

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	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raemona Williams	Deputy Chief --Administration	
Dan De Cossio	Bureau of Fire Prevention	
Andy Zanoff	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 academics, she stated that the 123rd class is in its 12th week with 50 members and graduation is scheduled for the evening of February 8, 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 Zanoft 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 is also supporting 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.