

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, January 10, 2018 - 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

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

2. GENERAL PUBLIC COMMENT

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

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on December 13, 2017.

4. REPORT ON FY 2018-2019 CAPITAL AND INFORMATION TECHNOLOGY BUDGET REQUESTS *[Discussion and possible action]*

Report from the Department's Chief Financial Officer on the Department's 2018-2019 Capital and Information Technology (IT) budget requests.

5. CHIEF OF DEPARTMENT'S REPORT *[Discussion]* REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting on December 13, 2017, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS

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

6. FIRE COMMISSION ANNUAL STATEMENT OF PURPOSE 2018 *[Discussion and possible action]*

Discussion and possible action to adopt the 2018 Annual Statement of Purpose.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on December 13, 2017

8. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

Discussion regarding agenda for the January 24, 2018 regular meeting.

9. PUBLIC COMMENT ON ITEM 10

Public comment on all matters pertaining to Item 10 (b) (c) and (d) below, including public comment on whether to hold Items 10 (b) (c) and (d) in closed session.

10. POSSIBLE CLOSED SESSION REGARDING EXISTING LITIGATION AND PERSONNEL MATTERS,

a. VOTE ON WHETHER TO CONDUCT ITEMS 10(b) (c) and (d) IN CLOSED SESSION [Action]

The Commission may hear Item 10(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)). The Commission may hear Items 10(c) and (d) regarding personnel matters in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

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:

DFEH v. City and County of San Francisco
San Francisco Superior Court No. CGC-17-560827

c. CASE NO. 2016-01: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL, FOR VIOLATIONS AS FOLLOWS:

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

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

At a special meeting on December 1, 2017, the Commission unanimously voted to sustain and confirm the 10-day suspension and found member guilty of all charges outlined above. The Commission is now considering proposed Findings of Fact in relation to that decision. [Action item]

d. DEPARTMENT PHYSICIAN 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

performance evaluation of Department Physician, Ramon Terrazas [*Discussion and possible action*].

11. 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).

12. 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*]

13. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

FIRE COMMISSION REGULAR MEETING
MINUTES

Wednesday, December 13, 2017 – 9:00 a.m. – 12:00 p.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400, San Francisco, California, 94102

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=29398

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

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Excused
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raemona Williams	Deputy Chief --Administration	
Dan De Cossio	Bureau of Fire Prevention	
Andy Zano	EMS	
Tony Rivera	Support Services	
Khai Ali	Airport Division	
Jeff Columbini	Division of Training	
Assistant Chiefs		
Brook Baker	Division 2	
Bill Storti	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	

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. 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 November 8, 2017.

- Minutes from Special Meeting on December 1, 2017.

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

There was no public comment.

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.

Mr. Boone introduced himself and thanked the Commissioners for having him present at the meeting. He stated that he has an overarching philosophy that he brings to the Department and it is to use all of his skills and resources and knowledge to make an inherently dangerous job safer. He added that he is paying attention to things in the firehouses as well as off the job safety to maintain a healthy culture for members of the Department. He described what he has done in his first six months at the Department which included acclimating himself to department functions, getting to know the nomenclature of what firefighters talk about such as knowing what a full box and greater alarms are, understanding the different divisions, the separation from Suppression to Support Services to EMS to Homeland Security to Investigations and Prevention. He stated that he has visited one quarter of the fire stations to explain his duties and answer any questions the members may have. He has brought the underground storage tanks and environmental reporting system into compliance with the State and he spent a lot of time reading health and safety policies so that the Department can maintain Cal OSHA and EPA compliance. Going forward he explained that he plans on providing and developing health and safety training, assess and provide tools to improve the culture of safety awareness around the job of firefighting and to provide whatever support the Fire Department needs in the arena of environmental health and safety as dictated by the needs of the Department.

Chief Hayes-White thanked Mr. Boone for his presentation and mentioned that he has been a welcome addition to the staff and that he continues to do a great job.

Commissioner Veronese asked Mr. Boone what metrics he uses to identify where or where not the job of a firefighter is safe. Mr. Boone responded that his initial metrics would be to take a look at the OSHA recordable injury rate for the Department overall. Besides physical injury, he mentioned that Cal OSHA is tabulating data on workplace violence and how to prevent that as well as stress factors, but that there is no regulatory compliance with stress management. Commissioner Veronese stated he looks forward to working the Mr. Boone on health and safety issues, particularly how cancer affects the members and steps to be taken to reduce their exposure. Chief Columbini added that he is a member of the Health and Safety Committee and it's a joint group of union members, staff members, firefighters and they do a lot of work with the San Francisco Firefighters Cancer Foundation. He stated that retired member, Tony Stefani, who oversees the Cancer Foundation has told him the work they are doing in regards to firefighter cancer at this time is leading the nation.

Vice President Nakajo thanked Mr. Boone for his presentation and asked for more specifics regarding the underground storage tanks. Mr. Boone explained that the tanks where fuel oil and gasoline storage that were at several fire stations that provide fuel and diesel to the emergency generators and to the engines and trucks. He added that EPA requires certain things and you have to have a program of how you're going to manage them to prevent leaking and how the department reports and monitors the tanks. He put an underground storage tank policy and check off list so the department can be in compliance with the California Environmental Reporting System.

Commissioner Covington asked Mr. Boone to provide an overview of his prior work history. Mr. Boone responded that he is technically still with the Department of Public Health, and the first six months of the year, he was at Laguna Honda Hospital where he provided industrial hygiene, ergonomic evaluations, health and safety training and life safety inspections. He stated that he is also an asbestos contractor/supervisor and he helped them in that aspect. He also mentioned that his background includes emergency response and hazardous materials. And prior to working with the City, he worked as the environmental health and safety manager for a metal manufacturing plant. He added that he is originally from New York City and while in college he did a lot of research on PTSD and worked for United Airlines and that he has a broad background in a lot of phases of environmental health and safety. Commissioner Covington thanked him for the comprehensive overview of his background. She asked him what the biggest challenge he has come across so far. Mr. Boone responded that his biggest challenge so far has been understanding the culture of the Department and assessing what that culture is surrounding safety and how to make it more robust. He added that it will involve visiting more stations and talking to the members to find out what they expect as firefighters are important health and safety concerns. Commissioner Covington added that she understands it's a steep learning curve and when she was first appointed to the Fire Commission, she took the course at City College, Introduction to the Fire Science. She added that she admires that his goal is to make sure the members are safe and that they return home whole. Mr. Boone acknowledged that he also has an Associate's Degree in Fire Science.

Commissioner Hardeman stated his concern for members are at the recent wild fires, which is not just vegetation burning, its chemicals and every imaginable type of carcinogenic burning in houses, structures and buildings and is exposing the firefighters to unusual chemicals that they are not normally expected to have on a wild fire. He added that he was happy to have Mr. Boone on board to make sure that exposure is monitored. Commissioner Hardeman acknowledged retired Lt. Mike O'Leary who was in the audience.

Commissioner Veronese mentioned that it would be great if they could do some evaluation around wildland fires with the fact that the state is growing out into the wildlands and to see if it's appropriate to make some adjustments to the mutual aid program and make sure the firefighters are protected from exposure to dangerous chemicals.

President Cleaveland thanked Mr. Boone for his presentation and asked him to describe what the training program encompasses that he takes from station to station. Mr. Boone responded that he looks at areas of ergonomics, hazard communication, machine safety and making sure that the Department is in Cal OSHA compliance and to keep Cal OSHA inspectors out of the house.

There was no public comment.

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.

Chief Hayes-White reported on events since the last meeting on November 8, 2017. She stated she was devastated to hear the news of Mayor Lee's passing and stated it was an honor for her to work with him and for him and that he was a man of great humility and did tremendous things for the Fire Department. She added that under his leadership, they had the hiring plan come to fruition which was extended through 2020 as well as the fleet plan that became a reality. She acknowledged his wife Anita and his two daughters Brianna and Tania. She asked President Cleaveland to adjourn the meeting in his memory.

Chief Hayes-White mentioned that 30 members have deployed to the Southern California wildfires and all strike teams are doing well. With regard to the budget, she reported they are in the second quarter and managing the 2017-18 budget very well. With regards to academies, she stated that the 123rd class is in its 12th week with 50 members and graduation is scheduled for the evening of February 28, 2018 at Riordan High School. The 124th academy is scheduled to start in March of 2018. She added that they also have an H-3 Level 1, EMT class that starts on January 29th and thanked Chief Columbini and Chief Zanoff for making those selections. She touched on a summary of events she attended during the reporting period, including the Veterans' Day Parade, the 911 Task Force Improvement meeting, PUC meeting regarding the water supply system, department head meeting, Firefighter Toy Program lunch, NERT City wide drill, Meritorious award ceremony, ceremony where Chief Columbini received an award from St. Ignatius, turkey give-a-way, interfaith council breakfast, Labor Management meeting, Turkey carving, tree lighting, Silver Spur award luncheon honoring Vice President Nakajo and many other events held through the reporting period. She went on to acknowledge Paramedic Dan Nazaretta who was recently selected to join the Stress Unit and who also was a recipient of the California EMSA award for paramedic of the year. She announced that during the reporting period, they had the full H-20 exam administered.

Commissioner Veronese confirmed that 30 members of the Department were deployed to the Southern California fires and that they're there for either a 10 or 14 day shift. He also confirmed that the smoke alarms that are distributed at safety fairs are donated from private companies and do not come out of the department's budget.

Commissioner Covington asked Chief Hayes-White if there was an update on the replacement of the Treasure Island Training Facility. Chief Hayes-White responded that it remains work in progress and she has assigned Assistant Deputy Chief Columbini, Assistant Deputy Chief Rivera and Olivia Scanlon to work on that project.

Vice President Nakajo confirmed that the Department of Emergency Management/Communications had satisfied the goal of picking up 9-1-1 calls within 10 seconds, 90 percent of the time. He congratulated President Cleaveland on his upcoming retirement and thanked him for the work he did professionally and is looking forward to his continuing leadership and dedication to the Fire Commission.

Commissioner Hardeman acknowledged how busy Chief Hayes-White has been. He mentioned that he often drives by Station 5 and noted that the rebuild looks like a super structure and when there is an earthquake, and once the construction is completed, that's where you want to be. He also acknowledged the 80 or so members that were honored at the meritorious award ceremony and what a great moment it was as they got recognized for going above and beyond the call of duty.

There was no public comment.

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.

Chief Williams started her report by acknowledging how she enjoyed working under Mayor Ed Lee's administration and stated that he was a very humble and kind man and how he often reminded her that he played an integral part in helping diversify the city departments and how she personally benefited from that.

Chief Williams' report covered activities from October 26th to December 13th, 2017. She started with the Assignment Office stating that staff has recently completed the vacancy vacation and they are now working the IDV and TC requests for Suppression members. She

also acknowledged the staff at the Assignment Office for maintaining staffing levels while members were participating in the H-20 Lieutenants examination. Under Homeland Security, she mentioned that Chief Francisco is currently attending a Preventative Radiological Nuclear Detection seminar and he has continued to update the command staff on all potential terrorist activity, suspicious activity in light of recent events. She added that he has worked diligently on the Department drone policy which is still in the draft phase and a work in progress document. She touched on the Physician's Office, Investigative Services Bureau, and Support Services. She mentioned that Station 5 was installed with rebar cages and anchor bolts and Station 16 has completed the first and second floor concrete pour and both buildings are behind schedule but continue to move forward. She touched on the seven new engines that are currently in service and one close to being returned to the field and five new fire prevention vehicles and battalion chief vehicles that are currently at the shop being outfitted and equipped. She touched on the Division of Training, EMS and NERT. Chief Williams announced that she would be retiring at the end of the year and that this was her final commission meeting.

President Cleaveland thanked Chief Williams for her report and service to the City and stated she will be missed and that she was a role model for many in the Department and wished her well in her retirement.

Vice President Nakajo thanked Chief Williams for her comprehensive report and acknowledged that she always responded to his questions, texts, and phone calls. He stated he was happy for her retirement and thanked her for serving the fire department and city and county of San Francisco.

Chief Hayes-White also wished her the best in her retirement and expressed how proud she is of her. She gave a brief history of their time in the Department together.

Commissioner Covington expressed her affection for Chief Williams and acknowledged the way she comports herself and the fabulous job that she does and that she has been a role model for her.

Commissioner Hardeman stated that Chief Williams is very approachable, an outgoing person and much like Mayor Lee, good and efficient at her job.

Commissioner Veronese wished her the best and reminisced on the stair climb where they raised money for PTSD and looks forward to seeing her again.

President Cleaveland mentioned that Chief Williams has made great contributions to the Department and is a godsend to the Commission. He confirmed with Chief Rivera that Station 16 is estimated to be completed by late 2018.

Vice President Nakajo inquired about the meeting that took place at the Port regarding Station 35, and Chief Williams stated she attended that meeting with Captain McPartland and there were a few citizens in attendance and basically they discussed the degree of solar power, types of exterior material that was going to be used, the color of the building and things of that nature, very basic discussions about overall design of the new construction. There was brief discussion on the status of the Ambulance Deployment Facility and that Local 798 signed off on the design and that it should be up and running by August of 2020.

There was no public comment.

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.

Mark Corso presented on the official kickoff of the 2018-2019/2019-2020 budget process for the City, and specifically for the Department. He stated that the Department received budget instructions last week and provided the attached slide show: http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/budget_1.pdf

He concluded by reviewing the budget calendar and timelines with the hopes of a commission approval for the capital IT and equipment budget at the January 10, 2018 meeting. He added that internally they are currently working with division heads on preparing the budget submissions and they have reconvened the Budget Committee and are working on a final date to kick off the meeting.

Commissioner Veronese stated that it's a possibility that this budget process may have four different mayors overseeing it since the passing of Mayor Lee and that the department should anticipate dealing with that scenario. He stated that he doesn't like to be put in a position every year asking for reductions in staff and overall cuts and in his opinion he'd like to come up with the best arguments when approached by the mayor's office for these reductions. He stated he appreciated the hard work that Mr. Corso does. Mr. Corso responded that he didn't think they could get out of being asked for reductions as those were general instructions to all city departments, but what they have done in the past and the Commission has advocated that the Department is in need of additional funding versus any type of reductions to services. Chief Hayes-White responded briefly and gave a quick history on "general instructions" and said they are team players, and she thinks they would alienate a lot of people if initially there was a sentiment that everybody but public safety must reduce their operating budgets. She added that to Commissioner Veronese's point, they have the ability to craft very good justifications, with the assistance of the Commission why reductions cannot be met.

Commissioner Covington thanked Mr. Corso and stated she was sorry he had to be the messenger of bad news. She was concerned about the deficit of \$709,000,000 for the city, considering they are currently in boom times. She mentioned that as a department, they cannot continue to depend solely upon the general fund, they need to be able to go to foundations and branches of the federal government to tap into funds that are being offered and getting a grant writer is a priority for her. She added that it is very frustrating to her that she has to say this over and over. She also suggested that the department needs to reestablish a Friends of the San Francisco Fire Department" fund.

Vice President Nakajo thanked Mr. Corso and mentioned that he appreciates the process because the process is what they've been working with since he has been on the Commission and Mr. Corso has always been able to walk them through the process with timelines and instructions. Mr. Corso explained in detail some of the figures outlined in his presentation as far as the overall deficit is concerned. He touched on other areas of need within the Department that they haven't even come close to being fully funded beyond trying to get the department into a full professional working fire department for the 21st century. He added that he would like to be in control of the budget from this point forward, whether it's a projected deficit or other accumulated concepts and that he also supports funding for a grant writer as well. He mentioned that in terms of the EMS-6 program, the fire department created that program and he regards it as a program that is working in conjunction with other programs in the city such as the navigation center and alcohol dry centers. He acknowledged the support that Mayor Lee gave the department and stated because of the support of Mayor Lee, the department is in a good serviceable point with serving the City and County of San Francisco.

Commissioner Hardman thanked Mr. Corso for providing good graphics and very detailed information. He asked Mr. Corso to explain how the department reduces spending by 5 percent over two years when they're ordered to keep the stations open at full staffing all the time. Mr. Corso explained that that is one of the difficulties as the vast majority of the budget is dedicated

to frontline staffing so you have to look at other options whether its equipment, supplies or facilities and things of that sort.

President Cleaveland asked if there was a schedule of meeting dates for the budget committee. Mr. Corso answered no, but he would share those dates and any materials with the Commission once it was finalized.

There was no public comment.

8 COMMISSION REPORT [Discussion]

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

Commissioner Covington reminisced about her last visit with the Mayor before he passed. She was at a small business pop up at City Hall and she had a nice conversation with him and a chuckle. She mentioned how much he supported the department and that he was a delight to be around and she will miss him tremendously just as our civic father, and as someone who held the department in such high esteem.

Commissioner Hardeman also mentioned what ferocious loyalty Mayor Lee had. He reminisced on conversations he had over the years with Mayor Lee and he is grateful to have had his friendship over the years.

Commissioner Veronese also reminisced about his recent conversations with Mayor Lee and how he was appointed by him to be on the Fire Commission and the best way to honor Mayor Lee is to honor him in the task that you complete in your service to the City.

There was no public comment.

9. CORRESPONDENCE [Discussion]

- Letter from Anonymous dated 11-15/17.

There was no public comment.

10. AGENDA FOR NEXT FIRE COMMISSION MEETING [Discussion]

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

- Chief's performance review
- Physician's performance review
- Update on drone policy
- Early Warning System
- Litigation settlement
- Budget Update
- Strategic Plan
- Dive/Rescue team update

There was no public comment.

11. POSSIBLE CLOSED SESSION REGARDING EXISTING LITIGATION

President Cleaveland called for public comment. There was no public comment.

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)).

Commissioner Hardeman made a motion to conduct item 11(b) in Closed Session. Commissioner Alioto-Veronese seconded, and the motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

The Commission went into closed session at 11:59 a.m.

Also present was Deputy City Attorney, Trevor Koski.

- 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).

President Cleaveland reported that the Commission unanimously agreed to approve the above-settlement.

- 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]*

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

- 14. ADJOURNMENT** President Cleaveland adjourned the meeting in the Memory of Mayor Edwin M. Lee at 12:12 p.m.

ANNUAL STATEMENT OF PURPOSE

FIRE COMMISSION

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

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



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451

Maureen Conefrey, *Secretary*

ANNUAL STATEMENT OF PURPOSE

2018

It is the responsibility of the Fire Commission to ensure that the San Francisco Fire Department effectively implements its Mission:

The Mission of the Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and cultural diversity and is free of harassment and discrimination.

To this end, the Fire Commission will:

1. Set policy and support the administration to accomplish the mission of the department;
2. Support the administration's efforts to enhance and support the collaborative work of department membership and public stakeholders in the delivery of fire suppression, fire prevention and emergency medical services with the focus upon the common public good.
3. Encourage and support the administration to develop and implement systems to improve fiscal responsibility to enhance the budgeting process while maintaining and protecting essential public services including fire protection, fire prevention and emergency medical services.
4. Encourage and support the administration to develop an effective physical fitness and wellness program to promote the health, safety and welfare of the members of the department and the public.
5. Encourage and support the administration to develop as part of its overall strategic planning effective career development and promotion opportunities for the membership;
6. Actively encourage and support recruitment and education in the communities to bring highly qualified applicants to the Department who truly reflect the City's rich diversity;
7. Continue to work with the administration and City Attorney's Office to review and, where necessary, revise official Departmental Policy and Procedures; and

8. Contribute to the common good by conducting open meetings regularly and convening such additional meetings as deemed necessary to inform and educate the general public of the work of the Fire Commission and the San Francisco Fire Department.

Adopted at the Regular Meeting of the San Francisco Fire Commission on January 10, 2018.

Ayes:
Nays:

Maureen Conefrey, Commission Secretary

MISC.

City & County of San Francisco
Civil Service Commission

Resolution of Commendation

Presented to the Fire and Rescue Mutual Aid Team with the
San Francisco Fire Department

The Civil Service Commission recognizes and honors several individuals working with the San Francisco Fire Department who provided assistance in fire suppression, life-saving urban search and rescue, policing, health care, transportation, and other public health and safety efforts to support the North Bay Napa/Sonoma/Yuba and Mendocino counties during the recent devastating fires.

Whereas, The Civil Service Commission commends these civil servants who placed themselves in harms-way and spent countless non-stop hours to help reach full containment of these devastating fires and preserve life and property in our neighboring North Bay communities;

Whereas, The Civil Service Commission commends the brave dedicated employees from our Fire and Rescue Mutual Aid Team coordinated through our Fire Department's Emergency Response program; with the assistance of the San Francisco Police Department, San Francisco Sheriff's Department, Department of Emergency Management, Department of Public Health, Animal Control and other City agencies;

Be It Resolved, that the Civil Service Commission takes this opportunity to especially commend the members of the Rescue and Mutual Aid Team dispatched this October 8, 2017, for their compassionate and exceptional service;

Be It Further Resolved, that the members of the Civil Service Commission do hereby adopt this resolution to express our highest esteem and sincere appreciation for their performance beyond the call of duty.

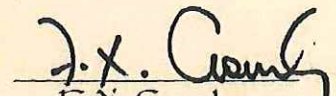
Adopted this 20th day of November 2017


Kate Favetti
President


Douglas Chan
Commissioner


Gina M. Roccanova
Commissioner




F. X. Crowley
Vice President


Scott R. Hildfond
Commissioner

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, December 29, 2017 3:28 PM
Subject: General Order 17 A-67, Maintenance and Posting of the OSHA Form 300 and Form 300A
Attachments: 17 A-67 2018 Maintenance and Posting of the OSHA Form 300 and Form 300A - Printable.pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-67
December 29, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Maintenance and Posting of the OSHA Form 300 and Form 300A
Reference: Occupational Safety and Health Act of 1970 and 29 CFR 1904
Enclosures: (A) OSHA Form 300 – 2 copies
(B) OSHA Form 300A
(C) Instructions for Completing Form 300A

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

1. Enclosure (A) OSHA Form 300, Log of Work-Related Injuries and Illnesses, is enclosed for use during the Year 2018.
2. If additional copies of OSHA Form 300 are needed, they may be printed from A.O. Reports, under the Forms tab.
3. Enclosure (B) OSHA Form 300A, Annual Summary of Work-Related Injuries and Illnesses, is the summary form to be completed to reflect the data gathered during 2017. This Form must be completed by February 1, 2018 by the Station Captain and posted until April 30, 2018. Please post the form on the Health and Safety Bulletin Board in the Communications Room. This is to be in plain view for viewing by OSHA Inspectors.
4. Enclosure (C), Instructions for Completing Form 300A, reviews instructions for filling out OSHA Form 300A.
5. If additional information or assistance is needed regarding OSHA Form 300 or Form 300A, contact the Office of the Department Physician at 558-3446.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, January 03, 2018 6:07 PM
Subject: CORRECTED: General Order 17 A-68, 2018 Daily Drill Schedule
Attachments: 17 A-68 2018 Daily Drill Schedule - printable.pdf

General Order corrected to include Attachments for Division 2 & Division 3 Weekend Drill Schedule

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-68
December 29, 2017

From: Chief of Department
To: Distribution List "All"
Subject: 2018 Daily Drill Schedule
Reference: Articles 10, 11, and 23, Rules and Regulations
Enclosures: (A) Drill Schedule Overview
(B) Drill Schedule Instructions
(C) Daily Drill Schedule
(D) Drill List, Training Bulletin List
(E) Engine Drafting Drill Schedule
(F) Engine Drill Schedule
(G) Truck Drill Schedule
(H) Saturday/Sunday Battalion Chief's Drill Schedule
(I) Weekday Battalion Chief's Drill
(J) Division Chief's Weekly Evening Exercise
(K) Saturday Auto Extrication Drill
(L) 5" Hose Drill
(M) Alternate Drill Topics
(N) Rescue Systems Drill
(O) Technical Rescue Drill
(P) SCBA Knowledge/Skills Performance Evaluations
(Q) Surf Rescue Drill
(R) Fireboat/Marine Safety Drill
(S) ICS 214 Form
(T) Division 2 Weekend Drill Schedule
(U) Division 3 Weekend Drill Schedule
(V) Human Resources Management System (HRMS) Instructions

Officer Endorsement:
Sec. 1107 - R. & R.

1. Company Officers shall conduct Station drills each day from 1000-1200 hours. If a drill cannot be conducted during these hours due to Department business, then the drill shall be held between 1330-1530 hours.

2. All Officers, Firefighters, Paramedic/Firefighters and Incident Support Specialists assigned to suppression shall participate in station drills. All members shall be in the proper uniform and utilize appropriate safety equipment during manipulative drills. Safety shall be stressed at all times.
3. Journal entries shall contain an adequate description of each drill performed, emphasizing the time, subject covered, the text, lesson plan, equipment employed, and training deficiencies, if any.
4. Scheduled manipulative practices must be repeated often enough to maintain proficiency. However, Company Officers have an option, on occasion, of selecting an alternate drill or of devising an evolution encompassing a number of drills when it is more pertinent to their Companies' work activities. Drills of a specialized nature may be requested through the Battalion Chief. Assistance in scheduling may be obtained from the Division of Training.
5. Special attention is directed to Enclosure (H). Battalion Chiefs shall conduct Saturday and Sunday drills at the Division of Training drill yard or other locations with Companies in their districts and/or Companies that regularly respond into their district as scheduled by the Division Chief. Enclosure (H) contains a list of suggested drill topics for Battalion drills. Assistance in coordinating specialized drills may be obtained from the Division of Training.
6. Most reports shall now be submitted through HRMS; hard copies shall no longer be sent to the Division of Training. Please see specific instructions for each drill for exceptions. HRMS Instructions are included in Enclosure (V).
7. Company Officers are reminded that they are responsible for the efficiency and effectiveness of their Companies.
8. Company R1 inspections afford a unique opportunity to identify problem buildings or areas and pre-plan an effective attack. Take this opportunity to involve the entire crew in a situation you may very well face someday. These are the places to drill and practice; the places where various problem fires may occur.
9. The Division of Training would like to reiterate the importance of these drills. Drills are the foundation of our operations and ensure the safety of our members. The Division of Training is receptive to ideas and suggestions for the improvement of our training and drill program. Department Officers and members are encouraged to submit their suggestions by General Form to the Director of Training.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, December 29, 2017 3:30 PM
Subject: General Order 17 A-69, Company Based Modular Training Program – 2018
Attachments: 17 A-69 CBMT Program 2018 Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 17 A-69
December 29, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Program – 2018
Reference: Rules and Regulations, Sec. 402
Enclosures: Attachment "A" – Training Schedule Overview
Attachment "B" – Group Distribution
Attachment "C" – Training Calendar

Officers Endorsement:
Sec 1108 – R & R

1. The San Francisco Fire Department Company Based Modular Training Program will be utilized to accomplish In-Service training for the Department. This program has improved accountability, reduced scheduling conflicts, and increased the total amount of in-service training hours per member.
2. Prior to each Company Based Training Module, a General Order or an e-mail will be distributed Department-wide, and will provide the subject matter, and a detailed schedule of groups due for training. Please refer to Attachment "A" for an overview of the training schedule. Module topics may be changed based upon needs of the Department. Company and Chief Officers are reminded to view the Fire Calendar on a daily basis for updates, deletions, or changes to the training schedule.
3. All-day training modules will commence at 0900 hours and conclude at 1700 hours. During split modules, the AM Session will commence at 0900 hours and end at 1200 hours while the PM Session will commence at 1330 hours and end at 1630 hours.
4. Due to the 31-day tour, there are certain tours that are not covered in the training cycle, therefore it is the members' responsibility to attend with another Group. Battalion Chiefs are to identify the members of his/her Battalion that have NOT received the training and remind these members to attend.
5. Division Chiefs and their Incident Support Specialists are expected to attend **and** participate in all training sessions, and will be responsible for ensuring that all personnel assigned to their Battalion arrive for training promptly. Division and Battalion Chiefs may be directed to teach and/or direct drills for his/her Battalion.

6. Trades will not be allowed on training days, with the exception of a trade between two members on their mutual training days (flip/flops), or upon the approval of a Division Chief.
7. All Companies due for training must be placed out of service by the Company Officer or Battalion Chief no later than 0815 hours or 1215 hours to ensure adequate travel time to the training site. Companies that arrive late will be required to sign in on a "late roster" which will be forwarded to the Deputy Chief of Operations. Additionally, Officers of Companies arriving late must submit a General Form addressed to the Deputy Chief of Operations explaining their tardiness. This General Form will be completed prior to leaving the training site.
8. The training site will depend on the course content, but typical sites include:
 - Division of Training - 19th and Folsom Facility
 - Division of Training - Treasure Island Training Facility
 - BART, MUNI Stations
 - Ocean Beach
9. Division Chiefs will be responsible for determining "cover-ins" to maintain coverage while groups are in training. Personnel from units who are out of service shall be utilized. A group in training will be placed back in service whenever the Division of Emergency Communications (DEC), in consultation with the Director of Training, determines that too many units are out of service Citywide. If necessary, the training group could be deployed to an incident as a task force as stated in Article 2310 of the Rules and Regulations.
10. Normal Station drills and other In-Station Company based training will not be affected by this training program. Please refer to G.O. 17 A-68 or specific information related to the 2018 Daily Drill Schedule.
11. No changes will be made to the schedule without prior notification and approval of the Director of Training.
12. All members shall report to training sessions in Class B-1 Station uniform. Class B-1 uniform requirements include Class B uniform with the addition of the uniform cap and tie.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, December 29, 2017 5:14 PM
Subject: General Order 17 A-70, Station 49 Vacancy
Attachments: 17 A-70 Station 49 Vacancy.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 17 A-70
December 29, 2017

From: Chief of Department
To: Distribution List "A"
Subject: Station 49 Vacancy
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" – Station 49 Tour and Mandatory Shift Schedules
Attachment "B" – Station 49 Bid – Available Positions

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

1. The Department will conduct a vacancy selection for H-1 Fire Rescue Paramedics, H-3 Level I Emergency Medical Technicians and H-3 Level II Paramedics on Wednesday, January 10, 2018. The bid selection process will be held at Station 49 beginning at 0700 hours. Members will be notified in advance by the EMS Division of their assigned bid time.
2. The schedule is comprised of 46 three/four Flip shifts, 46 twelve-hour rotating shifts and 9 fixed-ten hour shifts. There are 39 dual Medic cars, of which 9 are reserved for Probationary Paramedics. See Attachment "A".
3. H-1, H-3 Level I and H-3 Level II members shall select a position number from Attachment "B" as their desired shift.
4. Implementation of the new schedule will begin Saturday, February 3, 2018.

Joanne Hayes-White
Chief of Department

BUREAU OF FIRE PREVENTION

BUDGET

San Francisco Fire Department

Fleet Request

FY18-19 Fleet Request

<u>Description</u>	<u>FY18-19 FC Plan</u>	<u>FY18-19 Request</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
Aerial Truck	2	14	\$ 1,328,056	\$ 18,592,779
Engine	4	21	\$ 597,887	\$ 12,555,621
Ambulance	5	26	\$ 177,707	\$ 4,620,379
Command Vehicle	4	15	\$ 31,712	\$ 475,678
HQ Command	2	8	\$ 29,522	\$ 236,173
Total:				\$ 36,480,630

San Francisco Fire Department

FY18-19 and FY19-20 Budget

Committee on Information Technology (COIT) IT Project Submissions

Project	Amount
Incident Display Boards	\$ 301,400
SharePoint Implementation & Training	\$ 150,000
Training Simulator	\$ 250,000
Drone Program Implementation	\$ 150,000
EHR Software Solution	\$ 200,000
Field Tablet Deployment	\$ 200,000
TOTAL	\$ 1,251,400

Incident Display Boards (\$301,400) -

LCD monitors display information on incoming alerts based on input from the CAD system, including units responding, address/location, incident type, cross streets, any premise hazards, etc. These incident boards can assist in improving response. At a glance, firefighter could get all relevant information for a call without having to wait for the complete audio dispatch and/or the run printout. The Department has installed trial units at a busy fire station, and it has received very positive feedback.

SharePoint Implementation & Training (\$150,000) -

Create a single repository for multiple documents currently stored through different applications within the SFFD IT infrastructure. Because training documents will also be available through SharePoint, the Department could simplify delivery of training through the platform, as well as improve collaboration capabilities of Department committees and workgroups. The Department has started to use the SharePoint application, but additional design and training resources are needed to fully implement.

Training Simulator (\$250,000) -

Funding to be used to procure an advance fire training simulator, with the ability to transmit a number of different scenarios for crews to train on. Given the dangers and difficulties of live fire training, fire training simulation platforms are an effective and efficient way to deliver training and provide scenarios to improve situational awareness, communications, and response. Enhanced incident management training through simulation would help Department members improve decision-making as well as performance in stressful environments, with scenarios customizable to emphasize specific aspects of response.

Drone Program Implementation (\$150,000) -

Working closely with the Committee on Information Technology (COIT), the City Attorney's office and other City partners, the Department is in the process of developing a drone policy for the SFFD, following the parameters of the City's drone policy, approved in 2017. The Department has been authorized to use drones for disaster response, emergency response, search and rescue, and training opportunities. This funding would be to implement the Department's drone program, including hardware and software costs, as well as training and licensing fees.

Electronic Health Records (EHR) Software (\$200,000) -

The Department is requesting funding for an electronic health records (EHR) solution for the Department's Physician's Office. This occupational health management system would create a secure digital version of a member's medical information as captured by the Physician's Office, replacing the current paper charts that are now created and updated with information. An EHR system would assist with health and safety regulatory compliance for the Department. It would provide a centralized location for data, and allow for increased automation as well as reporting functionality.

Field Tablet Deployment (\$200,000) -

In addition to their fire suppression and medical duties, engine crews perform a number of other tasks, including conducting annual inspections on properties in their response area. Tablets would allow crews to capture that information directly into Departmental databases, rather than have to write from paper and input into Department systems at a later date, which is inefficient. These tablets would also allow the Department conform to changing policies at the County level. Currently, for calls where an engine responds to a medical incident and the patient is not transported, crews create a paper patient care report as the medical record for the incident. Due to changing policy at the State and local level, these records will now need to be electronic. Tablets would allow crews members access to the Department's electronic patient care records (EPCR) system to create an electronic chart for patients. In addition, these tablets would also allow for crews to have remote access to trainings as well as the Department's information systems.

San Francisco Fire Department

FY18-19 and FY19-20 Capital Budget Request

Project	FY18-19	FY19-20
Roof Replacements	\$ 220,000	\$ 1,533,818
Exterior Envelope	\$ 262,971	\$ 4,160,000
Windows	\$ 184,000	\$ 96,000
Showers	\$ -	\$ 856,000
Mechanical/HVAC	\$ 3,067,529	\$ 7,700,000
Emergency Generators	\$ 750,000	\$ 750,000
Exhaust Extractor	\$ 750,000	\$ 750,000
Electrical	\$ 14,605,000	\$ 29,965,000
Sitework/Sidewalk	\$ 282,315	\$ 765,747
Kitchens	\$ 2,170,000	\$ 1,062,414
Apparatus Bay Door Maintenance	\$ 750,000	\$ 750,000
Data Infrastructure Upgrades	\$ 6,347,000	\$ 3,804,000
Oxygen Cascade Systems	\$ 400,000	\$ 400,000
Chief's Residence	\$ 1,369,166	\$ -
Boiler Maintenance	\$ 750,000	\$ 750,000
SFFD Training Facility Study	\$ 500,000	\$ -
SFFD Bureau of Equipment Study	\$ 500,000	\$ -
SFFD Electrical and Wiring Study	\$ 500,000	\$ -
TOTAL	\$ 33,407,981	\$ 53,342,979

Roof Replacements

Station	FY18-19	FY19-20
Station 8		\$ 330,000
Station 14		\$ 420,000
Station 22	\$ 220,000	
Station 33		\$ 240,000
DOT Folsom/Tower		\$ 543,818
TOTAL	\$ 220,000	\$ 1,533,818

Roofs at numerous fire stations are leaking due to deferred maintenance, causing multiple health and safety issues at many of the stations. Without this much-needed attention and repair, roofs will continue to leak, resulting in numerous other issues at the facility, including water damage, dry rot, and leaks throughout all areas of the building. Many roofs are in need of repair beyond simple patching. A number of roofs were/will be repaired as part of the ESER bond focused-scope program.

Exterior Envelope

Station	FY18-19	FY19-20
Station 9	\$ 262,971	
Station 12		\$ 1,680,000
Station 21		\$ 1,360,000
Station 33		\$ 1,120,000
TOTAL	\$ 262,971	\$ 4,160,000

Due to much deferred maintenance, the status of many of the fire station exteriors is deteriorating. The cracks in the concrete need to be painted and active leaks need to be addressed in order to prevent further damage throughout the building. Repair also includes fixing the epoxy injection and elastic water barrier paint. Damage can run from cosmetic improvements to complete painting of the exterior to substantial repair. Many of the exteriors of the Department's facilities have not been painted in years and have seen the impacts of weather as well as regular wear and tear.

Windows

Station	FY18-19	FY19-20
Station 10		\$ 96,000
Station 18	\$ 91,000	
Station 22	\$ 47,000	
Station 34	\$ 46,000	
TOTAL	\$ 184,000	\$ 96,000

Due to much deferred maintenance, the status of many of the fire station exteriors is deteriorating, including windows. Active leaks need to be addressed in order to prevent further damage. Further damage could result in major health and safety issues such as rot and mold, as well as energy loss and inefficiencies. Furthermore, window failure has resulted in several workers' compensation claims from windows falling out of their frames. The Department would like to implement an annual replacement program to address the needs of stations with failing window systems.

Showers

Station	FY18-19	FY19-20
Station 2		\$ 107,000
Station 11		\$ 107,000
Station 12		\$ 107,000
Station 14		\$ 107,000
Station 21		\$ 107,000
Station 23		\$ 107,000
Station 31		\$ 107,000
Station 49		\$ 107,000
TOTAL	\$ -	\$ 856,000

Showers at fire stations are used quite frequently. Fire Station members must be able to wash after being exposed to environmental hazards. Due to many years of deferred maintenance, showers and shower pans have leaks and are not properly sealed, which is leading to further damage throughout the building and could result in rot, mold or pests.

Mechanical/HVAC

Station	FY18-19	FY19-20
Station 12		\$ 790,000
Station 19		\$ 890,000
Station 21		\$ 630,000
Station 22		\$ 470,000
Station 23		\$ 600,000
Station 24		\$ 840,000
Station 25		\$ 680,000
Station 29		\$ 640,000
Station 33		\$ 520,000
Station 34		\$ 460,000
Station 37		\$ 590,000
Station 39		\$ 590,000
Station 43	\$ 850,000	
DOT Folsom	\$ 715,892	
SFFD Headquarters	\$ 1,501,637	
TOTAL	\$ 3,067,529	\$ 7,700,000

HVAC systems throughout the Department are extremely old and in frequent need of repair. Due to their age, they are also extremely inefficient from an energy perspective. Because of a lack of funding in the past, HVAC systems have not been maintained (or repaired) to appropriate levels. In addition, the SFFD relies primarily on boilers for heat. The boiler inventory has a very small number of energy efficient boilers - the remainder are outdated and inefficient, resulting in increased costs for the City. Poor distribution and/or control systems also contribute to high energy costs and greenhouse gas emission. The Department must restore heat within 48 hours of break-down of the heating system.

Emergency Generators

Station	FY18-19	FY19-20
Various Stations	\$ 750,000	\$ 750,000
TOTAL	\$ 750,000	\$ 750,000

Back-up power is an integral part of emergency response. Each fire station has a backup generator. Many of these generators are inefficient and cannot power many of the current systems in the fire houses, including the apparatus doors. Station generators are being replaced as part of the ESER bond program. However, the Department is in need of generator repair and maintenance funds to maintain the current inventory to ensure they are working properly as well as address any repair issues that come up during the year.

Exhaust Extractor Maintenance

Station	FY18-19	FY19-20
Various Stations	\$ 750,000	\$ 750,000
TOTAL	\$ 750,000	\$ 750,000

The Department recently upgraded the exhaust extractors at its stations as part of a Federal Emergency Management Agency (FEMA) grant. The Department is currently requesting an allocation of funding for regular and on-going maintenance and repair of these systems.

Electrical

Station	FY18-19	FY19-20
Station 2	\$ 2,340,000	
Station 6		\$ 2,200,000
Station 8	\$ 1,570,000	
Station 9	\$ 2,130,000	
Station 10		\$ 2,060,000
Station 11	\$ 2,450,000	
Station 12		\$ 1,680,000
Station 13		\$ 4,580,000
Station 14		\$ 1,970,000
Station 15	\$ 2,070,000	
Station 17		\$ 2,020,000
Station 18		\$ 1,950,000
Station 19		\$ 1,920,000
Station 20		\$ 1,720,000
Station 23		\$ 1,290,000
Station 26		\$ 1,220,000
Station 31	\$ 1,740,000	
Station 32		\$ 1,000,000
Station 33		\$ 1,120,000
Station 38	\$ 1,135,000	\$ 1,135,000
Station 40	\$ 1,170,000	
Station 41		\$ 1,110,000
Station 42		\$ 1,160,000
Station 43		\$ 1,830,000
TOTAL	\$ 14,605,000	\$ 29,965,000

The electrical systems at most Department fire stations are in need of major upgrades. As currently existing, the systems cannot handle the electrical load required for present-day operations, nor can they completely support the systems and technologies used by the Department on a daily basis. For example, for many of the stations targeted for installation of heavy-duty washer extractors for the cleaning of personal protective equipment, electrical upgrades are required in order to support the operation of the washing machines. Upgrades of current electrical distribution systems are required to support safety and reliability of the stations themselves.

Sitework/Sidewalk

Station	FY18-19	FY19-20
Station 10		\$ 177,146

Numerous fire stations have damage to concrete and sidewalks surrounding the stations. In most

Station 12		\$ 68,924
Station 22		\$ 74,902
Station 23		\$ 70,699
Station 25		\$ 69,229
Station 32		\$ 67,910
Station 33		\$ 55,237
Station 34		\$ 123,802
Station 37		\$ 57,898
Station 38	\$ 74,247	
Station 40	\$ 97,825	
Station 49	\$ 110,243	
TOTAL	\$ 282,315	\$ 765,747

cases, these areas are accessed by the public on a daily basis. This is a liability for the Department and the City, as there is the potential for claims of injuries and damages if an accident were to occur. The State Highway Code and the local Public Works Code require property owners to maintain the sidewalk adjacent to their property to a condition acceptable to the Director of Public Works. This responsibility includes making repairs as needed when a sidewalk is damaged. Damage on the sidewalk for which the Department is responsible for include missing pavement, uneven pavement, holes or cracks in the pavement, and missing sewer vent covers.

Kitchens

Station	FY18-19	FY19-20
Station 2		\$ 310,000
Station 6		\$ 310,000
Station 8	\$ 310,000	
Station 9	\$ 310,000	
Station 10		\$ 310,000
Station 11	\$ 310,000	
Station 15	\$ 310,000	
Station 31	\$ 310,000	
Station 38	\$ 310,000	
Station 40	\$ 310,000	
Station 43		\$ 132,414
TOTAL	\$ 2,170,000	\$ 1,062,414

Fire Stations are staffed by members on a 24-hours-a-day/7-days-a-week basis, and therefore need to have fully functional kitchens. Due to many years of deferred maintenance, the quality of many of the fire station kitchens is quite poor. Damage ranges from rot from leaks throughout the facility that have not been addressed to broken and unstable cabinetry. A third of the stations no longer have doors on their cabinets and a number of stations need new flooring because existing linoleum has peeled away due to heavy use and cleaning.

Apparatus Bay Door Maintenance

Station	FY18-19	FY19-20
Various Stations	\$ 750,000	\$ 750,000
TOTAL	\$ 750,000	\$ 750,000

SFFD apparatus doors are anticipated to be replaced as part of the 2014 ESER bond program. However, the need for maintenance and repair still exists on an annual basis for the Department, given the amount of use for apparatus doors. The Department is currently requesting an allocation of funding for regular maintenance and repair of doors to resolve issues that may occur throughout the year.

Data Infrastructure Upgrades

Station	FY18-19	FY19-20
Fire Station 2	\$ 527,000	
Fire Station 6	\$ 381,000	
Fire Station 8	\$ 272,000	

The technology infrastructure currently supporting fire stations is quite outdated and in need of upgrade and/or replacement. This project would modernize the Department's fire stations with new

Fire Station 9	\$ 370,000	
Fire Station 10	\$ 357,000	
Fire Station 11	\$ 424,000	
Fire Station 12	\$ 292,000	
Fire Station 13	\$ 794,000	
Fire Station 14	\$ 341,000	
Fire Station 15	\$ 358,000	
Fire Station 17	\$ 349,000	
Fire Station 18	\$ 337,000	
Fire Station 19	\$ 332,000	
Fire Station 20		\$ 297,000
Fire Station 21		\$ 235,000
Fire Station 22		\$ 175,000
Fire Station 23		\$ 224,000
Fire Station 24		\$ 311,000
Fire Station 25		\$ 253,000
Fire Station 26		\$ 211,000
Fire Station 28		\$ 203,000
Fire Station 29		\$ 238,000
Fire Station 31	\$ 301,000	
Fire Station 32		\$ 174,000
Fire Station 33		\$ 195,000
Fire Station 34		\$ 170,000
Fire Station 37		\$ 217,000
Fire Station 38	\$ 393,000	
Fire Station 39		\$ 219,000
Fire Station 40	\$ 202,000	
Fire Station 41		\$ 193,000
Fire Station 42		\$ 200,000
Fire Station 43	\$ 317,000	
Fire Station 44		\$ 289,000
TOTAL	\$ 6,347,000	\$ 3,804,000

wiring and equipment to support industry-standard Fire Station Alerting and notification capabilities. This will include new electrical wiring, emergency lighting, PA and Speaker Systems in all Fire Stations. By doing these upgrades, the Department's goal is to improve Fire and EMS response times.

Oxygen Cascade Systems

Station	FY18-19	FY19-20
Various Locations (20)	\$ 400,000	\$ 400,000
TOTAL	\$ 400,000	\$ 400,000

Approximately half of the Department's fire stations have an oxygen cascade system which allows members to refill the oxygen bottles that are used on medical calls. Currently, some of these systems do not have complete safety features, most significantly in some cases protective housing for the event of tank failure.

Chief's Residence

Station	FY18-19	FY19-20
Roofing	\$ 83,349	
Exterior Envelope	\$ 7,998	
Windows	\$ 170,988	
Showers	\$ 26,483	
Mechanical (HVAC)	\$ 369,779	

The Chief's Residence serves as a secondary Operations Center in the event of a disaster. The electrical system at the facility needs to be upgraded. The windows leak and are starting to rot, and the building needs to be weatherproofed. The kitchen has not been upgraded since the 1950's and there are no exhaust fans in the bathrooms.

Electrical	\$	299,173	
Sitework/Sidewalk	\$	51,687	
Kitchen	\$	135,000	
Interior Work	\$	75,869	
Specialties	\$	11,725	
ADA Upgrades	\$	137,115	
TOTAL	\$	1,369,166	\$ -

Boiler System Maintenance & Replacement

Station	FY18-19	FY19-20
Various Stations	\$ 750,000	\$ 750,000
TOTAL	\$ 750,000	\$ 750,000

In addition to complete boiler replacement that is needed at a number of stations (covered in the HVAC/Mechanical project), the Department has annual needs for regular maintenance and repairs on its existing boiler systems.

SFFD Training Facility Study

Station	FY18-19	FY19-20
Facility Planning	\$ 500,000	\$ -
TOTAL	\$ 500,000	\$ -

Continuing the preliminary work with DPW in the Department efforts for a new training facility, the Department is proposing a more in-depth study of its needs to complement the current needs assessment of training that DPW is conducting.

SFFD Bureau of Equipment Study

Station	FY18-19	FY19-20
Facility Planning	\$ 500,000	\$ -
TOTAL	\$ 500,000	\$ -

The Department's longer term plan includes a relocation of the Department's Bureau of Equipment to the space currently occupied by the EMS Division at 1415 Evans once the move to the new EMS facility is complete. This allocation would assist in establishing the needs of the Bureau from a programmatic perspective and see what re-purposing of the current facility/property is needed.

SFFD Electrical and Wiring Study

Station	FY18-19	FY19-20
Facility Planning	\$ 500,000	\$ -
TOTAL	\$ 500,000	\$ -

This allocation would fund an in-depth study of the Departmental needs for IT and electrical infrastructure at Department stations, including electrical and cabling/wiring upgrades that are needed to meet the current demands of station operations and make use of current technologies.