

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, December 13, 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 January 10, 2018 at City Hall in Room 416. The Fire Commission will resume their usual meeting schedule in 2018 consisting of the 2nd and 4th Wednesday's of the month.

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 November 8, 2017.
- Minutes from Special Meeting on December 1, 2017.

5. PRESENTATION AND OVERVIEW FROM THE FIRE DEPARTMENT'S DIRECTOR OF OCCUPATIONAL ENVIRONMENTAL HEALTH AND SAFETY

Director Anthony Boone to provide overview of duties, current findings and expectations for 2018.

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 on November 8, 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, Finance, Support Services, Homeland Security and Training within the Department and update on status of draft drone policy.

7. OVERVIEW OF THE CITY'S BUDGET INSTRUCTIONS AND PROCESS FOR FY 18/19-19/20 [Discussion]

Discussion and overview of the City's budget instructions and process for FY 18/19-19/20.

8 COMMISSION REPORT [Discussion]

Report on Commission activities since last meeting of November 8, 2017

9. CORRESPONDENCE [Discussion]

- Letter from Anonymous dated 11-15/17.

10. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the January 10, 2018 regular meeting.

11. POSSIBLE CLOSED SESSION REGARDING EXISTING LITIGATION

a. VOTE ON WHETHER TO CONDUCT ITEMS 12(b) IN CLOSED SESSION [Action]

The Commission may hear Item 12(b) regarding existing litigation in closed session if it votes to invoke the attorney-client privilege (Government Code § 54956.9; Administrative Code § 67.10(d)).

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Conference with legal counsel to discuss existing litigation pursuant to Government Code Section 54956.9(a), (c), (d), and Administrative Code Section 67.10(d)(1) and possible recommendation to the Board of Supervisors for settlement approval or to take other action. *[Action item]*

Existing Litigation:

Duckett v. City and County of San Francisco

San Francisco Superior Court No. CGC-14-539201

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

13. 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]*

14. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION
**FIRE COMMISSION REGULAR MEETING
MINUTES**

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

The Video can be viewed by clicking this link:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=29150

President Cleaveland called the meeting to order at 9:00 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
	(Excused at 10:00 a.m.)	

Chief of Department	Joanne Hayes-White	Present
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Mark Gonzales	Deputy Chief – Operations	
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Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Shane Francisco	Homeland Security	
Andy Zanoft	EMS	
Captain Cochran	Division of Training	
Kai Ali	Airport Division	

Assistant Chiefs		
Jose Velo	Division 2	
Tom Siragusa	Division 3	

Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	
Dr. Clement Yeh	Medical Director	

2. PUBLIC COMMENT

There was no 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.

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

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 on October 25, 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 25, 2017. She announced that they have entered into the second quarter of the budget and are following through on all of the 2017-2018 initiatives, including the purchase of fleet and equipment according to the plan that was approved for multiple years and that they will be reconvening the Budget Committee prior to the upcoming budget season. With regards to academies, she stated that the 123rd academy is in its seventh week and progressing along very well and they still have 54 members remaining in the class. She anticipates starting the 124th academy class sometime in March of 2018, which will also have 54 recruits. She described a two-car accident she responded to at Park Presidio and Crossover Drive which required three extrications and commended the crews who responded for the outstanding job they did which included Engine 22, Truck 12, RC-1 and 2, Battalion 8, Medic 91, King American Ambulance and Division 2 Chief. She touched on activities through the reporting period including the promotional badge pinning of H-3 Level 1 EMT's who ascended to H-3 Level 2 Paramedics as well as H-2s that were recently hired that had their paramedic licenses, and became trained H-3 Level 3 Firefighters/Paramedics. She commended the Training Division and EMS Division for all their hard work in that effort.

Chief Hayes-White mentioned that she and her staff met with Charles Higuera of the Department of Public Works to get an update on some of the 2010 and 2014 ESER projects, including the status of the complete tear down of Stations 5 and 15 and that they continue to work closely with them. She displayed her disappointment in the delay of Station 16's progress. She mentioned that she participated in the Mira Loma Park Neighbor Fest, along with many NERT members, and Arson Investigator Janet Brock who demonstrated the use of a fire extinguisher to the attendees. She touched on the Vigilant Guardian Exercise, the CAL Metro Chiefs meeting, the tour of the new Medical Examiner's Office and the deployment of the new Engine at Station 13, which has solar panels, a smaller profile, and tighter turning radius which are all environmentally friendly and in support of the Vision Zero goals. She mentioned that SPUR will be honoring Vice President Nakajo and that 310 members were taking the H-20 Lieutenants exam. She also announced that President Cleaveland would be retiring at the end of the year from his full time position at BOMA. She asked that the meeting be adjourned in the memory of two retired members that have passed on, Don Lyons and Al McCarthy.

Commissioner Hardeman thanked Chief Hayes-White for her great report and acknowledged Kelly Alves, the Chief's Assistant for the great job she does. Chief Hayes-White confirmed that Ms. Alves does a great job and is an unsung hero. Commissioner Hardman mentioned that he attended the funeral of for Larry Martin, who was head of the Transportation Workers Union for many years.

President Cleaveland asked why there are delays in the construction of Station 16. Chief Hayes-White answered that it was due in part because of weather-related problems as well as issues of missing deadlines and the difficulty of getting subcontractors to do the work.

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, Airport.

Chief Gonzales reported on events from the month of October, 2017. He stated that during the reporting period, they had two greater alarms and both were second alarms. The first second alarm was on October 18, 2017 at 475 Vienna under the command of temporary Assistant Chief Michael Thompson and there were no injuries, although five adults were displaced. The cause has been determined to be accidental. The second greater alarm on October 28, 2017 was at 65 Cora Street under the command of Assistant Chief Nicol Juratovac, who reported there were no injuries and this fire was also determined to be caused accidentally. Chief Gonzales invited Chief Siragusa to speak on behalf of the strike teams that were deployed to the North Bay Fires. Chief Siragusa explained in detail how the teams were deployed and how they worked to gain control of the fires and how they first focused on evacuations. The narrative is attached: <http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/north%20bay%20fire%20narrative.pdf>. Chief Siragusa concluded by stating that the fire in general was a very sad, significant, dynamic and incredible event and he couldn't be prouder of what the strike teams did and that they performed at a very high level.

President Cleaveland thanked him for his impressive report and response to the North Bay Fires.

Commissioner Hardeman acknowledged the great work done by Chief Siragusa and suggested anyone who wants to be a firefighter, should research Chief Siragusa's career and he commended him for his leadership.

Commissioner Veronese echoed the same sentiments and thanked all the members for their hard work that were deployed to the North Bay fires. He also pointed out how important it is to fully maintain the Department's Stress Unit for incidents like this where the members witness so much destruction and death and other traumatic events.

Vice President Nakajo expressed his appreciation of Chief Siragusa as well as the rest of the deployed strike teams as well as the summary he provided of what they saw and experienced at the North Bay fires and how it's important for members of the public to know how mutual aid response works and how vital it is.

Commissioner Covington thanked Chief Siragusa and appreciated hearing the summary of the North Bay fires first hand and encouraged members of the public to go through the materials on line once the minutes are posted. She also mentioned that she would like to have a panel discussion on the event and have it videotaped so they can have it for posterity for future classes in the academy and future members of the organization to have access to that information to see firsthand what was going on at that event. She also stated how important mutual aid is. She took

time to read a portion of the North Bay fire narrative as follows: “Dangerous situations were encountered countless times. Nearly 100 structures were saved. Civilians were evacuated to safety and parts of the fire were brought to a halt. The members of 2254-A rose to the challenge and each time they were asked if they could give more, they did so without hesitation and the quality and dedication of their service never wavered, and countless lives were made better through their service.” She asked Chief Siragusa regarding better practices, if there was anything that needs to be included in the upcoming budget discussions. Chief Siragusa added that he is working with the State of California to purchase five replacement engines for the Strike Teams response and enhancing training and that the Administration has been very supportive with equipment needs.

Chief Gonzales thanked all the members that responded to the North Bay fires from the Department and stated they did an outstanding job representing the Department and saved many buildings, evacuated a lot of people and helped many people who were in a very dire situation. He also thanked Chief Hayes-White, Deputy Chief Williams, Assistant Deputy Chief Rivera, for working on getting the strike team equipment and working with City Hall in order to be able to provide 12 engines and three Strike Team leaders as well as the ambulance strike team and all members who were deployed.

Chief Gonzales touched on other notable events during his reporting period including a first alarm at 44 Molimo. He read some of the social media comments received, and described outreach and education events that took place during the reporting period. He touched on Bureau of Fire Prevention, Plan Check, TASC and the Bureau of Fire Investigation.

Vice President Nakajo thanked Chief Gonzales for his comprehensive report and commended the department in terms of their response to mutual aid.

Commissioner Covington thanked Chief Gonzales for his report and asked that in regards to outreach if they can add to the social media messages that bike riding on the sidewalks is illegal in San Francisco. She also asked if the Commission could get an update on the Vigilant Guardian exercise. Chief Francisco provided a brief summary of the exercise. He stated that it was a very large-scale exercise involving a radiological incident that occurred over a week long period which basically assimilated two aspects of a radiological terrorism incident. He described what a dirty bomb is and how they practiced responding to certain scenarios, as well as various mutual aid systems and he concluded by stating that they learned a lot from the exercise. Commissioner Covington thanked him for his summation and was sorry she was unable to attend the exercise.

President Cleaveland asked Chief Francisco how many members of the Department are hazmat specialist trained. Chief Francisco responded about 200 firefighters in the Department are hazmat specialist trained.

Commissioner Covington asked if she could get clarification on the budget as it relates to the Ambulance Deployment Facility. Chief Andy Zanoft explained that they meet every other week with the design team at DPW and the plans are to be submitted to permitting sometime in December and the budget is pretty well locked down. He added that DPW assures him that they

are absolutely on track for the submitted schedule with a total budget of 45 million for the entire project.

There was discussion about different issues that keep ambulances out of service, including vehicle cracking, and mechanical issues as the vehicles are on the street almost 24 hours a day, seven days a week. Chief Zanoloff touched on the new pilot program for single-body ambulances that they expect to have in the next couple of weeks.

Dr. Yeh provided information on the number of high frequency users of the 9-1-1- system and the EMS-6 program. He mentioned that in September they had about 84 unique individuals that EMS-6 were working with. President Cleaveland suggested expanding the funding for the EMS 6 program. He also thanked Chief Gonzales for his comprehensive report and appreciates getting the report in advance of the meeting. Commissioner Hardeman acknowledged the good report Chief Ali from the Airport submitted and he can see how busy they are down at the Airport.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*

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

Vice President Nakajo talked about his visit to the Dive Team exercise on October 21 and November 2, 2017, the Strategic Development plan that was issued and his meeting with the Mayor. With regards to the Dive Drill, he explained the vocabulary terms he learned such as “principal diver”, “90 percent diver”, “tender one” and “tender two”. He talked about the protocol in terms of the dive team and stated he was able to witness the drill being conducted and was able to speak to the dive team members after their drill and was able to come up with a list of what is needed in terms of equipment and personnel to keep the program going.

With regards to his meeting with the Mayor, he stated that they discussed three areas of interest, including the training facility at Treasure Island, a shelter for the antique rigs and a dedicated Marine Unit. He mentioned that he thanked the Mayor for his support of the Department.

With regard to finding a new training facility, he mentioned that in all likelihood, Treasure Island will not be an option and they are looking at getting a new bond for the citizens of San Francisco to vote on. He added that in terms of priority, a training facility is a very important priority. He added that housing the antique apparatus is not a priority for the Mayor’s office and although they have found temporary shelter on Treasure Island, the suggestion is to work with Guardians of the City and get funding through private donations and fundraising to secure permanent housing for those antique apparatus. During his meeting with the Mayor, they also talked about a dedicated Marine Unit and communications will continue. President Cleaveland thanked Vice President Nakajo for his excellent summary of their meeting with the mayor and he concurs with it and added that they also talked about the AWSS system in the city and that there are long-term issues that they need to address and make sure they have adequate current means of protecting all parts of the city from fires post-earthquake. Chief Hayes-White also thanked them for their meeting summary with the mayor and added that she would be more than happy to sit down with them as well as Deputy Chief of Operations to discuss the dive drill and equipment needs but pointed out that they do have work groups and committees where they can submit their needs

during budget talks as well as the ability to reach out through Division Chiefs to come up with items of need. They can't always fund them, but certainly they try to have participatory budget discussions. She also took a moment to acknowledge Captain Michael Corcoran who was representing the Division of Training so that Chief Columbini could attend a funeral.

Commissioner Covington thanked Vice President Nakajo for his comprehensive report as well as the meeting he and President Cleaveland had with the Mayor regarding these pressing issues. She added that there is a lot of work to be done and stated that everything that has been discussed goes back to her key pushes for the Department to have grant writers on staff as many of the items mentioned are going to need monies that come from elsewhere as well as from the general fund.

There was no public comment.

7. FIRE COMMISSION MEETING CALENDAR 2018 [Discussion and possible action]
Discussion and possible action to adopt the 2018 Fire Commission Regular Meeting calendar.

Commissioner Covington Moved to approve the 2018 Fire Commission Meeting Calendar. Commissioner Hardeman Seconded. Motion to approve 2018 meeting calendar was unanimous.

There was no public comment.

8. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]
Discussion regarding agenda for the December 13, 2017 regular meeting.

- Draft Drone Policy update
- Industrial Hygienist presentation
- Early warning system presentation from DEM
- Budge overview and process
- Strategic plan/January agenda

Commissioner Hardeman commented that the Strategic Plan is very well done and congratulated the Chief on putting it together. Chief Hayes-White confirmed that it will also be provided in PDF form and is meant to be shared.

9. CORRESPONDENCE TO COMMISSION [Discussion]

- Email from Richard L. Gulson.

There was no public comment.

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.

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.

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

Commissioner Hardeman made a motion to conduct Public Employee Performance Evaluation of Fire Commission Secretary in Closed Session. Commissioner Covington seconded, and the motion was unanimously approved. (4-0; Cleaveland, Nakajo, Hardeman, Covington)

The Commission went into closed session at 11:02 a.m.

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).

Reconvened in open session at 11:34 a.m.

Commissioner Hardeman Moved to not disclose discussions held in closed session. Commissioner Covington Seconded. The motion was unanimously approved. (4-0; Cleaveland, Nakajo, Hardeman, Covington)

11. ADJOURNMENT

Meeting adjourned at 11:35 a.m.

SAN FRANCISCO FIRE COMMISSION

MINUTES OF FIRE COMMISSION SPECIAL MEETING
December 1, 2017 at 9:30 AM
698 Second Street, Room 102, San Francisco, CA 94107

President Cleaveland called the meeting to order at 9:34 AM.

Item No.

1. ROLL CALL

Commission Vice President Stephen Nakajo, Hearing Officer
Commission President Ken Cleaveland
Commissioner Michael Hardeman
Commissioner Francee Covington
Commissioner Joe Alioto Veronese

Also present: Brad Russi, Deputy City Attorney
Maureen Conefrey, Fire Commission Secretary

2. CASE NO. 2016-01: COMMISSION DELIBERATIONS AND POSSIBLE ACTION ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

The appeal is from a ten calendar day suspension for violation of the Rules and Regulations as

Section 2801 – Thorough Knowledge
Section 2805 – Leadership
Section 2807 – Dangerous & Unsafe Conditions
Section 2808 – Welfare of Subordinates
Section 3907 – Safety Rules
Section 3922—Inaptitude for Duty/Incompetence
Section 3923 – Acts Detrimental to the Welfare of the Department

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

A. Public Comment on Agenda Item 2; Possible Closed Session

i. Members of the public may comment on all matters pertaining to Agenda Item 2, including anything pertaining to the suspension appeal and whether to hold the deliberations in closed session.

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

ii. Vote on whether to hold Closed Session. *[Action Item]*

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

The Commission went into closed session at 9:36 a.m.

B. Deliberations/Possible Action, Open or Closed Session

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

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

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

The Commission unanimously voted to sustain and confirm the 10-day suspension and all charges outlined above.

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

Reconvened in open session at 10:41 a.m.

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

3. ADJOURNMENT

Meeting adjourned at 11:48 a.m.

COMMUNICATIONS



**SF Firefighters Toy Program Local 798:
Please donate a bike for kids.**

300 kids will receive a bike on 12/16 and we need your help to make this happen!

When: Kickoff is 12/1/17- 12/15/17

Bikes can be donated to
2225 Jerrold Ave, and 325 Newhall St, SF
Or any San Francisco Fire Station

Contact: sffdtoyprogram@aol.com or (415)-777-0440

www.sffirefighterstoys.org



APPROVED FOR POSTING

Joanne Hays White



November 8, 2017

Chief Joanne Hayes White
San Francisco Fire Department
San Francisco, CA
94107

Dear Chief Hayes White:

The unprofessional and dishonorable behavior of some of the Training Staff assigned to train us at the San Francisco Fire Department's Recruit Training Academy has led to our writing this letter. We are the men of color of this 123rd Probie class and all we want is to work hard and graduate earning the Firefighter badge for the City of San Francisco. We want to earn that right to become San Francisco Firefighters, working for the greatest City in the world. But we are unlikely to achieve this given how we have been treated.

As we are in the middle of week 7 of the 20 week Training Academy, we have seen and experienced retaliatory, demeaning, punishing, and racist/sexist behavior by some of the Training Staff. The last straw was when a Battalion Chief taught the Cultural Competency class last week and used the "N" word. All of us eight African American Probies in this class were offended. Even the Firefighter who was co-teaching with this Chief, Firefighter Keith Baraka, an African American himself, said he was offended when the Battalion Chief used the word when conducting her exercise. When we were asked whether we were offended, we were too afraid to say that we were. Let us tell you why.

The isolated climate that some of the Training Staff have created (we are threatened constantly to not talk to anyone outside of the Training Staff, even after demerits and or deficiencies are unjustly issued) forces us to seek help with this letter. It is our hope that you will not allow these incidents to go unnoticed or unaddressed. We have not listed our names because we have seen first hand the Training Staff retaliate when the slightest word gets out about the unfair and unethical treatment we have received. There have been too many incidents in the past 7 weeks that will speak for themselves.

Just in the past 7 weeks, some of the Training Staff have demonstrated behavior that would result in discipline or immediate removal should any other employee or any other department decide to conduct themselves in a similar manner. Many of us Probies spent years competing to get here and have gone through a highly selective vetting process. You chose us to become San Francisco Firefighters out of over 10,000 candidates. We cannot allow these unprofessional and dishonorable Training Staff members rob us of a 30 year career. Some of us have mortgages to be paid, wives who are pregnant, or young children to feed. We are men of color who want an equal opportunity at a career that we have been working tirelessly for years to achieve. All we ask is a fair shot at earning the

badge and not some unethical/unprofessional Training Staff member to pull the rug from underneath us because of their own agenda of retaliation or bias, or their own shortcomings of expected instructional standards.

Patience has been lost. There are still 13 more weeks to go of intense testing. All we want is to be able to come to work on a daily basis without wondering whether the Training Staff will create a situation in which we feel threatened, humiliated, targeted, or the victim of inconsistent instruction where one instructor tells us to do this while another tells us to do something else...sometimes one day before testing. This is all happening while the Director of Training, Chief Jeff Columbini, has been made fully aware of the problems by Battalion Chief Kevin Smith, President of the San Francisco Black Firefighters Association. We have turned to this Employee Association because they represent us men of color and we believed that the message will get across and training will be fair and consistent. Instead, we have seen retaliation directed against us and conditions getting worse. Chief Smith has been an advocate for us, but we have seen no changes.

Chief Columbini has done nothing about these reported conditions. Most of us are growing more and more worried when we should be spending our time and energy toward training and preparing ourselves for testing. Some of us have begun to look for employment in other cities. This will result in the loss of several highly qualified personnel.

We have decided that if the fire department does not enact the appropriate action required to give us every opportunity to succeed instead of seeing us fail, we have no choice but to go forward with various media outlets and legal outlets. Probies from previous Recruit Academies have made us aware of past issues that the Training Staff of the SFFD have had. These Probies have filed lawsuits.

We earned our right to be given a fair chance at becoming Firefighters for the City of San Francisco. Many of us grew up in this City and look forward to serving this great city. We did not expect that some of the Training Staff would be setting us up to fail, either intentionally or unintentionally. This is not training, but a "gate keeper" climate of who "fits in" to what some of the Training Staff believes to be a part of their "social club."

We even learned from these previous Probies that there is an internal SFFD "fact finding" being conducted now about the things that happened in the 122nd class. Many Probies avoided being forthcoming because they feared being labeled a "rat." We are here to tell you that these same issues continue in our current 123rd class. Listed below is a summary of issues that we are still seeing in our current 123rd class that mirror what the 122nd class went through. Listed after this letter are over 20 incidents specifically documented to show person, place, and time of incidents that have occurred just in the 7 weeks of our 123rd class. Something must be done.

SUMMARY OF INCIDENTS THAT HAPPENED IN THE 122ND PROBIE CLASS THAT ARE STILL HAPPENING IN OUR 123RD PROBIE CLASS

- Probies urinating in their water bottles during Friday test manipulatives due to no bathroom breaks during the 122nd class. We purchased extra water bottles when our 123rd Probie class started because we were suggested to do so by Probies from the 122nd class. The Training Staff's solution to this for our class has been to limit our water intake by eliminating our bringing in our water bottles in the classroom. This is right after we participated in PT where even the Training Staff that conducted PT is drinking water.
- Subjectivity in grading where one Probie gets a deficiency while another does not despite committing the same error. This continues to occur in this 123rd class. If you are a Training Staff member's "Golden Boy," you can do no wrong, but if you are not, you are screamed and yelled at, given deficiencies and demerits even though you did the same thing as their Golden Boy. Golden Boys are either white males or connected through some SFFD family/good friend. Lt. Andy Saitz and Lt. Justin Brown are well known for playing favorites.
- Probies are not told what testing shortcomings are considered critical fails. This continues to occur in this 123rd class. Lt. Saitz and Lt. Brown constantly give mis-information and information that directly contradicts what we have been told by other instructors. This sets us up to fail on test day. Lt. Saitz, just two days before the Forcible Entry test, said that we had to verbalize two more things to pass ("check for victims and wear goggles"). These two things were never in the original instruction of what we needed to say and do to pass. He and Lt. Brown are the same instructors who gave us wrong information on how to tie the fire escape tie on that manipulative. We were not told the correct way until one day before the test when Lt. Syumi Brannon "straightened out" the confusion. This was after we were berated by the Training Staff for trying to pit one Training Staff member against another. All we wanted was the correct information so that we could practice the right way and get it right on test day. The way she tied it the day before the test was still different than the way Lt. Saitz and Lt. Brown showed us. Her's was correct, theirs was not.
- Probies not being allowed to view their own image on videos that are taken during their testing, testing that they learned that they received deficiencies. This continues to occur in this 123rd class. We are made to fear the Training Staff's wrath if we dare ask to view the video of our performance even if we believe that the deficiency is not deserved. Rescue Captain Mike Pendergast retaliated against us when he issued the most deficiencies in one day by one instructor after he learned that we complained about his constant use of the F word during training. This was retaliatory against us and it was meant to shut us up.
- Cheating - Lt. Brown was witnessed to have fed test information to two

Probies in the 122nd class. This is the same offense that Capt. Sato committed a few years ago for which he was formally disciplined. And now Capt. Sato is our Training Captain. This continues to occur in this 123rd class where Lt. Saitz, coddles certain white male Probies while shunning women and African American Probies. It is well known that he is called the "Russian Judge" who targets women and African American Probies, grading them much more harshly and unfairly than white male Probies, his favorites.

- "Targeting" of certain Probies because they do not "fit" the image of a SFFD Firefighter. They are told by the 6' 4" Lt. Brown that they are "too short," "small," "weak," etc. Lt. Brown did that a lot in the 122nd class against a smaller statured Asian woman, White woman, and a shorter male Probie. All of them were terminated because they received the maximum allowed 18 deficiencies, many of them undeserved. The same is occurring to us in the 123rd class.

- Unreasonable exhaustive PT where Probies are injured for Friday testing. The Probies from the 122nd class were running 8 minute miles, 8 miles from Treasure Island to Oakland and the "Amazing Race" is not endorsed by NFPA. This continues to occur in this 123rd class. There were three Amazing Races scheduled in one week. But for Chief Columbini being made aware that this was punitive and not job related, the third one was canceled. The additional Amazing Races were issued as punishment to Probies not finishing the prior one on time when the prior Amazing Race had additional evolutions to where it would have been impossible to complete on time. This is setting us up to fail and causing injuries.

- Alcohol possession by Lt. Arzave and Lt. David Smiley on the Training grounds during the 122nd class. Lt. Caba has already been identified by Probies from the 119th Class to have been drinking alcohol together on several evenings after a training day at the Fire Academy at the 7 Mile House Bar and Restaurant. Alcoholic beverages were purchased by Probies for Lt. Caba. Lt. Caba was witnessed to have asked them, "I just want to know who's f - - - ing who in this academy." Probies knew that what they were doing was not appropriate purchasing beers for Lt. Caba as Lt. Caba told them specifically that he was not allowed to socialize with Probies outside of the Fire Academy. These Probies have said that there has been no accountability for Lt. Caba's actions. Lt. Caba has also given inconsistent information on manipulative where Probies ended up with deficiencies on test day.

- Training Staff's cell phone ringing during testing and manipulative practice sessions during the 122nd class. Probies from the 122nd class have said that Lt. Brown, Lt. Saitz, and Lt. Caba have all used their cell phones on a constant basis during training and testing. Whether it is Lt. Saitz's contractor calling or Lt. Caba booking vacations, they are on their cell phones when they should be training or testing us. This continues in our 123rd class. Lt. Brown, Lt. Saitz, and Lt. Caba's cell phones are constantly ringing during training. They are answering text

messages and phone calls. Lt. Brown's cell phone has rung during testing. Instructors are actually answering their text messages and phone calls during testing, regular instruction, and before/after hours hands on practice sessions. This breaks our concentration and takes away from valuable training. Lt. Saitz takes photos of the Treasure Island skyline when he is supposed to be training us. Granted, the Training Staff texts one another to communicate on the training facility about when to rotate, but the majority use of their phone time is for leisure and personal. This makes the Training Staff miss things we may do during practice and mistakenly tell us that we are doing great, but come test day, we fail because Lt. Saitz or Lt. Brown never corrected us and showed us the right way to do it for test day.

- Instructors lightened up on PT during the last month of the 122nd class so that Probies could physically perform the big show on graduation day. Many of the Probies from the 122nd class told us that this was a "smoke screen dog and pony show" to make the Training Staff look "good and innocent." In reality, most of them were injured and would not have been able to perform if the Training Staff not let up on PT just prior to graduation. We are already told by Probies from previous classes to not reveal our many injuries until after SFFD Testing is complete (December 22, 2017); otherwise we will be targeted for being too weak to fit the image of a SFFD Firefighter in the eyes of the Training Staff. They told us that many injuries began to get reported once SFFD Testing was complete when it was safe to do so.

We hope that you will look into the many issues we have observed throughout our training while it is still early enough to stop some of the behaviors we have experienced. Many of us are professional Firefighters from elsewhere and never have we been a witness to some of the behaviors we have seen in this Training Academy. We deserve a fair shot at earning the badge of a SFFD Firefighter. Thank you for your time in looking into this. We guarantee that given a fair opportunity to test our abilities, we will be valued employees of the SFFD, as men of color who reflect the community we wish to serve, the community of the great City of San Francisco.

Respectfully,

Brave Men of Color of the 123rd Class

cc. NAACP
Mayor Edwin Lee, Office of the Mayor
SFFD Fire Commission
Fire Marshal, California State Fire Training
Chancellor, City College of San Francisco
Director, San Francisco Department of Human Resources

INCIDENTS COMMITTED BY SOME OF THE TRAINING STAFF AT OUR 123RD PROBIE CLASS

SEPTEMBER 20, 2017

Capt. Sato tells us at Orientation, "You don't tell other people what goes on here. We expect to handle it here. Chain of command. No fraternizing with other Firefighters. You're not supposed to talk to other people on the outside." We were always told at the many SFFD Recruitment Workshops that the Buddy System is part of recruitment and retention efforts of the SFFD as long as no testing is talked about. We were always encouraged positive support and mentoring from incumbent Firefighters from the "outside" of Division of Training Staff. This is what Employee Associations were created for, we were told. This is the same Captain, who as a Training Lieutenant, we learned later, was suspended and disciplined for having given test answers to a Probie just a few years ago.

Capt. Sato also said, "When you hit a wall, we are watching and taking notes." Notes are being taken by every Training Officer on everything we do from PT to practice on manipulatives. We are being graded from 1 to 5, 1 being the worst and 5 being the best. This sets up a system for targeting certain Probies that the Training Officers do not feel "fit" into the social club of the SFFD.

SEPTEMBER 28, 2017

Chief Columbini is seen smirking as he walks around watching us perform PT appearing as if he enjoys watching us suffer unreasonably. PT should be challenging for us, but not in a sadistic way. He has been heard to talk to Capt. Sato about how they "don't want to be around to see" the Amazing Race, held every Wednesday. This is a well known joke among the Training Staff due to Chief Columbini and Capt. Sato not wanting to witness us be brutalized in PT. The Amazing Race is a 1.5 hour grueling PT led by Lt. Tyson Yee where Probies have been known to be transported to the hospital. In fact, every time that the Amazing Race has been held in our class, one of us has been transported to the hospital. This is supposedly to simulate the rigors of the job. However, NFPA states that the physical output is typically 20 minutes of anaerobic performance of a Firefighter at a working fire. Not 1.5 hours. In full turnouts. The Amazing Race has been the subject of an investigation by the SFFD in the past, questioned by multiple uniformed members in the SFFD, none of the current Training Staff ever had to perform such PT, and it is something that was created by Lt. Yee and never vetted by the NFPA.

Through some research on our own, we learned that the manufacturers of our PPE do not recommend that this type of rigorous PT for this long is performed wearing their PPE. 20 minutes is what they recommend. We are in them constantly sweating and building up heat and rashes for over an hour. This is in addition to having them on the rest of the day while performing evolutions.

The Amazing Race involves carrying a High Rise Pack up and down the four story building on TI. Dragging three lengths of 3" hose back and forth multiple times. Carrying a victim in a stokes basket. Axe swings. Picking up a donut roll of 3" hose and placing it on the table that is waste high 25 times. Push ups once you reach the roof of the building. These are just some of the evolutions.

In fact, the first Amazing Race for the 123rd Probie class was held Wednesday, October 11, 2017, and an African American male was transported in the morning that PT was held. He did not return until 6:30 PM later that evening having missed out on all manipulative training for that day and therefor, access to equipment, to ensure success for testing this Friday, October 20, 2017. This Amazing Race is punitive, and not job related. Chief Columbini and Capt. Sato were visibly not present that day.

OCTOBER 2, 2017 (2ND WEEK OF EMS TRAINING)

One of the Probies is limping due to an ankle injury during PT and none of the Training Staff says anything to him. And yet, other Probies are berated for not performing PT as fast with no injuries displayed. The former Probie is the son of a good friend Lt. Brown's, while the Probie being berated is not protected under "legacy" status. This is evidence of more of the systemic favoritism displayed by the training staff that have been the subject of multiple complaints by Probies from previous classes.

OCTOBER 4, 2017

Rescue Captain Pendergast is dropping "F" bombs every other word when speaking to us. He threatened us today, "I'll do my best to be the gate keeper of EMS!" This is after the Training Staff on the fire suppression side acting as gate keepers of who gets through the Academy and who doesn't based on what they feel is worthy of being in the SFFD. He said this in front of the whole class today. This is proof of more of the systemic gate keeper mentality displayed by the Training Staff that have been the subject of multiple complaints by Probies from previous classes. Lt. Yee has ben known to threaten Probies, "You may have fooled CD1 for the five minutes she interviewed you, but you won't fool us for the five months we have you!"

Rescue Captain Pendergast yelled at us at inspection about not having the rubber toe of our boots shiny. Rubber parts cannot be shined unless they're burned. So we are melting the rubber to achieve the shiny look. He praised this practice and yet, he yelled at us for the scuff marks that the burning left. This leaves a damned if you do burn and shine the boots, and damned if you don't burn and shine the boots environment; not to mention that burning your boots is what he wants.

He also yelled at his co-worker, Rescue Captain Brittany Smith, that she should be "issuing them demerits" for us wearing sweatshirts and ball caps. Half the us have not been issued jackets or hats. While he is inspecting and yelling at us, Rescue Captain Pendergast is clicking his pen in a menacing way writing down

every "mistake" we are making. This is part of the intimidating and bullying culture that the Training Staff is promoting. Rescue captain Ben Sosin is doing the same.

One of the us led the class in stretches, as is done before and after PT, and Lt. Brown saw us and mocked, "What is this class doing?! Yoga?!" This is despite stretching and yoga being promoted within the Fire Service and the SFFD. We are constantly getting mixed messages and mocked.

OCTOBER 6, 2017

Last day of EMS training, and testing day for us on all EMS skills. Chief Columbini is made aware about the swearing the day before on Thursday, October 5, 2017, one day before testing. Chief Smith told him about it and how it interferes with our learning. In retaliation for us reporting his use of profanity, Rescue Captain Pendergast issues deficiencies to 8 of us for our having said "CSM" versus stating Circulatory Sensory Motor. He never asked us to spell it out and instead just gave us deficiencies for it. This is despite us being assured all two weeks of EMS by instructors that we can say "CSM" as long as we are able to state what CSM is when asked. Rescue Captain Pendergast never asked us.

One of the us who received a deficiency, said that if she received a deficiency for not stating what CSM is versus just saying CSM, then all Probies should have failed that day for all manipulatives as we all said "BSI" versus Body Substance Isolation. This is an excellent point and shows Rescue Captain Pendergast's retaliatory reasons. Rescue Captain Pendergast typically does not test Probies and he insisted on testing us that day. The problem is that he felt it was ok to retaliate. After all, nothing will happen to the us once we re-test on Tuesday, October 10, 2017 because we will have a different tester per State Fire Training policy. And the deficiencies do not carry over to suppression. But this does not give Rescue Captain Pendergast a pass. The issue is that Rescue Captain Pendergast knew nothing would happen to him. No accountability would come down on him.

When we questioned the deficiencies, Rescue Captain Bernie McGuire said, "You think this is bad, wait until you get to suppression. He was threatening us. We had no idea that this would be true. He also told the entire class of the Probies who received deficiencies, "They deserved every one of them and they ought to be ashamed of themselves."

Rescue Captain Sosin said, "You are to expected to get deficiencies. It's part of the program. If you get a deficiency, just say, 'thank you.' It's not up for discussion." Rescue Captain Smith said, "Basically, expect to eat shit for five months. We have been informed by Chief Smith that Deputy Chief Raemona Williams, who supervises Chief Columbini, encourages Probies to question their deficiencies immediately if in fact they feel that a mistake was made. Chief Williams has made it clear that there is little she can do when a Probie comes to her office with 17

deficiencies and delay voicing their concerns when it is too late. This is understandable, but we are doing that and all we get is retaliation and the Training Staff's wrath.

OCTOBER 10, 2017 (WEEK OF; FIRST WEEK OF SUPPRESSION)

Lt. Brannon caught herself saying "shitty" and corrected herself. But then Lt. Bob Arzave cornered a group of us and strong armed us by asking, "Which one of you reported me for swearing?!" All of us denied saying anything. We were scared that this meant Lt. Arzave was going to single us out and retaliate against us. He was already doing that. Why else would he ask that? This is proof of the "let's get the rat" culture that has been a part of the Training Staff. Instead of righting the wrong, the Training Staff wants to seek out the rat and target us. Some of us even believe that they know who we are even the unfair treatment we have been getting compared to the "Golden Boys," namely the white males in the class.

NO WATER UNTIL 1040 HOURS DURING WEEK OF OCTOBER 10, 2017 (FIRST WEEK OF SUPPRESSION)

We performed 1.5 hours of PT from 8:00 to 9:30 AM in the worst air quality in the history of San Francisco due to the North Bay Fires. PT consisted of running w/ 3" hose, high knees, bear crawls, sprints, hopping over two PXs, push ups, burpees, etc. None of us were allowed to drink water until 10:40 AM. And it was only until one of us asked Lt. Caba during classroom lecture whether we could finally get a drink of water. We were feeling faint and seeing spots. We had trouble concentrating. We had ash particulates fall on our yellow color shirts. It looked like "black snow." We also coughed up black phlegm.

Lt. Caba looked surprised that we had not had any water. Lt. Leo Tingin was overheard telling Lt. Caba that the no water rule was "straight from the top." Even they were surprised. Lt. Brown was overheard saying the same thing. Something to the effect of it came from Chief Hayes White and Jesusa Bushong. We later learned that Ms. Bushong was upset that we were getting up to use the bathroom during her presentation. This is because we never got a break after grueling PT. We just went right into the classroom. We did not mean to cause any problems with her. We were just trying to relieve ourselves after a long PT session and drinking as much water as we could in less than 5 minutes that we were given to also change and run back down to class.

Both Chief Columbini and Capt. Sato were watching PT on Thursday so they had knowledge and did nothing. The only time PT was changed to performing job related circuit training was after this was brought this up to Chief Colombini by Chief Smith. After that, PT was held inside the Tower by Lt. Yee.

We have just 5 minutes after PT to run up to the 4th floor of the Tower and quickly change into our jumpsuits and run to the classroom. This is not enough time to do all this and sufficiently hydrate.

Chief Hayes White supposedly said that she did not have a water bottle while she was a Probie in class. With all due respect, this was 28 years ago when the PT was nowhere near what it is now. And, Capt. Julie Mau just gave a lecture this week to us about the importance of hydrating. So we are confused and it is frustrating. Mostly, we are dehydrated.

This seems to be Chief Columbini's way of dealing with the lack of bathroom breaks experienced in the last Probie class where PXs were urinating in their water bottles. Probies did this because Training Staff "forgot" about them during long wait times during Friday test days. And the Training Staff stated that Probies were not given bathroom breaks due to protecting test security.

The insufficient water break and no water bottle rule is a flawed attempt at dealing with the symptom and not the solution. The solution is to allow water bottles in the classroom and sufficient bathroom breaks. This is a health and safety issue. We are at the Academy 13 hours a day from 6:00 AM to 7:00 PM. This is a long and physical day. We start off the morning with practice sessions performing physical tasks, then we do 1.5 hours of grueling PT, then we do all day of physical manipulatives, and end with more practice on physical tasks. We need to hydrate throughout this long and physical day.

We are expected to run 6 minute miles. These runs are led by Lt. Tingin. We are running "slower" than that are marked on the 1 to 5 grading sheets that Training Staff carry with them making notes on each Probie. This is an unreasonable pace for the physical output expectations of a Firefighter. Nowhere in the NFPA does it require a 6 minute pace.

We are already being given conflicting information regarding manipulatives of what are the benchmarks expected of us. While one Training Staff member tells us to do/say X, another Training Staff member tells us to not do/say X, but do/say Y. This leaves for a confusing situation for the upcoming Friday test day. This is evidence of more of the systemic subjective testing environment displayed by the training staff that have been the subject of many complaints by Probies from previous classes. This also gives the Training Staff much control over whom they want to pass and fail depending on a Probie's "like-ability." The only solution to such subjectivity is to give clear benchmarks to Probies on what are expected on each manipulative, including what are "auto fails." This is already required by State Fire Training for State manipulatives, as well as EMS, why is it not available for SFFD manipulatives? Lt. Yonts mocks at this and tells us that when he was a Probie, "there was nothing written down" and he "had to remember everything" in his head. This is probably because the Training Staff was never as inconsistent or unreasonable.

This is all setting us up to fail, especially on very subjective manipulatives such as the 50' ladder where it is clear from past complaints that even if a Probie auto

failed and it is captured on video, other Probies making the same mistake receive no deficiency. We perform the 50' ladder starting next week and we are all very concerned that we will not be given a fair shot at this manipulative.

OCTOBER 11, 2017

Lt. Arzave screams and yells at us after two Probies volunteered to carry the ladder from the ladder bin. One of them declares, "Ladder coming through," and Lt. Arzave berates them by saying, "Ladder coming through?! What is that a City College thing? We don't do things the City College way. We do it the SFFD way!" The Ladder Coming Through command is a Fire Service command. Not just a City College command. It is said whenever the area needs to be cleared of people. It is a safety command.

This is one of many berating comments made by Lt. Arzave against City College, where many of the Probies were trained. These comments are humiliating and contributes nothing toward training us. We are told by Probies from the previous class that some of the Training Staff are now targeting City College students. They told us that there were 11 City College students who did not graduate from the 122nd class. They said this is the most ever to get dismissed from one Probie class. This is worrisome because there were one or two City College students who did not graduate in the last 10 years total. There are approximately 20 City College students in our class. We are worried that City College students are being unfairly targeted. Lt. Arzave is already doing this. Some of us men of color are from City College. Is this a coincidence? We do not think so.

Lt. Arzave has also made fun of the "City College acronym used for extinguishers" and yet passes out a handout to all Probies telling them to use it as a training tool as it helps us memorize the benchmarks.

Lt. Brown threatens us by asking us, "Did you hear any curse words?" This was his attempt to see who was the rat who complained about the use of expletives by the Training Staff. He said if we "heard any curse words, they were coming from Station 7." Lt. Brown is the only African American Training Staff member at the Recruit Academy, and yet, he is not someone we have been able to turn to. So we have turned to Chief Smith.

Lt. Saitz walks away from some of us when we seek his input. If he likes a Probie, typically this Probie is a white male, he will train them. If he does not like you, typically this is a woman or African American Probie, he will literally walk away from us and take photos of the Treasure Island skyline. We are then left to practice on their own. This occurs during either before or after hours training where we are allowed to practice with Training Staff offering invaluable feedback.

Lt. Saitz is also known to give conflicting training information to Probies that confuses them for test day. This happened during the ladders evolution. His information given to us was in direct contradiction to Lt. Yee's.

OCTOBER 23, 2017

The Training Officers wanted our class leader to send this message out to all of us Probies. This message says that we are not to question our deficiencies and that subjective testing is to be expected. Here is that message that our class leader sent out to us directly from things he was told by the Training Staff:

“As mentioned earlier, a cadre mentioned several things that I should address the class. In the best interest of the class, I've decided to forward this info via email so everyone can have more time practicing tomorrow. Consider this a courtesy, not a privilege.

It was unbelievable to see over 20 recruits lined up for deficiencies. Even the cadres themselves were surprised. When you get a deficiency, please shut your mouth and take it. Do not ask any if, and, or buts. They've recorded your performance for THEIR protection and have been reviewed by the Captain and Chief prior to issuing the deficiency. Questing them devalues their integrity. If they said the sky is green, so be it. Let them have their laughs.

Changes to instructions can come at any time. It can be frustrating but take it with a grain of salt. You're going to see a lot of that, especially in stations and on fire ground. Our job as a recruit and one day, a probie, is only to do what we are told without complaints. We must have confidence that our leaders knows what's best and would not jeopardize our lives.

We are ONE class, functioning individually as a group (if that makes any sense). You are to be with a buddy at all times. As inconvenient as it may be, this will be enforced during off duty hours. This is for our protection, so no one gets demerits for such actions.”

It is our position that changes in instruction should not come at any time. This sets up a confusing situation and sets all of us up to fail. An ex-Training Staff member recently was heard saying that if there was a conflict in instruction, all deficiencies received from that conflict must be removed. That was when he was a Training Staff member not too long ago.

OCTOBER 18, 2017

An African American Probie had to go through three IV bags when he was transported to the hospital after the Amazing Race. That is a lot and of loss fluids and indicative of severe dehydration. A Probie is getting transported after each Amazing Race. Most of these guys are African American.

OCTOBER 24, 2017

Another African American Probie was transported today after performing the Amazing Race. This is the second Probie in two weeks since the Amazing Race took place that an African American Probie was taken to the hospital. It was 90

degrees on Treasure Island today. Although we were allowed to perform this rigorous and unvetted PT in our jumpsuits, the entire evolution leaves us injured, dehydrated, and ill-prepared for the job. Chief Columbini says the Amazing Race is team building. It causes a break down of the us to where we are tortured. It is sadistic. there are plenty of other team building exercises we could be doing.

We have noticed that Lt. Saitz is checked out. He is less than helpful and not approachable at all. He yells and screams at us. He is not encouraging, but demeans. He does nothing to motivate us. He often shakes his head in disgust and rolls his eyes, in a scoffing manner. Chief Columbini is watching the entire time. He does nothing. All of us are feeling scared and nervous when a Probie of color gets yelled at unjustifiably, and somewhat relieved at the same time that it was not us, although it easily could have been.

Lt. Dan Yonts is also unapproachable. You cannot ask him any questions. He will not have it. This is not a fair learning environment. When we ask him why do we perform steps 1, 2, and 3 on a manipulative he, barks at us, "Just do it!" So we perform these steps without knowing why. He also likes to say that the SFFD "has been doing it this way for years. Why are you trying to change it?" This is after we ask a simple question of why. We are not trying to change anything. We are Probies. He tells us to ask questions amongst ourselves and not him. But some of us never had a Fire Academy before coming here. It is not a requirement to getting hired. We have never seen hoses or connected them before and the SFFD has a unique way of doing everything when compared to other fire departments. We want to learn the whys and the history and tradition of the SFFD. We do not even see the other Probies to even get a chance to ask them anything. Plus, questions do not come up until we are shown the manipulative and what is to be expected on test day.

Rescue Captain McGuire also has a short fuse. He seems very bitter. He has to be having a good day for us to ask him questions. We are scared to ask him anything. Lt. Saitz is also someone we are scared to ask questions because he will just yell at us. We all hope that he is not our proctor on test day no matter how prepared we may be feeling. he humiliates and embarrasses us. Unless you are a white male, Lt. Saitz is not someone who will help us. He will coddle the white male, but shun the rest of us.

Lt. Saitz has had a reputation for being hostile toward women, too. Two women Probies from the 122nd Class told us that had it not been for Lt. Saitz, they would have graduated. They said she received most of her undeserved deficiencies from him on the 50' ladder, the most subjective manipulative where Training Staff are known to eliminate Probies they do not like. One of the women Probies knows a couple of veteran women Firefighters and these veterans warned the women Probies in our class that he is a "woman hater."

WEEK OF OCTOBER 24, 2017

Lt. Saitz is known by us Probies as someone who does not want to see us succeed. Lt. Brown acts like he does not want to be there. Both are known to shun us when we seek their help. They pick and choose who they like and dislike, who they feel should get this job and who they feel do not. Even before/after hours of the training hours, they are not training us until 7:00 AM (we are there at 6:30 AM like we were instructed to) and rushing us to put the equipment away so they could go home. So on the one hand, the Training Staff tells us that before and after hours practice sessions are available. But on the other hand, they frown upon us (and target us) if we want to take advantage of these hours. These hours are important to succeed in the Academy because we get one on one time with Training Staff to practice and prepare.

OCTOBER 26, 2017

Lt. Tingin is upset with us because we bring to his attention that Lt. Saitz and Lt. Brown showed us a different way to tie the fire escape ladder. He and Lt. Brannan showed us the right way for the test, which is the next day, and it was still not the same as we were taught by Lt. Saitz and Lt. Brown. Lt. Tingin yells at us and tells us "We are all a very close cadre. I personally take offense. If you keep challenging us, you will lose!"

OCTOBER 27, 2017

Multiple choice written exam is inconsistent and poorly written. While some questions have options of A through D, others have A through E. Some options will say, "all of the above" while another option in the same question will say, "all of the answers are correct." This is confusing and sets us up to fail. We have received deficiencies for not passing the written exam.

And there was a question about webbing from our IFSTA Textbook Chapter 8 that was not part of the assigned reading for that week; something having to do with webbing tubular and the number of inches it is. This is in next week's reading assignment. The question was also not found in the SFFD Rope Manual, which was assigned reading for Week 4. So the question in the exam is from reading that is in the future.

Some of us who are on the Engine side had questions that were Truck related questions and were not part of our reading.

WEEK OF OCTOBER 31, 2017

Battalion Chief Anita Paratley gives a Cultural Competency class and conducts an exercise of "Match the Quote" where we have to match the quote spoken by one of the great leaders on the world. She includes a quote by Tupac Shakur using the "N" word. This is offensive to us as african american Probies. Even Firefighter Keith Baraka, co-teaching with Chief Paratley, looks shocked and says that he is offended. We are then asked whether we are offended, and even though we were, we are now scared out of our minds of being retaliated against and losing a 30 year career. This is shocking to us and makes us more fearful to say anything.

NOVEMBER 1, 2017

The Training Staff reduced the Amazing Race time from 1.5 hours to 1 hour today, but we can't complete all PT evolutions in one hour; so as punishment for not completing it, we have to do it again tomorrow. This is setting us up to fail and it is punitive. It also causes injuries.

NOVEMBER 2, 2017

After word got to Chief Williams by Chief Smith, that a third The Amazing Race was going to happen today, the Amazing Race was canceled. This would have been three Amazing Races in one week. This is supposed to be held once a week. Capt. Sato told us, "You have been given a gift today" and that instead of the Amazing Race, we are going to be able to practice on manipulatives.

Chief Williams and Chief Hayes White visited the academy this week. Chief Hayes White was here yesterday and Chief Williams earlier this week. But they are not here when we are doing crab crawls up and down the stairs in full turnouts or the Amazing Race. They are not here during the Amazing Race. They are not here when Lt. Saitz is screaming at us at the top of his lungs. They are not here when Lt. Arzave is telling one of his many "firehouse stories" instead of telling us about training. They only see what the Training Staff wants them to see.

NOVEMBER 3, 2017

Test day and the 35' ladder is being raised on a different building than the one we had been practicing on all week. This creates a confusing situation. The fly of the ladder is also raised to a different length of the building because this building is a different height. This makes for a different tie of the halyard on different rungs than what we practiced all week. We understand that no buildings are the same, but many of us never had the chance to practice on this building. Both Lt. Saitz and Lt. Brown, who tested us on this manipulative, would also stop us in the middle of throwing the 35' ladder and order us to go to the wall and look away while they stop to evaluate. We are then told to return to the ladder breaking our concentration of which step of the ladder raise we left on. Deficiencies were issued despite this confusing situation. We do not feel that we are being tested to our full preparedness, but tested to a guessing game of surprises. We are all plenty capable of performing these tasks. Many of us are former athletes. Many of us have completed Fire Academies. But no one can perform under these guessing game conditions.

Lt. Brown is making noises of disapproval grunts whenever we are raising the ladder while Lt. Saitz is shaking his head whenever we actually do perform well, as if he is disappointed that we did not make a mistake. Lt. Saitz actually sighed when he shook the ladder to see if the halyard would move and it did not. This was done to the women and African American Probies when they tied the halyard, but never to the white male Probies. This shatters our confidence and ability to perform. This is not a fair playing field for us.

Lt. Brown's cell phone was constantly going off during this testing of the 35' ladder and he would answer every call. He even told us to tie the halyard a certain way all week only to have Lt. Yee correct the tie after the test was over. Lt. Brown told us that we could have the excess rope hanging and Lt. Yee said we could not. This was the same incorrect information Lt. Brown gave us regarding the fire escape tie when he said we could wrap it as many times as we wanted. Lt. Tingin corrected this one day before our test after getting mad at us for pitting one instructor against the other.

Two African American Probies are on the brink of getting terminated because they are not able to pass the High Rise Pack, the easiest manipulative of all. They have failed twice now, including two re-tests. They're getting their final crack at it in two weeks. They fail it again, they're out. How could two Probies not pass the easiest evolutions? These two guys are sharp, too. Why is it that all Probies are able to pass but these two? Lt. Yonts is known to be unreasonable in his expectations of how to pack a High Rise Pack.

NOVEMBER 6, 2017

An African American Probie received 8 deficiencies. He received 6 on the 35' ladder and 2 on Tool Ties. Almost all Probies received deficiencies. This seems to be a training issue and not a competency issue since many of our deficiencies were from not being provided correct information or from being given conflicting information. 90% of us Probies received deficiencies on the 35' ladder, the manipulative that Lt. Saitz and Lt. Brown were testing on.

The problem with the African American Probie is that Lt. Saitz gave him 6 deficiencies on the 35' ladder for having his fingertips "curled" inside the ladder where a sliding fly section of the ladder could have injured him. This Probie passed every position of the 35' ladder earning over 90% on each position, but auto-failed on every position because his finger tips were allegedly curled in.

The Probie said that his gloves are extra large so the tips are not filled with his fingers tips. He had to get extra large gloves so they could fit over the wristlet on the new PPE coats. Many of us have extra large gloves because we are timed on donning PPE and getting gloves on over the wristlets of our PPE coats take an extra 20 seconds. This PPE issue forces us to wear larger gloves in order to compensate for this clothing glitch as on a PPE donning test where we get a minute to don all gear, 20 seconds is critical.

Other Probies received deficiencies on the halyard tie when Lt. Saitz taught the halyard tie differently than Lt. Yee. Lt. Yee's is the correct way, but only a few Probies got to see that correct tie during early morning practice and that was only if the Probies happened to be at his station and not at another station practicing other manipulatives. But when Lt. Saitz was teaching the halyard as part of actual Probe rotations during the training day, he was teaching it

incorrectly. No wonder why most of us failed the halyard tie. The only Probies who passed were the ones lucky enough to have been at Lt. Yee's practice session that one morning before training started. We are not stupid. We just want to be taught the correct way so that we can duplicate that task on test day.

This Probie received 2 deficiencies on Tool Ties by Lt. Yee, ties he, nor any of us, were taught until that Wednesday. That is just two days of practicing before test day. Training Staff told us that if we are shown an evolution twice, it is testable. If every evolution we were tested on was shown to us for a week, how could we be expected to master 10 new tool ties by Friday after just two days? This is unreasonable and sets us up for failure.

These unjustified deficiencies must be removed for every one of us who received conflicting information or lack of information. We are just entering Week 7 out of 20 weeks of testing. We only get 18 deficiencies and we have not even thrown the 50' ladder yet.

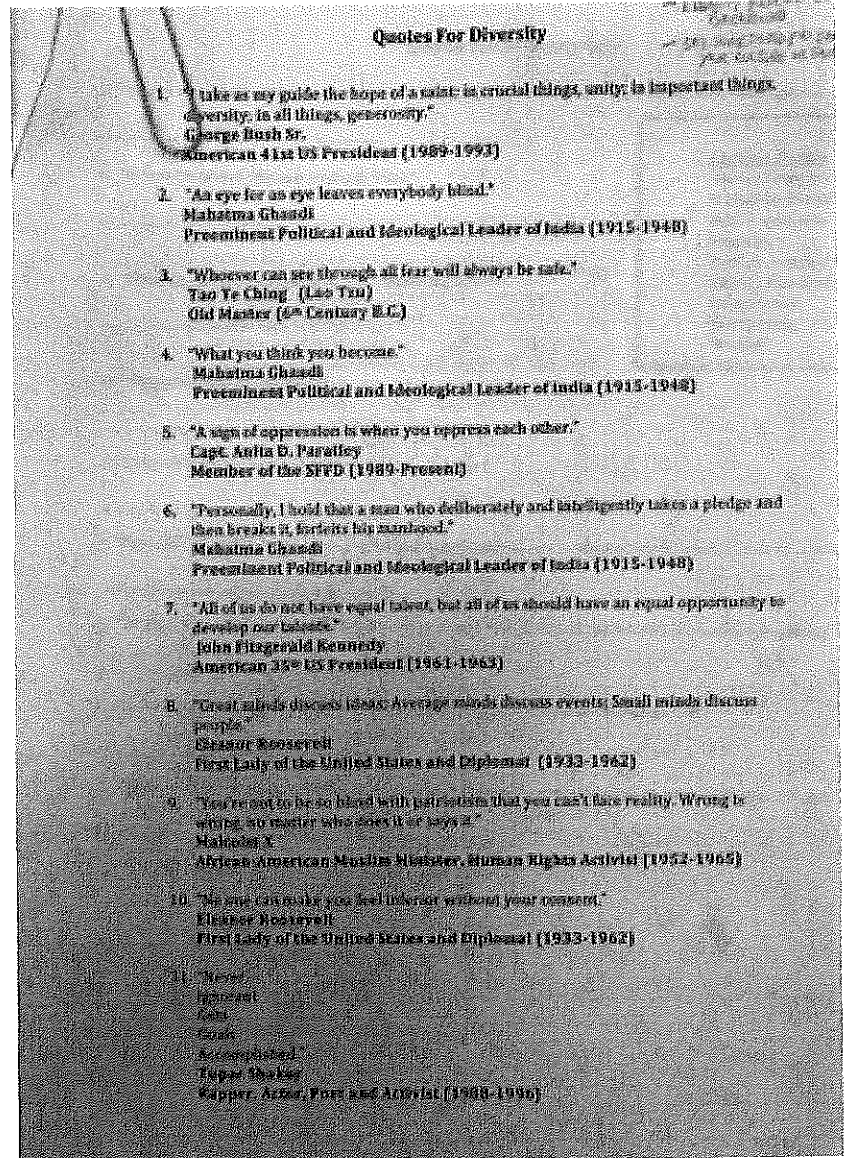
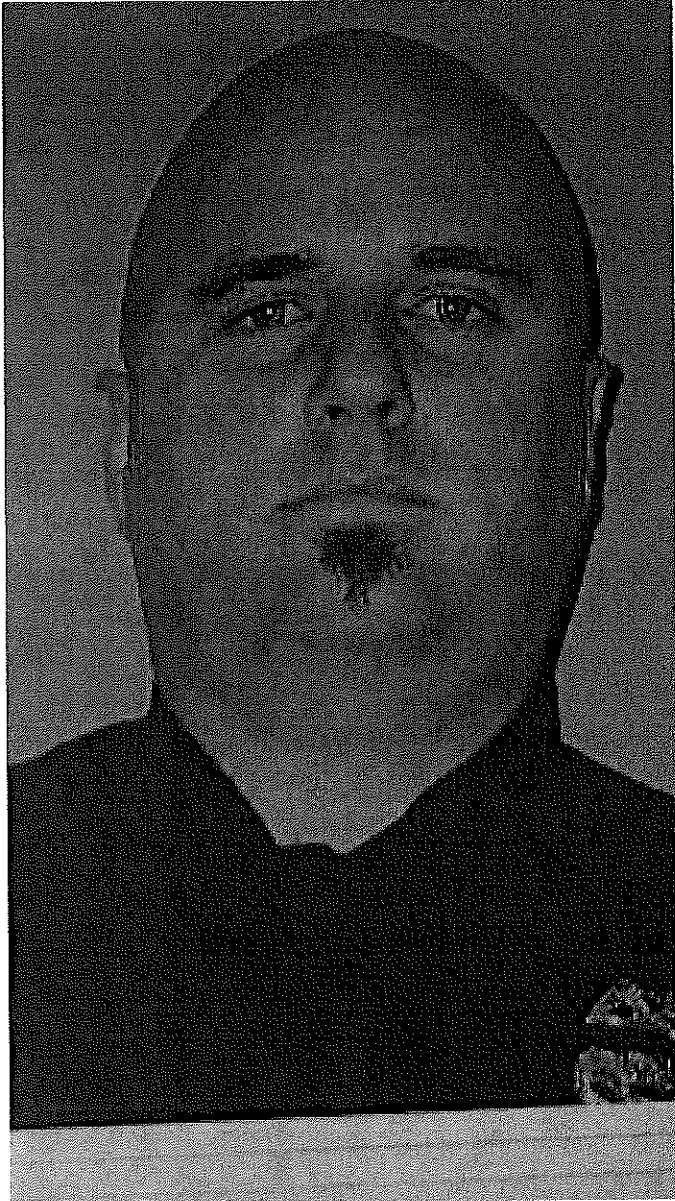
Lt. Yee got a ruler out and was measuring our half hitches during the Tool Ties manipulative to see if they were more than one foot from the top of the tool. Where is there a ruler on the fireground? We received deficiencies for this and yet, we were never told that our half hitches had to be no more than a foot.

One of the African American Probies who received a high number of deficiencies was approached by Chief Columbini and was told by him, "I know you deserve to be here. You can do it!" The Probie said he just responded, "Yes, sir." Later, he told the rest of us that he felt like a slave being talked to by the Master where the slave cannot speak out and can only keep taking the unjust treatment.

NOVEMBER 7, 2017

All day spent on re-tests because most of us Probies failed, many of us due to Lt. Saitz's mis-information and setting us up to fail on the 35' ladder. Lt. Yee failed a bunch of us on Tool Ties even though it was never told to us that the half hitches had to be less than 1' or that the clove hitch had to be pushed down. We spent all day on re-tests where PT was canceled. PT never gets canceled. There were so many re-tests that we were re-testing unit close to 5:00 PM.

On top of that, we have to learn three new sets of manipulatives by tomorrow because Thursday is test day due to Veteran's Day Holiday on Friday (no training on Friday). This short week again sets us up to fail because now we basically have one day (tomorrow) to learn three new manipulatives, including the 50' ladder, the 350 pound wooden ladder where most Probies fail out on. We have to know the 50' ladder, 35' ladder raise on a hill, and a new set of 10 knots, again all before Thursday test day (tomorrow). This is an impossible situation and one where we are sure to get more deficiencies again due to inadequate training.



Left: Lt. Andy Saitz
Right: The N Word Handout

November 15, 2017

To whom it may concern,

This letter is in response to the 18-page letter dated November 18, 2017 ("the letter") written by some members of the 123rd SFFD Academy Class (referred to as "they" or "the authors" below). I am a veteran San Francisco firefighter and I was very troubled by their letter. This letter helps explain why I (and so many other firefighters in the field) take issue with the letter.

The purpose of the Fire Academy

Their letter indicates that they do not understand the purpose and importance of the Fire Academy, nor do they understand their role at the Academy. Cadets are *miscellaneous* employees, not firefighters, and cadets attend the *Fire Academy*. That is, cadets are *in school* and, as such, are graded and evaluated to assess whether they can pass (i.e., graduate) the academy and become a *probationary* firefighter. The Academy is the first step in filtering out those people who cannot, and therefore *should not*, become a firefighter. The suppression and EMS instructors are the gatekeepers; that is their job and, thankfully, they do their jobs well. Would a member of the 123rd class want an unvetted firefighter coming to help *their* family during an emergency? Of course not.

The purpose of the Fire Academy is to weed out the cadets who should not be firefighters. Not everyone who enters the Fire Academy is entitled to pass. Those cadets who work hard, adapt, and persevere, *without complaining or preemptively setting the stage for a lawsuit in the event they do not pass the academy*, can and do pass the Fire Academy.

They do not understand the concept of "fairness."

They claim to want fairness. I question whether they know the meaning of the word. Did they really give Chief Hayes-White an opportunity to address their concerns? Assuming they did bring up the issues with the SFFD Administrative Staff, I would assume the staff felt, and justifiably so, that no action was required. I failed to see any legitimate issues raised in their letter. Chief Hayes-White addresses *legitimate* issues quickly, especially safety issues and claims of harassment.

They desire "fairness" yet they made public and false claims of racism against named individuals, and they did so anonymously so that the accused could not face their accusers. Their letter states that "some of us have mortgages to be paid, wives who are pregnant, or young children to feed." Are we to feel sorry for them because they, like every adult in the world, have responsibilities? Also, the training staff members mentioned in their letter also have families to support, yet the authors of the letter made baseless accusations of mistreatment and racism against them, tarnished their reputation and potentially put their careers in jeopardy for their own selfish motives. And yet they have the audacity to speak of "fairness." Their selfishness is troubling.

Their letter fails to prove any “unfair” treatment at the academy. At one point, it even proves the opposite:

“One of the African American Probies who received a high number of deficiencies was approached by Chief Columbini and was told by him, “I know you deserve to be here. You can do it!” The Probie said he just responded, “Yes, sir.” Later, he told the rest of us that he felt like a slave being talked to by the Master where the slave cannot speak out and can only keep taking the unjust treatment.”

I fail to see how this even remotely suggests that Chief Columbini was “unjust” toward the cadet or was somehow undermining the cadet’s ability to succeed in the academy. In fact, it shows the opposite. Chief Columbini tried to help a struggling cadet, and the authors of the letter had the nerve to mention the concept of slave master? Their selfishness is beyond troubling.

Also, the apparent rationale for their letter is quite “unfair.” It seems that they kept a “victim diary” to save for a “preemptive strike” in case they flunked out of the Academy. Their attempt to portray the fire department as a racist organization so that they can play the victim and blame others for their inability to pass the academy is certainly *unfair* to those affected by their frivolous claims. Yet they claim to want fairness. Their selfishness has no limit.

Their concept of “fairness” is skewed beyond reason. Perhaps the following will help them understand the concept of “fairness.”

Life is not always fair.

The Fire Academy, like life, is not always fair and sometimes cadets simply must “eat sh*t.” Cadets are *not* entitled to become firefighters; they must earn the right. The Academy is designed to filter out those cadets who cannot work hard, be evaluated, perform under pressure and, yes, “eat sh*t” from time to time. The firefighters in the field only want to work with people who were willing to “eat sh*t” to have the honor to do this job. Is this fair? Yes, it is. If a cadet finds this unfair, he should consider switching careers and become, say, a youth soccer referee because in that profession, unlike in the adult world, everybody gets a ribbon.

Also, firefighters witness a lot of “unfairness” on the job – sick children, people burned in fires, and innocent victims of mass shootings. If a cadet has the mistaken belief that “life is always fair,” he should certainly consider another career path.

The Fire Academy is designed to filter out cadets who, during an emergency call, would question their officers when given an order.

Assuming a cadet wants to be a good firefighter, he should not question his deficiencies in the academy. During the heat of the moment at an emergency, superior officers will yell at and correct their firefighters. Effective firefighters put their pride aside for the greater good, ignore their over-sensitivities, and, barring extreme circumstances, follow their superior officer’s orders, *without question*. If a

cadet questions his deficiencies, he will likely question orders given on the fire ground and, therefore, *he should not even be on the fire ground in the first place*. Effective firefighters are proud of their department and their personal achievements, but they always check their pride when the tones go off.

The Fire Academy is designed to filter out cadets who buckle under pressure during an emergency call.

Assessing a cadet's ability to perform under intense pressure is an important purpose of the Fire Academy. If he cannot perform under pressure, he will fail to do his job during emergencies. Firefighting is a good career choice only for those who can handle intense pressure under emergency conditions. Cadets who cannot handle pressure during non-emergency settings (such as the Fire Academy) should consider another career path.

The Fire Academy is designed to filter out cadets who are not true team players.

Cadets are vetted to see if they can put their ego aside for the good of the team – a team that is in the business of saving lives under intense pressure. Selfishness hurts the team and undermines the mission of the SFFD. Taking things personally while under pressure shows that they are putting themselves above their brothers and sisters and, more importantly, the needs of the citizens we serve. If a cadet cannot check his ego at the door to help save lives, he should consider another career choice.

The Fire Academy is designed to filter out cadets who cannot adapt and problem-solve when confused during an emergency call.

Cadets often receive conflicting information from their training instructors. This is designed to prepare them for the fire ground. If a cadet cannot handle conflicting information in a non-emergency situation, I shudder to think of how he will react after receiving conflicting orders from two officers at an emergency incident. If a cadet is unable to adapt and find a solution when presented with conflicting information, perhaps he doesn't belong in a para-military organization and perhaps should consider finding a career that does not require flexibility or problem-solving skills.

The Fire Academy is designed to filter our oversensitive people.

If a cadet is offended by the word "shitty" while in private and amongst coworkers (outside of the public purview), he should consider another career. The fire service has no place for such sensitivities.

The Fire Academy is designed to filter out cadets who are not physically able to perform the job and those who cannot adequately prepare for their shift.

If a cadet feels slighted because he cannot drink water at his leisure, he will not

perform well at a working fire. After many years of working for the SFFD, I can assure him that there are no water breaks during fires. If a cadet plans on putting their axe or hoseline down after 20 minutes of hard work at a fire so he can take a water break, he really should consider another career.

Also, if a cadet needs an I.V. or a trip to a hospital during physical training at the academy, training for which there is *advanced notice* (i.e., time to hydrate in advance) I question his ability to respond to incidents for which there is *never* advanced notice, such as a working fire at 3 o'clock in the morning.

The Fire Academy is designed to filter out cadets who are incapable of performing the basics tasks required of a firefighter.

If a cadet cannot pass the easier evolutions, such as the High-Rise Pack, perhaps he should find a career more suited to his capabilities.

Making baseless claims of racism is, in fact, racism.

Falsely labeling someone a racist is repulsive behavior. Also, baseless claims of racism against the accused because of the accused's skin color is, by definition, racism. Including a picture of Lt. Saitz in their letter was equally appalling. Their attempt to imply his character through his picture is gutless, to say the least. Out of all the other instructors mentioned in their letter, they only included his picture. How come? Did he look "the most racist" to them? Or was it because omitting the photos of the other instructors mentioned in the letter – Lt. Caba (an Asian), Lt. Brown (an African American), Chief Paratley (a female), Lt. Yee (an Asian), Lt. Tingin (an Asian) – would certainly go against the false narrative that the SFFD Training Academy is a hotbed of sexism and racism? Does Lt. Saitz's whiteness and bald head somehow "prove" to them that he is a racist? Or is that just what they wanted the recipients of their letter to think? Either way, they surely insulted the intelligence of every person who read their letter. Very few people are so ignorant as to assume that another person is a racist simply because they look a certain way or are a certain color. Anyone who sees Lt. Saitz's picture and assumes him to be a racist is both (1) incorrect and (2) a racist.

I know every training instructor and chief officer, including Chief Hayes-White, mentioned in the letter and, I can assure you, they are all open-minded and tolerant people. Shame on the authors of the letter for suggesting otherwise.

Thank you for your time.

From,

Anonymous



San Francisco Black Firefighters Association
4936 3rd Street
San Francisco, CA 94124

November 17, 2017

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

Dear Chief Joanne Hayes White,

In light of the anonymous letter received November 10, 2017, it highlighted several issues at the Division of Training some ongoing that we have been trying to address for years. The level of detail and documentation led us to believe that there may be some truth to these alleged chronicled events.

There must be a thorough unbiased investigation to determine if the alleged incidents warrant any merit. Nevertheless, the process must stay clean and unfettered from outside influences. If there is a sincere effort to get to bottom of the validity of these complaints then rumors of a petition being distributed amongst the cadets must stop. I am not privy to the details of the petition but it is reported that the subject matter is related to the current events that have transpired over the past two weeks.

What is troublesome is that choosing to sign or not to sign this petition could be viewed as a form of intimidation, which could open one up to retaliation if a cadet gives support or non-support. Cadets in the Academy are under a tremendous amount of pressure to have a successful experience, which hopefully will lead to permanent employment with the San Francisco Fire Department.

November 17, 2017

The stress of an investigation can be overwhelming some cadets worry if their testimony will have an adverse effect on their experience in the Academy. Steps should be taken to increase the possibility of a positive outcome for any investigation at the same time Cadets should feel free to speak the truth. Please remove any petition at the academy if it exists.

Sincerely,

Kevin Smith

Digitally signed by Kevin Smith
DN: cn=Kevin Smith, o=SFBFA, ou,
email=President@sfbfa.org, c=US
Date: 2017.11.17 12:37:31 -08'00'

President
SFBFA

Ks

cc: Chief of Department
Fire Commission
Deputy Chief Raemona Williams
IABPFF President Addington Stewart
IABPFF Director Lionel Newby
Executive Board

Lifetime Member
NAACP



SAN FRANCISCO FIRE DEPARTMENT
Public Information Office

11-03-2017

Press Release

1700 Hrs.

For Immediate Release PST
Jonathan Baxter - 415 – 558-3404(o)
415 – 660-0545(c)

**EMERGENCY MEDICAL SERVICES AUTHORITY ANNOUNCES
2017 CALIFORNIA EMS AWARD RECIPIENTS**

*San Francisco Paramedic Dan Nazzareta to receive the
CA State EMS Community Service Award*

Paramedic Dan Nazzareta has played a key role in introducing Emergency Medical Services (EMS) into the lives of hundreds of San Francisco High School Students. Dan has worked to promote Hands-only CPR in local high schools and serves as a liaison to high school teachers at three different Health Academies within the San Francisco Unified School District. Dan's expertise supports the teachers in enhancing their curriculum.

Dan never says "no" and consistently steps up to work with teachers and students to promote EMS as a possible career path. He has been the driving force in organizing EMS Day for Kids at John O'Connell High School, which has been a remarkable success, directly impacting the enrollment of John O'Connell students in the San Francisco City College EMT program. Not only does Dan donate his time to the schools, he recruits and coordinates other Fire Department members to assist with these programs.

In addition to all of his time spent working with the schools, Dan makes time to assist with the Special Olympics and the San Francisco Firefighters Toy Program.

The awards will be presented during a luncheon ceremony following the regular meeting of the Commission on Emergency Medical Services on December 6, 2017, in San Francisco at the Marines' Memorial Club & Hotel located at 609 Sutter Street.

“Dan’s service to the community is admirable”, said Fire Chief Joanne Hayes-White. “He is an ambassador for EMS and an asset to the San Francisco Fire Department. I couldn’t think of an individual more deserving of this recognition than Dan.”

“I congratulate Dan on his award”, said SFFD EMS Chief Andy Zano. “It is well deserved, and well earned. Dan is an excellent representative of our Division and our Department, and we are fortunate to have him in our family.”

For more information please view:

<http://www.emsa.ca.gov/Media/Default/awards/2017%20Awards/Press%20Release%202017%20EMS%20Awards%20final.pdf>

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, November 08, 2017 6:30 PM
Subject: General Order 17 A-59, Mandatory Harassment Prevention Training
Attachments: 17 A-59 Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File

Code 17 A-59

November 8, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Mandatory Harassment Prevention Training
Reference: DHR October 30, 2017 Memorandum; Assembly Bill 1825
Rules & Regulations, Section 402
Enclosures: Attachment "A" – Course Access Instructions/FAQs/Technical Requirements
Attachment "B" – Members Required to Complete Training

Officers Endorsement:
Sec 1108 – R & R _____

1. California Government Code Section 12950.1 (AB 1825) requires employers with 50 or more employees to provide harassment prevention training of at least two (2) hours in duration to supervisors. Supervisors must complete the training every two (2) years.

Moreover, newly-hired or promoted supervisors, as well as employees appointed to acting assignments as supervisors, must take the training. In some circumstances, employees in non-supervisor or non-management positions will be asked to take the training. Being assigned to take the training does not indicate that an employee is deemed a manager or supervisor.

Finally, Commissioners and Board Members are, likewise, required to take the training. **This year is a "compliance year" in which all City supervisors, managers, other relevant personnel, and Commissioners or Board Members must be trained by December 31, 2017.**

2. The Department of Human Resources (DHR) has contracted with Workplace Answers, an EVERFI Company, to provide a web-based training program. This training program is now available and will be administered by both DHR and City departments. Although the mandated time for the training is a minimum of two (2) hours, employees should allocate between two (2) and two and one-half hours (2 ½) to complete the course.

The 2017 Training has new features and changes. The course includes new scenarios by real complaints, and tips on current issues, including political affiliation harassment and gender transition. The course also

includes the City's updated Policy regarding Family and Romantic Relationships at work. Finally, the course includes additional content for employees who finish the course in less than 2 hours.

3. To access the training program, the following steps must be taken:

- Type in the address: <https://slate.workplaceanswers.com/ccsf/>
- In the Last Name box, type in your last name. You may type in upper or lower case. It is not case sensitive.
- In the DSW ID number box, type in your DSW number that can be found on the back of your City-issued identification card. If your DSW number only has five digits, you must add a "zero" (0) before the five digit number

Instructions on how to launch the training program are also found in Attachment "A" of this General Order.

4. If you have any access or log-in issues, please email Jesusa Bushong at [jesusa.bushong@sfgov.org](mailto:jesusabushong@sfgov.org) or Maryann Poon at maryann.poon@sfgov.org.
5. After completing the course, employees will be prompted to "Retrieve the Certificate of Completion" and to print it. Members are required to print and submit the certificate to the SFFD Human Resources Division either in person, by mail to 698 2nd Street, Room 209, by email attachment sent to either Ms. Bushong or Ms. Poon, or by fax to 558-3463 by no later than January 2, 2018. Failure to comply with the training completion by this deadline date may result in disciplinary action.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 09, 2017 5:07 PM
Subject: General Order 17 A-60, San Francisco Fire Department Strategic Plan
Attachments: 17 A-60 SFFD Strategic Plan 2017-2021.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-60
November 9, 2017

From: Chief of Department
To: Distribution List "A"
Subject: San Francisco Fire Department Strategic Plan
Reference: Rules and Regulations, Section 402
Enclosure: SFFD 2017-2021 Strategic Plan

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

1. The San Francisco Fire Department (SFFD) is distributing its 2017–2021 Strategic Plan.
2. The Strategic Plan is the culmination of over two years of work, intent on providing direction for all members of the Department and the public on the future of the SFFD and outlining the Department’s priorities and goals over the next five years.
3. The Department’s Strategic Planning Committee was formed in 2015, comprised of members from a variety of ranks and Divisions of the Department, as well as representation from the Fire Commission, Local 798, retired Department members and the private sector.
4. The goals and strategies of the Strategic Plan are broken into five key areas:
 - Operations
 - Community Programs & Partnerships
 - Health & Wellness
 - Infrastructure
 - Recruitment, Staffing and Training.
5. All Department members are encouraged to review the document. Interested members may provide feedback on the plan. Feedback can be submitted in two ways:
 - Directly via email through to firestrategicplan@sfgov.org
 - Individual members can submit feedback via AO Reports, where they can view and download the plan as well as leave feedback or submit attachments for review. This portal can be accessed with employee ID and password information through the “Strategic Plan” link on AO reports. A direct link to the feedback site can be found here:

<https://fire-db1.ad.sfgov.org/feedback>

6. In early 2018, the Department will convene the Strategic Plan Review Committees for each area of the plan, as outlined in the document. These committees will gather various stakeholders for each area of the plan, and committee team members will meet to discuss the status of the respective initiatives as well as develop action plans for the goals and strategies of the subject area. Feedback will be reviewed by the various committees.
7. The Department would like to thank all members who contributed to the development of the Strategic Plan and during the planning process.
8. Any questions can be directed to firestrategicplan@sfgov.org or to Mark Corso, Deputy Director of Finance and Planning, at mark.corso@sfgov.org or 415-558-3417.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 30, 2017 2:54 PM
Subject: General Order 17 A-62, Decorative Tree Inspections and Information
Attachments: 17 A-62 Attachments A-D.pdf

NOTE: Attachments are printable

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-62
November 30, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Decorative Tree Inspections and Information
Reference: Section 806.1 of the 2016 San Francisco Fire Code
Chapter 1, Section 3.08, Title 19, California Code of Regulations
Enclosures: (A) BFP Informational Bulletin Re: Decorative Trees in Regulated Occupancies
(B) NFPA Christmas Tree Safety Tips and Recommendations for Christmas Fire Safety
(English, Spanish, Chinese and Versions)
(C) BFP Information Bulletin Re: Requirements for the Application of Flame Retardants
to Decorative Trees (2017)
(D) Christmas Tree Weekly Inspection Report Form

Officer Endorsement:
Section 1108 - R. & R _____

1. Assistant Chiefs and Battalion Chiefs supervising fire suppression units are directed to inspect decorative trees in public assemblies, schools, hospitals, department stores, high-rise office buildings; and public areas of hotels, motels, and apartment buildings within their respective Divisions and Battalions to assure compliance with the appropriate codes and regulations adopted by the State of California, as detailed in the enclosed Information Bulletin.
2. A weekly report of all inspected premises shall be forwarded to the Bureau of Fire Prevention; Attention: Fire Marshal. The inspection report (*Enclosure D*) shall include the name of the business, address, date inspected, type of tree (natural cut/artificial), pass/fail, and action taken. Inspection report forms may be printed out from AO Reports.
3. Natural cut trees are not permitted in hospitals and other facilities housing non-ambulatory persons (see Informational Bulletin). Further, natural cut trees are only permitted in public assemblies, schools, department stores, and public areas of hotels, motels, and residential buildings with more than two units when *they are protected by an approved automatic sprinkler system*.
4. Natural cut trees in schools, public assemblies, and public areas of residential buildings shall be treated with flame retardant and shall have an approved tag certifying the application of a California

State Fire Marshal approved flame retardant. The tag shall include the following information: CSFM Seal of Registration, name of flame retardant used, name of registered applicator, registration number, and date of application.

5. Natural cut trees shall be removed from buildings whenever the needles fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. Chiefs shall remind responsible parties to check the tree daily for dryness.
6. Battalion Chiefs shall deliver a supply of *Enclosures (A), (B), and (C)* to each and every decorative tree lot in their Battalion for distribution to their customers, regardless of the Tree Lot's inclusion on the Battalion List. Additionally, each member shall be familiar with the provisions of *Enclosure (A)*, and shall report non-compliance to their respective Battalion Chief or to the Bureau of Fire Prevention.

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Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 30, 2017 5:30 PM
Subject: General Order 17 A-63, San Francisco Firefighters in Safety Education (SFFISE) Program Expansion

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-

63

November 30, 2017

From: Chief of Department
To: Distribution List "A"
Subject: San Francisco Firefighters in Safety Education (SFFISE) Program Expansion
Reference: Rules and Regulations, Section 402
Enclosure: None

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

1. At the request of the San Francisco Unified School District Board, the San Francisco Fire Department and the Alisa Ann Ruch Foundation (AARBF) will be providing Fire/Burn Prevention presentations at all SFUSD elementary schools on an annual basis.
2. The SFFD and AARBF have been partners since 2001, developing and presenting information from a rigorously developed, multi-lingual educational program, reaching between 9,000 and 12,000 students per year, with only 9 dedicated volunteers.
3. The Department is implementing a new structure to the program, which is in keeping with our Mission, to prevent fires through prevention and education programs.
4. All Stations will be responsible for providing the program presentations to their neighborhood elementary schools, resulting in 1 to 2 presentations per year.
5. Captains shall identify/select at least one regular member of their Station, preferably a volunteer, to attend a one-hour, on-duty, Certificated SFFISE presentation training and, who will give the pre-scripted, 30 minute presentations at their neighborhood elementary school(s) while on-duty.
6. Trained presenters will be permitted to give presentations in other areas of the City but only while working a Regular work day. TRWs will not be detailed to give presentations unless they are working a Trade for another trained presenter. Members may volunteer to give school presentations in an off-duty status and are pre-approved to wear their uniform. However, members will not be compensated for giving off-duty presentations.

7. Members working a WDO may be detailed to give a school presentation.
8. Members interested but wishing to know more about the program before deciding to volunteer may contact FF DeWayne Eckerdt (E05, at Station 6).
9. Captains shall submit the name(s) of the member(s) who have been identified/selected to the Chief of Department, through the Chain-of-Command, no later than Friday, December 15, 2017.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, November 30, 2017 5:32 PM
Subject: General Order 17 A-64, Data Collection Instructions – Identifiable Home Address
Attachments: 17 A-64 Data Collection Instructions - Identifiable Home Address.pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-64
November 30, 2017

From: Chief of Department
To: Distribution List “A”
Subject: Data Collection Instructions – Identifiable Home Address
Reference: Rules & Regulations, Section 402
Enclosure: Instructions for ePCR (ESO), NFIRS & HRMS

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

1. The Fire Department is dedicated to responding to those in need, in the most expeditious and efficient manner possible. Research, data analysis, and information review enhance and guide our actions in meeting the needs of the public, and delivering emergency services to those populations most vulnerable.
2. The ePCR (Ambulance Electronic Patient Care Report), the National Fire Incident Reporting System (NFIRS), and the First Responder PCR/HRMS ALS Engine Chart are the three primary data collection tools of the San Francisco Fire Department. Each medium contains a specific data field that will be used in current research and computer queries to document emergency responses.
 - In the ePCR (ESO), the data field is RESIDENT STATUS
 - It is important to note that the field title, RESIDENT STATUS, does not refer to, or reflect, a person’s legal or immigration status, rather, it refers to the patient’s identifiable home address, or lack thereof
 - In the NFIRS report, the data field is PROPERTY USE
 - In the First Responder PCR, the data field is IDENTIFIABLE HOME ADDRESS
3. As of December 1, 2017, recording information in these data fields will be **mandatory**, and the document systems will return an Error Message if not completed.
4. The instructions for completing these data fields in each of the three documents (ePCR, NFIRS, and First Responder PCR) are attached to this General Order.
5. This General Order is effective immediately.

Joanne Hayes-White

DRONE POLICY



San Francisco Fire Department Drone Policy

Draft 4.2

I. Purpose and Scope:

This policy is intended to provide the San Francisco Fire Department (SFFD) personnel or hired drone contractor assigned to the operation of a small Unmanned Aerial System (sUAS – also known as “drones”) with the required procedures to establish safe, efficient and lawful operations of a SFFD sUAS. SFFD seeks to ensure that sUAS operations are conducted consistent with all applicable laws and in accordance with the City and County of San Francisco (CCSF) Citywide Employee Drone Policy. The use of sUAS can enhance the safety of the public and first responders by facilitating increased situational awareness and improving incident command decisions at emergency scenes and/or disaster incidents.

This Policy is subject to a one-year evaluation period. After the evaluation period, a Drone Oversight Committee composed of representatives from the Mayor’s Office, the City Administrator, and COIT will review the drone programs of all participating City departments, including the SFFD, and provide recommendations to COIT on potential revisions to this Policy as necessary, to keep SFFD sUAS operations consistent with the SFFD’s mission to protect the lives and property of the people of San Francisco.

II. Definitions:

- A. **Public Aircraft:** "Public aircraft" has the meaning ascribed to the term of Title 49 of the United States Code, Section 40102 Section 41, (C) - *An aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments, except as provided in section 40125(b).*
- B. **Small Unmanned Aircraft System (sUAS) / Small Unmanned Aircraft Vehicle (sUAV) (i.e. Drones):** These terms are used synonymously throughout this Policy. Unmanned Aircraft System weighing less than 55 pounds, flown by a pilot via a ground control system, or autonomously through use of an on-board flight computer, communication links, or other any additional equipment.
- C. **sUAS Flight Crew Member:** A Remote Pilot in Command, Visual Observer, Pilot at Controls, or Payload Operator or other persons assigned sUAS duties for the purpose of flight.
- D. **Certificate of Authorization or Waiver (COA):** Authorization Issued by the Federal Aviation Administration (FAA) to a public aircraft operator, which grants permission to fly within specific boundaries and parameters. According to the FAA, *“For Public Aircraft*



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Operations, the FAA issues a Certificate of Waiver or Authorization (COA) that permits public agencies and organizations to operate a particular aircraft, for a particular purpose, in a particular area. The COA allows an operator to use a defined block of airspace and includes special safety provisions unique to the proposed operation. COAs usually are issued for a specific period – up to two years in many cases.”

- E. **Pilot in Command (PIC):** Person who has the final authority and responsibility for the operation and safety of flight, and holds the appropriate category, class and type rating. The PIC is solely responsible for the input of commands/piloting during flight operations.
- F. **Notice to Airman (NOTAM):** Time critical aeronautical information which is provided to air traffic control towers within a 5-mile radius of sUAS flight and is of either a temporary nature or not sufficiently known in advance to permit publication on aeronautical charts or in other operational publications and receives immediate dissemination via the National NOTAM System.
- G. **Temporary Flight Restriction (TFR):** A Temporary Flight Restriction (TFR) is a type of Notices to Airmen (NOTAM). A TFR defines an area restricted to air travel due to a hazardous condition, a special event, or a general warning for the entire FAA airspace.
- H. **Personal Identifiable Information:** Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- I. **Raw Drone Data:** Information collected by a City drone that has not been processed and cleaned of all personal identifiable information. The distribution and use of raw drone data is tightly restricted.

III. SFFD sUAS Program and Authorized Uses:

The mission of the SFFD sUAS Program is to save lives and property, enhance firefighter safety and improve emergency response actions by providing aerial reconnaissance and observation to the incident commander in order to support strategic and tactical decisions at emergencies, major incidents and/or disasters.



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The SFFD's use of sUAS is strictly limited to the following specific authorized use cases:

- Emergency Incident Response, to include, but not limited to:
 - Structure and wildland fires: data and aerial imagery, including thermography for victim location, fire involvement, assessments of roof and structural integrity, personnel accountability, exposure vulnerability, rate of fire spread, confirmation of extinguishment, hot spots, etc.
 - Hazardous Materials Incidents: data and aerial imagery, including thermography to assist in determining the incident type (e.g. spill, leak, vapor release), product/agent being released, amount/quantity and extent of spread, determining operational zones (Hot, warm, cold zones), and protective actions such as, areas of evacuation or shelter in place.
 - Search and Rescue: Surf, Cliff and Bay Rescues and vehicle accidents: data and aerial imagery, including thermography to search for victims in the water, cliffs or other remote locations, to determine location, extent of injuries, access routes to the victim, deliver or drop personal floatation devices, radios, medical supplies and equipment.
 - Natural or Manmade Disasters: Data and aerial imagery, including thermography to conduct surveys and assessments of victims, life safety, collapsed structures, damage and risk assessments, severity of damage to define and prioritize affected areas and to identify access routes into damaged areas.
- Training:
 - Data and imagery, including thermography to increase personnel accountability and safety, and to assist with operational critiques of strategy and tactics to facilitate after action reports and lessons learned.
 - To conduct remote pilot and aircrew training and proficiency.

All SFFD sUAS missions and training flights shall be thoroughly documented in the SFFD sUAS unit log book and on the incident report form through the CCSF open data portal Sharepoint website. All accidents shall be reported to the appropriate supervisor with a General Form and to the FAA as required by FAA Regulations and legal requirements.



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IV. Roles and Responsibilities:

All sUAS Team members will obtain Part 107 Remote Pilot Certification and must comply with all limitations, restrictions and requirements per Federal Aviation Administration (FAA) requirements.

The remote **Pilot in Command (PIC)** and the **Visual Observer (VO)** are critical to safe and successful operation of a sUAS. They shall assess the operational area for any obstacles, hazards or safety concerns that may interfere with the safe operation of a sUAS.

The PIC shall perform a risk assessment of the mission profile and any hazards or risks associated with the mission and whether those hazards or risks can be mitigated. The PIC shall have the authority and responsibility to determine if it is safe and operationally sound to proceed. PIC's are authorized to evaluate and accept or decline any mission or portion thereof due to safety or experience concerns. The PIC will supervise the mission and the aircrew during sUAS operations. The PIC is ultimately responsible and must decide if is safe to fly. The PIC will report to the Incident Commander upon arrival at an emergency incident to receive an incident briefing and an official mission tasking. The SFFD sUAS Team when assigned to an incident, shall work under the direction of the incident commander.

For all operations, the **Visual Observer** shall utilize a distance from the sUAS that will adequately maintain visual observation on the sUAS and maintain safety for first responders and civilians. The Visual Observer shall be responsible for keeping the take-off and landing areas clearly marked and clear of all persons for safety. The VO will scan and alert the pilot for other aircraft, obstructions, terrain, structures and hazards which affect the safety of flight.

The PIC, when there are multiple unmanned aircraft vehicles or manned aircraft in the affected area, shall serve as the "Air Boss" and de-conflict the airspace. If manned aircraft are present, all sUAS operations will stop and/or give priority to manned aircraft.

Payload Operator / Mission Specialist: When possible, a third flight crew member should be utilized as a Payload Operator/Mission Specialist. This position will operate the sUAS's payload equipment including optical and thermal cameras, sensors, search lights, and droppable payloads such as a life preserver, radio or medical equipment.



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V. Safety:

Drones must be operated in a safe manner. City drones should not be operated in a way that causes personal injury or property damage. City drones shall be operated in accordance with manufacturer's specifications and applicable FAA limitations and restrictions, and may not be equipped with a firearm or other weapon.

According to the CCSF City Employee Drone Policy, drones may not have features (e.g., lights, coloring) or be used in a way that distracts drivers or other aircraft. However, during emergency incident responses, drone lights may be needed at emergencies for search and rescue operations, scene lighting and for navigation purposes. The SFFD shall employ its best efforts to ensure that lights from drones do not interfere or distract drivers of automobiles or other aircraft.

Specifications: Each SFFD sUAS must have a global positioning system (GPS). The software and/or firmware used to operate the drone must be maintained and up to date.

Failsafe Mode: Drones that lose GPS signals should be set to hover in place. Additionally, drones that lose signals to their remote operator, or when low power is detected, or when the drone is flown out of remote control range should be set to return to home/origin.

If a sUAS aircraft loses its connection/link or the sUAS has a fly-away, the PIC shall immediately notify the incident commander, the Dispatch Center and make all required FAA notifications.

VI. Notice of Operations:

The SFFD sUAS Program seeks to be as transparent and open as possible in its implementation. The following protocols will be followed during SFFD sUAS Program deployments to the extent possible during emergencies and threats to public safety.

- A. The Fire Chief, Incident Commander or his/her designee, such as the SFFD sUAS Remote Pilot or a hired drone contractor, will be responsible for notifying the San Francisco Department of Emergency Communications (Dispatch Center) when sUAS's are being deployed.



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- B. When reasonably feasible, the SFFD drone team or Public Information Officer (PIO) will: pre-announce sUAS operations in the affected areas on social media and through local news media outlets; and notify the public of all drone flights by publishing flight summary data on the open data portal 24 hours in advance of operations. The department's notifications shall include flight summary information and the type of data to be collected (See Appendix B for the City's Flight Summary Form). All SFFD sUAS operators must submit flight information to the open data portal Sharepoint website: <https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>
- C. Where pre-notification is not possible due to emergency authorized uses, flight summary information must be submitted within 48 hours after the operation on the CCSF COIT Sharepoint website.
- D. The SFFD will place "S.F.F.D." logos on all sUAS equipment for identification.
- E. All SFFD sUAS Team members will wear high visibility clothing that clearly identifies their role as SFFD sUAS remote pilots or aircrew members.
- F. When possible, notification will be made to residents in the immediate area of SFFD sUAS operations through signage in readily viewable public areas prior to deployment. However, incidents involving an imminent threat to public safety may require sUAS operations to begin with little or no notice.
- G. When required by the FAA, or when sUAS operations are within a 5-mile radius of an airport, a sUAS aircrew member will make the proper notifications and/or request a Temporary Flight Restriction (TFR) to the FAA and/or to the affected Air Traffic Control Tower that the SFFD will be conducting sUAS operations. Prior to sUAS operations, SFFD Aircrew will check for any TFR's and a Notice to Airman (NOTAM) will be filed electronically or by telephone as required by the FAA.
- H. Noise: In non-emergency situations, SFFD shall employ its best efforts to ensure that noise from drones does not interfere with the quality of life of residents or visitors. All SFFD Drone Operators shall comply with the Noise Ordinance of the San Francisco Police Code Article 29-Regulation of Noise Guidelines for Noise Control Ordinance Monitoring and Enforcement <https://www.sfdph.org/dph/files/EHSdocs/ehsNoise/GuidelinesNoiseEnforcement.pdf> , unless exigent circumstances exist to protect life and property.



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VII. Privacy:

Personal Identifiable Information (PII) is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

The SFFD's use of drones shall be limited to the authorized uses outlined above in Section III and shall not intentionally collect personally identifiable information on a private person(s) that has a reasonable expectation of privacy. Should PII be incidentally collected through use of drones that is not related to the authorized purpose, SFFD shall either remove PII from the raw footage or discard the raw footage within one year of collection unless written consent is obtained by the individuals in the data and imagery. Exceptions to this one-year limit must be supported with documentation and a clear rationale, and maintained by SFFD staff to be reviewed by COIT and the Drone Oversight Committee.

At no time, shall the face of a private citizen, member of the public be uploaded or transmitted in any social media platform.

Data or imagery shall not be obtained for non-emergency missions that are over or within private property without consent of the property owner or without proper legal authority.

The SFFD does not conduct surveillance activities and this Policy seeks to ensure that safeguards and sanctions are in place to protect the privacy, civil rights, and civil liberties of all individuals.

VIII. Data Security and Retention:

The SFFD shall restrict access to any raw (i.e., unprocessed) drone footage that contains PII to authorized City staff (i.e., authorized employees and contractors) only. Distribution of raw drone data containing PII to other City departments shall be for the purpose of cleansing and processing data only. In all other circumstances, the SFFD shall not exchange raw drone data containing PII between City departments, or disclose such data to the public, except for exigent public safety needs or as required by law.



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Upon completion of each sUAS mission, the recorded data and imagery shall be downloaded to the SFFD MIS storage system and then reviewed and evaluated by the MIS staff. All retained data and imagery shall be maintained or destroyed in accordance to the City and County of San Francisco City Employee Drone Policy, SFFD Records Management Policy and in compliance with applicable laws and regulations.

Captured data and imagery will not be stored in other digital unauthorized locations without the expressed permission of the Chief of the Department. All captured data and imagery shall be kept for a minimum of 90 days as an official CCSF record. All captured data and imagery shall be reviewed by the SFFD MIS to ensure that the data and imagery are consistent and serve the purposes of the authorized uses cases. If the data and imagery is found to not serve the authorized use cases, that data and imagery shall be purged and deleted from the MIS storage system.

Files shall be securely stored by the SFFD MIS and in accordance with approved CCSF City Employee Drone Policy, the SFFD Records Management Policy and retained no longer than necessary for the purposes of training, emergency scene documentation, risk/damage assessment or other approved need.

Compliance: This CCSF City Employee Drone Policy and the SFFD's Drone Policy must be reviewed and signed by all SFFD drone operators, hired contractors and any individuals with access to drone data. Signatures will be collected and all City drone operators must submit flight information to the open data portal at the following website:

<https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>

Ownership:

All data and imagery obtained by a SFFD employee (on or off-duty) with a SFFD owned sUAS or any sUAS contractor hired by the SFFD, are the sole property of the SFFD.

Custodian:

The SFFD's Management Information Services (MIS) shall be the custodian of captured data and imagery taken by a SFFD sUAS. This is a separate group within the SFFD which will serve as a check and balance to provide independent oversight and transparency.



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All data and imagery obtained and stored on any memory device attached to a sUAS shall be deleted upon transfer to the approved secure storage device.

SFFD sUAS Program members who obtain or have access to obtained data and imagery are responsible for the lawful and appropriate use of that information. Failure to abide by the restrictions and use limitations of that information may result in the suspension or termination of individual user privileges, disciplinary sanctions, or criminal prosecution.

Access:

All access to sUAS data and imagery must be specifically authorized by the Chief of Department or his/her designee, and all access shall be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

Redaction:

All data and imagery containing PII will be removed prior to records storage according to the City and County of San Francisco Data Classification standards.

If SFFD personnel believe PII was captured, they will notify the incident commander after the operation or upon post incident review of the data and imagery. The SFFD's MIS personnel will review the data and imagery to determine whether the relevant portion of the video should be edited, deleted, pixelated or blocked out in a manner consistent with the City and County of San Francisco Drone Policy.

Data and imagery obtained during EMS, Search and Rescue operations or subject to HIPAA compliance, shall be deleted or encrypted, edited, pixelated or blocked out and stored on a secure SFFD MIS storage device.

SFFD personnel shall not edit, alter, or erase sUAS data or imagery without authorization and approval of the Chief of Department or his/her designee. The exception is to pixelate, block out or edit out personal identifiable information of a private citizen as provided in this policy to protect the civil rights and civil liberties of individuals.

Sharing:

The SFFD Fire PIO and the Chief of the Department will review all drone data or imagery prior to release for public information requests, the Press, or for official SFFD business purposes. MIS staff and the SFFD Fire PIO will be trained in all applicable SFFD and City and County of San Francisco Drone and Data Retention Policies.



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Acquisition, transfer and dissemination of data and imagery shall be documented in the SFFD sUAS logbook and all other records required by local, state or federal law.

No personal use or sharing of sUAS data and imagery is allowed. SFFD members will not store, transfer or utilize SFFD electronic data or imagery for personal use. SFFD members will not post, transmit, duplicate, share, store or otherwise disseminate confidential or sensitive information including data, imagery, or sound relating to work assignments without the expressed permission of the Chief of the Department or his/her designee.

Requests for copies of the stored data and imagery shall require a written request per the City and County of San Francisco Public Information Request Policy and will be reviewed and redacted (if necessary for the removal of PII) prior to release by SFFD MIS staff, the SFFD PIO, the Chief of the Department or his/her designee, and/or the City and County of San Francisco Attorney General's Office.

IX. SFFD sUAS shall not be utilized under any of the following conditions:

- A. Operations that would violate FAA regulation part 107, or issued COA, or any other FAA regulation, including operations within restricted airspace without authorization such as areas of Temporary Flight Restrictions (TFR), restricted airspaces near airports, specifically within 2 miles of approaches or within a 5-mile radius of any airport until communications have been established with the airport Air Traffic Control (ATC) tower, or general air traffic via radio.
- B. During manned aircraft operations within the same local airspace. For the safety of the aircrew and National Air Space (NAS) in general, all sUAS shall yield the right of way to manned aircraft. The exception to this rule is if a TFR has been established and the manager of the TFR airspace has established altitudes and rules in which sUAS and manned aircraft can operate within the same airspace. Even with a managed TFR, the sUAS shall yield to the manned aircraft to avoid collision.
- C. Weather conditions that would likely cause the loss of pilot control of the sUAS. Operations are limited to daylight only, unless a FAA Waiver is granted for night operations.
- D. The sUAS shall not be used if it has been tagged for maintenance, repairs, or otherwise grounded.
- E. The sUAS shall not be operated above 400 feet Above Ground Level (AGL) or as designated by FAA regulations.



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- F. The sUAS shall not be operated where the Pilot in Command or designated Visual Observer cannot maintain Visual Line of Sight (VLOS) unless a FAA waiver has been granted for beyond VLOS.
- G. The sUAS shall not be operated in any situation that would violate the Rules and Regulations of the San Francisco Fire Department or in violation of local, state, or federal laws including activities considered harassment, or actions deemed to be unsafe.

X. **No Fly Zones / Protection of Infrastructure and Historical Buildings:**

Drones may not be used within five miles of an airport or in any FAA no-fly zone unless approved by the appropriate authority. City drone operations must comply with FAA rules. Drones may not hover over trolley, streetcar, or light rail line wires, above rail, bus and parking control facility yards, unless authorized by the SFMTA.

Drones are not authorized within 500 feet of historical landmarks without authorization from building management or owners. San Francisco historical landmarks are defined by Article 10 of San Francisco's Planning Code. (E.g. City Hall, the Ferry Building. A full list is available here: http://sf-planning.org/sites/default/files/FileCenter/Documents/5081-PresBulletin09LANDMARKS_revMAR2015.pdf)

Drones may not fly over San Francisco Port properties subject to the Maritime Transportation Security Act of 2002 without the permission of the Port and/or terminal operator. Port officials will provide City agencies with a list of regulated maritime facilities.

XI. **Contractor Provisions:**

If entering into a contract with a third party to operate drones, the contract shall include the following requirements:

Data ownership and handling – "City Data" includes without limitation, all data collected, used, maintained, processed, stored, or generated by or on behalf of the City, including services provided by a contractor. If entering into a contract with a third party to operate drones, the contract must specify that the City retains ownership and rights to City Data, including derivative works made from City Data and the licensing applied to the data.

Contractors must handle City Data pursuant to the same Privacy and Data Security requirements that apply to CCSF employees.



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Unauthorized use prohibited - Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an operator to discipline, including termination of the relevant contract, as well as applicable monetary fines and penalties.

Insurance required - Contractors must provide proof of liability insurance commensurate with current department insurance requirements for contractors.

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