to four of the older models to add to the reserve fleet, and return 4 to Central Shops where they will be auctioned off and that any money recovered, goes back to the general fund. Chief Rivera confirmed that they are in the process of donating a third ambulance to the San Francisco Unified School district. Commissioner Covington inquired if the Department would ever consider donating the retired apparatus to other Departments as part of the mutual aid agreement. Chief Hayes-White answered that they need to be mindful that the retired engines are 92 and 93 vintage and have gone their distance in terms of useful relief pieces. Commissioner Covington confirmed that the new ambulance deployment facility is expected to break ground in June of 2018 if the schedule stays on time. The name of that facility is to be determined, but according to Chief Hayes-White, it will not be named the ambulance deployment facility.

Commissioner Veronese acknowledged Chief Hayes-White on a job well done in regards to the North Bay fires as well as the members of the Department that were fighting those fires, and added it's a great source of pride. He asked why most of the fire trucks were yellow. Chief Hayes-White explained that the Department purchased them from the state and they have outfitted them to be the first ones to go on a wildland deployment. She confirmed that they also have an OES rig which brings the total of six yellow engines. She also confirmed that only firefighters that have been certified in wildland fire training are eligible to be deployed and currently the Department has about 150 that are trained in wildland firefighting. Commissioner Veronese confirmed that the Department gets full reimbursement for mutual aid/strike team deployments.

President Cleaveland asked that if the 54 members that were deployed to the North Bay, volunteered to go. Chief Hayes-White answered that they did volunteer. President Cleaveland confirmed that the Department is in year two of the five year fleet replacement plan.

There was no public comment.

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.

Chief Williams' report covered activities from September 28, 2017 through October 25, 2017. With regard to the Assignment Office she mentioned that staff worked on the annual vacancy bid for Suppression members and that for Station 49 members, vacancy bids will come out in

the next week or so. She commended staff for also working diligently on staffing with regards to members that were deployed to the North Bay. Under Homeland security, she reported that Chief Francisco continues to update the command staff on any terrorist and suspicious activities. Chief Francisco also attended various planning meetings in preparation for the upcoming Vigilant Guardian Exercise, as well as worked diligently with COIT and the City Attorney on finalizing the Department's drone policy. She touched on the Physician's Office, Support Services which included updates on Station 16, Station 5 and other ESER projects which continue to move forward. Chief Rivera gave an update on Station 35, stating that the project was recently awarded to Swinerton Powers and they are currently in the concept and review process. He assured the commission and members of the public that Engine 35 will continue to respond from Pier 22 during construction and will not be affected by the construction. Mark Corso gave a brief overview on the search for a new training facility. He mentioned that they are working closely with Department of Real Estate, the Department of Public Works, and the Mayor's office on a number of alternatives for a new location for the facility. He added that nothing has advanced to the point of discussion, but there are a number of things that they are researching and working very closely with.

Commissioner Veronese asked Mr. Corso when the Department will lose the training facility on Treasure Island. Mr. Corso answered that he didn't know an exact date but believes it's somewhere between five and ten years from now. He confirmed that Station 48 will remain on the Island and the developers will be building a new Station 48 during certain phases of redevelopment. Commissioner Veronese also confirmed that the goal is to build a regional training facility to be shared with other jurisdictions. He suggested including space for the historical trucks in the training facility.

Commissioner Covington asked about the construction of the new fire station on Treasure Island and when it will be completed. Mr. Corso stated that construction will be triggered at a point earlier than the last phase for the training facility and after a certain number of units are constructed, the developer needs to provide a fire station as part of the overall agreement and is anticipated before the end of the life span of the current temporary facility. Commissioner Covington confirmed that the training facility is accredited so that outside agencies may use the training facility when it is available, which because of academies, EMS training and in service training they have not been able to facilitate additional outside agencies. She also expressed her concern of being short staffed in years to come as the city population grows. Chief Hayes-White responded that they are having those discussions with the Mayor's office as well as planning on two additional fire stations in the Hunters Point and Candlestick Point area. Chief Columbini explained that he has been around the State looking at other training facilities and getting a new facility the size needed to bring people in from other departments, there's an array of things they will be able to do that they can't do at the Treasure Island site. Commissioner Covington stated she was glad that Chief Columbini is still excited about the prospects and possibilities of a new training facility.

President Cleaveland confirmed that they would need about 6 acres for a new training facility.

Commissioner Hardeman asked if Station 48 takes care of the Coast Guard's new facility on Yerba Buena Island. Chief Hayes-White answered yes. Commissioner Hardeman confirmed with Director Corso that they are in the planning stages and all involved parties are aligned in identifying the need and the priority for a new training facility.

Chief Williams touched on fleet management and acknowledged the diligent hard work of Assistant Deputy Chief Rivera, Captain Serrano and the BOE staff and the acquisition and assignment of the new engine fleet. She touched on EMS, NERT and the recruit academy that is in their fifth week of training.

President Cleaveland asked what the 58 day extension was for at Station 16. Chief Williams responded that there were delays to the construction project due to inclement weather and concerns with the contractor, including a negative impact on the soil. It was confirmed that the extensions are not bumping up the cost. President Cleaveland also confirmed that none of the firefighters deployed to the North Bay fires were injured.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*

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

President Cleaveland reported that the historic apparatus will be temporarily moved to Treasure Island next month on the training facility property while they search for something permanent. They are working on an MOU with the Guardians of the City. He described his recent tour at the new Medical Examiner's facility in the Bayview.

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

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

- Update on drone policy
- Commission Secretary Evaluation
- Industrial Hygienist update
- 2018 meeting calendar
- Early Warning System
- Budget Update (December meeting)
- Guardians of the City update on MOU and Accounts
- Commission Retreat
- AWSS/PWSS update (2018)

Commissioner Veronese suggested that the commissioners put together a list of things that are important to each commissioner to make the Department better. Commission Covington suggested having a commission retreat in open session. She also mentioned that she is glad the Strategic Plan is going to be released soon with a General Order and an opportunity for the members to provide feedback. She acknowledged that the Strategic Plan is a road map to get from point A to point B.

8. ADJOURNMENT

President Cleaveland adjourned the meeting at 10:54 a.m.

COMMUNICATIONS

Conefrey, Maureen (FIR)

From: Richard L Gulson <gulsonrichard@gmail.com>
Sent: Wednesday, October 25, 2017 11:11 PM
To: Commission, Fire (FIR)
Subject: Follow up to our chance meeting on August 29
Attachments: Fire Service paper, v2.0.docx

Hi Ken, not sure if you remember me but I was the cheeky Brit who interrupted your meal at Sauce restaurant on Mission. Apologies. We talked briefly about our fire services conundrum in Sonoma County and you presciently said our Supervisors will pay attention when we have a big event and fingers get pointed. Obviously, the events of the past weeks will modify the conversation in ways we could not anticipate. That is not the reason for this note however. I write to thank you and through you, the entire SFFD for the help you gave our fire services and our community in the days following Oct 8. I have to tell you that for a couple of days we thought we had been abandoned. We were losing homes 48 hours and more into the incident. On the 3rd day I was on the phone with my daughter in law who was sheltering at the Kenwood fire station with my grand-daughters when she said with excitement "I just saw a San Francisco engine drive past the station". When the cavalry started to arrive in numbers on the Wednesday night and Thursday, people were weeping, no kidding. My long time beloved community of Kenwood lost at least 100 homes. A home I designed and built in 1972 is gone, all except the swimming pool. So, please tell your people, and not just the ones that were physically here, that the bond of friendship that exists in this crazy business of firefighting is deeper, wider and stronger for their efforts and caring. Of course, SFFD was part of a huge response and I marveled at the badges and names on the engines. Where the heck is Hicks Valley?

While the fire was at its height, and we were evacuated, I wrote a few lines of verse that mirrored "The War" a poem published in the London Times, May 9, 1859 encouraging volunteers to step forward to face the threat of an imminent French Invasion.

"There is a threat of destruction by fire
Fire in the east that colors the sky
Promise of battle and causes of fear
Relief, if it do not roll our way
Answer the call, answer the call,
Firefighters, firefighters answer the call

Be not deaf to the sound that warns
Be not still to the voice that alarms

Answer the call, answer the call
Come, come, firefighters come.
Ready, be ready to battle the storm,
Firefighters, firefighters answer the call

Let your reforms for a moment go
Put your budgets aside, there is work to be done.
Look to your engines and gather your crew.
Firefighters, firefighters operate as one
Answer the call, answer the call
Come, come, firefighters come.

With acknowledgement to Alfred, Lord Tennyson (1809 - 1892) The "reforms and budgets" I mention in the last stanza refer to the ongoing work of our County Fire Services Advisory Council. I think the cadence of this poem reflects the urgency of our situation in the days following Oct 8.

Thank you again, Richard Gulson
Support Volunteer, Kenwood Fire Protection District p.s. I am attaching my Fire Services paper that outlines our situation and some possible solutions.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 02, 2017 3:08 PM
Subject: General Order 17 A-57, Daylight Savings Time; Conclusion of

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-57
November 2, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Daylight Savings Time; Conclusion of
Reference: Rules and Regulations, Section 402
Enclosure: None

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

1. Daylight Savings Time will conclude and Pacific Standard Time will resume effective 0200 hours, Sunday, November 5, 2017.
2. Clocks in all Department Stations and premises shall be set back one (1) hour to affect the change.
3. All official timing of alarms, or other occurrences, in the 2-hour period between 0001 hours and 0200 hours on November 5, 2017 shall be identified in entries as being PDT for Daylight Savings Time or PST for Pacific Standard Time, as appropriate.
4. Please refer to the scenarios below, which illustrate how an employee's compensation may be affected by the time changes that occur at the conclusion or beginning of Daylight Savings Time.

Condition: Employee is a full-time, hourly (i.e., overtime eligible), regularly-scheduled Member.

Daylight Savings Ends – "Fall Back"

At 2 a.m. on the first Sunday in November (i.e., November 5, 2017 for Fiscal Year 2017-2018), time will be turned back one hour to 1 a.m. The Department will pay employees the extra hour they are required to work if they have an overnight shift on November 4, 2017. For the 24-hour schedule, the FLSA threshold of 106 hours and use of any time off will be used as criteria to determine whether the extra hour worked will be overtime straight (OS) or overtime time and a half (OT). For 40-hour employees, the number of hours worked during the affected week (e.g., 36 vs. 40 hours) and use of any time off will be used as criteria to determine whether the extra hour worked will be overtime straight (OS) or overtime time and a half (OT).

Daylight Savings Starts – "Spring Forward"

At 2 a.m. on the second Sunday in March (i.e., March 11, 2018 for Fiscal Year 2017-2018), time will be turned forward one hour to 3 a.m. Regardless of work schedule, all affected Members will be required

to supplement with one hour of paid leave (i.e., vacation or compensatory time) in order to receive full pay for the day.

Joanne Hayes-White
Chief of Department

2018 CALENDAR

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION DRAFT REGULAR MEETING DATES – 2018

Location: San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

2nd and 4th Wednesday's of the Month

2nd Wednesday of the Month at 9:00 a.m. in Room 416

4th Wednesday of the Month at 5:00 p.m. in Room 400

January 10	January 24
February 14	February 28
March 14	March 28
April 11	April 25
May 9	May 23
June 13	June 27
July 11	July 25
August 8	August 22
September 12	September 26
October 10	October 24
November 14	No meeting November 28
December 12	No meeting December 26