

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, February 14, 2018 - 9:00 a.m. – 12:00 p.m.

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

DRAFT AGENDA

Item No.

1. ROLL CALL

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

2. 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 January 24, 2018.

4. UPDATE ON PROGRESS OF STATION 49 – AMBULANCE DEPLOYMENT FACILITY *[Discussion]*

Assistant Deputy Chief Anthony Rivera and Samuel Chui and Kathleen O'Day of DPW to present on the progress being made with the construction of the new ambulance deployment facility.

5. OVERVIEW OF THE CITY'S EARLY WARNING SYSTEM *[Discussion]*

Presentation from Deputy Director Michael Dayton of the Department of Emergency Management on the current Early Warning System and future warning systems.

6. DRAFT OPERATING BUDGET – FISCAL YEARS 2018-2019/ 2019-2020 *[Discussion and possible action]*

Discussion and possible action to adopt the Fire Department's Operating Budget for Fiscal Years 2018-2019/2019-2020.

7. 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 January 24, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS, MARK GONZALES

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

8. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on January 24, 2018.

9. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS

[Discussion]

Discussion regarding agenda for next and future Fire Commission meetings.

10. PUBLIC COMMENT ON ITEM 11

Public comment on all matters pertaining to Item 11 (b) and (c) below, including public comment on whether to hold Items 11 (b) and (c) in closed session.

11. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

a. VOTE ON WHETHER TO CONDUCT ITEMS 11(b) and (c) IN CLOSED SESSION *[Action]*

The Commission may hear Item 11(b) and (c) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

b. 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]*.

c. CASE NO. 2016-06: COMMISSION DELIBERATIONS AND POSSIBLE ACTION ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

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

Section 3919 – Proper Behavior

Section 3920 – Unacceptable Language

Section 3923 – Acts Detrimental to the Welfare of the Department

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
DRAFT MINUTES

Wednesday, January 24, 2018 – 5:00 p.m.

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

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=29648

President Cleaveland called the meeting to order at 5:01 p.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	
Jeanine Nicholson	Deputy Chief --Administration	
Dan De Cossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Khai Ali	Airport Division	
Jeff Columbini	Division of Training	
Assistant Chiefs		
Nicole Juratovac	Division 2	
Bill Storti	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	
Jesusa Bushong	Department Personnel Officer	

3. PUBLIC COMMENT

Tracy Thompson stated she was at the January 10, 2018, commission meeting to express her concern on the lack of AWSS in the western part of the City. She mentioned she was concerned that the budget that was approved for \$33,000,000 did not in any way apply to upgrading the AWSS. She stated that there is a need for an adequate firefighting system in place, and the bonds were approved up to seven years ago. She added that she doesn't think that because the AWSS falls under the PUC umbrella, it precludes the fire department from doing anything about it. She also thought there was some confusion when the Commission voted to approve the budget at the last meeting.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on January 10, 2018.

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

There was no public comment.

4. FIRE DEPARTMENT OPERATING BUDGET – FISCAL YEARS 2018-2019/ 2019-2020 [Discussion]

Presentation from Mark Corso, Deputy Director of Finance and Planning on the Fire Department's operating budget for Commission review and discussion.

Mark Corso, Director of Finance and Planning for the Department presented the attached slideshow outlining the Fiscal year 2018-19 and Fiscal Year 2019-20 budget discussions and as a follow-up to his last presentation on January 10, 2018. http://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/budget_3.pdf

He started with a review of the budget timelines and instructions that were previously discussed. He mentioned that all city departments have been requested to make a two-and-a-half percent reduction in their general fund in both years, and for the SFFD, that means approximately 1.5 million in each year. He added that the mayor's office has also requested no net new positions. He mentioned that they continue to meet with division heads on budget issues and needs assessments and they have reconvened the Budget Committee for the Department.

Commissioner Veronese confirmed that the medical calls have been the main driver of the overall departmental call increase and they've increased the fleet and the total number of vehicles on the EMS side. Commissioner Veronese suggested using the increase in medical calls to make a case for the use of quick response vehicles. He also supported the idea of getting a grant writer and it should be requested in the budget.

Commissioner Hardeman thanked Mr. Corso for his report. He confirmed that the airport budget is 100 percent funded by the airport.

Commissioner Nakajo went over the line items and submittal dates provided by Mr. Corso and he confirmed that with the change in Mayor, the timelines for budget submittals will not change. He also confirmed that there are four academy classes funded over the next two fiscal years. He also confirmed that the Port funds 100 percent of the Port services provided by SFFD, such as the Port Fire Marshal and additional positions. He also mentioned that the Commission takes the budget process very seriously and it's a hard process and there's a challenge to try and identify revenue sources.

Commissioner Covington stated that she spoke to Chief Scott about their grant writers and he confirmed that they have a raft of them and she will set up a meeting with Chief Scott to get more information on their grant writers. She asked Mr. Corso to explain how the City can be running such a huge deficit. Mr. Corso explained that over the past few years, the growth that

the city has seen year to year was on the revenue side which has tapered off and the overall issue is that the expenses for the city are far outweighing those revenues coming in, particularly surrounding retirement, pensions, health benefits and salary costs. Commissioner Covington confirmed that the department is maintaining the recruiting initiatives. She also confirmed that the bike medics at the airport are currently out of service because of shortage in staffing levels.

President Cleaveland asked Mr. Corso if there was money in the budget to expand the NERT program. Mr. Corso explained that a number of items to expand NERT is in the additional enhancement request list and that would be above-and-beyond what is currently funded. President Cleaveland asked what the cost of an ambulance is. Mr. Corso responded that the old style model is approximately \$170,000.00 and the new ones that they are currently piloting are about \$90,000.00 or so.

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 January 10, 2018, 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 January 10, 2018. CHW stated that in regards to the budget, they just completed the second quarter of this fiscal year's budget and they are on track with revenues and expenditures. Regarding academies, she stated the 123rd class is in their 18th week and will graduate on Thursday, February 8, 2018, at 6:00 at Riordan High School. She added that the 124th academy is scheduled to start on March 26, 2018, and that they hired 36 H-3 Level 1 entry level EMTs that will be starting at the end of the month.

CHW announced that since the last meeting, they have been involved in meetings regarding the auxiliary water supply system, specifically, as it relates to establishing increased redundancy for fire suppression in the western side of the city, including the Sunset and Richmond districts. She added that a third-party report was done by Professor Charles Scawthorn, who is an expert in the field and they had a meeting with Supervisor Sandra Fewer and Supervisor Katy Tang and both were very pleased with the proposal. She stated that she and staff members went before Capital Planning and one of the PUC staff members presented the plan and it seemed to be very well received by the community members present as well as the members on the Capital Planning Committee. She suggested inviting the PUC to come to a future meeting and make a presentation on the future AWSS plans. Other events she attended during the reporting period included the Martin Luther King March, a labor-management meeting, NERT Advisory Board meeting, and the third alarm fire in West Portal.

Commissioner Hardeman thanked the Chief for her report and mentioned that he was also at the West Portal fire and was impressed how the crews got the fire out so quickly and it was a very great performance by the Fire Department. He recognized the swearing in of Mayor Mark Farrell and thinks he has a very good understanding of the Fire Department and will be supportive of the Department.

Commissioner Veronese reiterated the importance of having a strong early warning system in times of potential disasters and suggested that the Department work with DEM to make sure people know what to do in the event of a catastrophic disaster, such as tsunami or earthquake.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF JEANINE NICHOLSON

Report on the Administrative Divisions, Fleet and Facility status, Finance, Support Services, Homeland Security and Training within the Department.

President Cleaveland welcomed Chief Nicholson. Chief Nicholson stated that the assignment office completed the vacancy bid for Station 49 and they made a good faith effort and worked collaboratively with the union and the shop stewards to come up with a workable schedule that would meet both operational needs, as well as allow for some employee scheduling flexibility. She touched on the Physician's Office, Investigative Services Bureau, the Stress Unit, where John Christy will be retiring in May, and Dan Nazaretta will be assigned to the unit, and they will get many of the members trained so that they can do critical incident stress debriefing and management so that the Stress Unit can actually focus on more one-on-one debriefings. She mentioned that while they work on filling the Homeland Security position, she has been meeting with Lt. George Karawanny who is on loan to the Northern California Regional Intelligence Center and he has been updating the Department on any potential terrorist or suspicious activities. She touched on the Division of Training, NERT, and Support Services.

Commissioner Veronese thanked her for her emphasis on the Stress Unit. He suggested renaming the Unit that better describes what the Unit does and the importance of what it does. He congratulated Chief Nicholson on her appointment to Deputy Chief.

President Cleaveland asked Chief Nicholson if she could get more details as to what is being done to protect the neighborhoods in the south and western parts of the City and outside of the 2020 bond that will have some major improvements to the AWSS.

There was no public comment.

6. COMMISSION REPORT [Discussion]

Report on Commission activities since last meeting on January 10, 2018

Commissioner Hardeman suggested any commissioner that wants to compare the ambulances should go out to Station 49, rather than bringing them to City Hall.

Commissioner Covington stated she would prefer them to be at City Hall and the Commissioners could go in two at a time and ask questions.

President Cleaveland commended and thanked Commissioner Veronese for pulling together a very great luncheon for the City's commissioners.

7. FIRE COMMISSION ELECTION OF OFFICERS [Action]

a. Nomination and election of Commission President.

Vice President Nakajo nominated President Cleaveland for Commission President. Commissioner Covington seconded and the nomination for Commission President was unanimously approved.

Commissioner Covington stated that she appreciates President Cleaveland and was glad that V.P. Nakajo laid out some of the things that he wants to accomplish such as keeping on top of the new training facility, improving the relationship with the Guardians of the City and the possibility of forming a Friends of the San Francisco Fire Department.

b. Nomination and election of Commission Vice-President.

Commissioner Covington nominated Vice President Nakajo for Commission Vice President. Commissioner Hardeman seconded and the nomination for Commission Vice President was unanimously approved.

There was no public comment.

8. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS [Discussion]
Discussion regarding agenda for the February 14, 2018 and future regular meetings.

- Early Warning System update from DEM
- ADF update
- Physician's evaluation
- Budget – Action item
- Deliberations FC Case No.: 2017-06
- Cow Palace – possible training facility

9. POSSIBLE CLOSED SESSION REGARDING EXISTING LITIGATION

This item was called out of order and was heard following approval of the minutes. President Cleaveland called for public comment. There was no public comment.

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

The Commission may hear Item 9(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 Veronese made a motion to conduct item 9(b) in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

The Commission went into closed session at 5:08 p.m.

Also present was Deputy City Attorney, Jonathan Rolnick.

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:

*Johnson v. City and County of San Francisco
United States District Court Case No. 09-5503 JSW*

10. 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).

The Commission reconvened in Open Session at 5:22 p.m. President Cleaveland reported that the Commission unanimously agreed to recommend to the Board of Supervisors for settlement approval of the above existing litigation.

11. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION, as specified in San Francisco Administrative Code Section 67.12(a). *[Action]*

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

12. ADJOURNMENT

President Cleaveland adjourned the meeting at 7:20 p.m. in honor of Vice President Nakajo's birthday.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, January 26, 2018 1:52 PM
Subject: General Order 18 A-08, Firefighter Post-Fire Decontamination Wipes Policy
Attachments: Firefighter Post-Fire Decontamination Wipes Policy.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

08

File Code 18 A-

January 26, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Firefighter Post-Fire Decontamination Wipes Policy
Reference: Rules and Regulations, Section 402
Enclosure: Firefighter Post-Fire Decontamination Wipes Policy

Officer Endorsement:

Sec.1108-R.&R. _____

1. The Firefighter Post-Fire Decontamination Wipes Policy is attached with this General Order and can be found on AO Reports.
2. All members shall familiarize themselves with the contents of this Policy. Chief and Company Officers shall ensure that all members under their supervision review and comply with the provisions in this Policy.
3. The Firefighter Post-Fire Decontamination Wipes Policy is effective immediately.
4. This General Order shall be rescinded on December 31, 2018, while the policy itself shall remain on AO Reports under Operations Policies.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, January 26, 2018 4:55 PM
Subject: General Order 18 A-09, Company Based Modular Training Module 3 – Hazardous Materials Refresher Training

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-09
January 26, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 3 – Hazardous Materials Refresher Training
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. Company Based Modular Training Module 3-*Hazardous Materials (HazMat) Refresher Training* will begin Monday, February 12, 2018 and will continue through Wednesday, February 14, 2018.
2. This one-day refresher class is for all Tier I and Tier II Hazmat Specialists. Tier I HazMat Specialists are members with HazMat Specialist certification who are assigned to Battalion 2, Rescue Squad 1, and Rescue Squad 2. Tier II HazMat Specialists are members with HazMat Specialist certification who are assigned elsewhere.
3. Training will be held at the Division of Training 19th and Folsom Facility from 0900-1600 hours each day.
4. Members are required to have a current certification or they are at risk of losing their Station assignment.
5. There will be 30 openings for each session. Members may not attend this training while working a trade (TRW). Compensation will not be paid to members attending class in an off-duty status.
6. If more than 30 members sign up for any session, they will be selected in the following order:
 - Tier I HazMat Specialists
 - Tier II HazMat Specialists who own a spot at Station 1 or Station 7
 - All other Tier II HazMat Specialists by rank and seniority
7. Interested members are to sign up via the "Appointments" tab on HRMS. This tab is located to the right of the calendar on the home page.
 - Click on the + icon to add an appointment.
 - Select the location of the training: Division of Training
 -
 - Select Appointment Type: HZMTR – HAZMAT Recertification
 - Select the date and time desired for attendance.

- If you are expiring in June, note that in the comments.
 - Click on “Create”
8. A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.
 9. The deadline to sign up is 1200 hours on Thursday, February 8, 2018. Notifications will be distributed via Outlook.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, January 31, 2018 5:54 PM
Subject: General Order 18 A-10, New Morphine Concentration and Packaging
Attachments: 18 A-10 New Morphine Concentration and Packaging - Attachment A.pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-10
January 31, 2018

From: Chief of Department
To: Distribution List "A"
Subject: New Morphine Concentration and Packaging
Reference: Rules & Regulations, Section 402
Enclosures: Attachment A – Duramorph Photographs

Officers Endorsement:
Sec.1108 -R&R _____

1. The Department is changing its Morphine Sulfate packaging and concentration. This is due to National Drug Shortages and the available medications on the current market.
2. DURAMORPH is a preservative-free solution of Morphine Sulfate. This is not a new medication, just a new packaging and concentration. DURAMORPH is a Schedule II Federally-controlled narcotic and is purchased and utilized under the Physician's license of Doctor Clement Yeh, Fire Department EMS Medical Director.
3. **DURAMORPH is packaged in a concentration of 10mg/10cc, or 1mg/cc. Paramedics should take note this is a different concentration than previously stocked. Due to the large amount of fluid required to deliver the medication, Intramuscular (IM) injections are not recommended.**
4. DURAMORPH is bottled in dark brown glass ampules, opening of which requires breaking off the neck of the vial, and drawing the solution out with a needle and syringe. Caution should be used when breaking off the glass top. Only filter-needles should be used to draw the medication out of the glass ampules. Filter-needles will be placed in every narcotics box (pelican case) during narcotics restock by Paramedic Captains.
5. The Department will return to stocking a more convenient packaging of Morphine (10mg/1cc) as soon as the product is available on the market.
6. Additionally, ambulance narcotics boxes will now be stocked with four (4) vials of DURAMORPH, instead of the usual five vials. Paramedics should take note to count and properly log their narcotics at the beginning and end of shift.

7. Questions about DURAMORPH should be directed to the EMS Division at 415-558-3646.

Joanne Hayes-White
Chief of Department

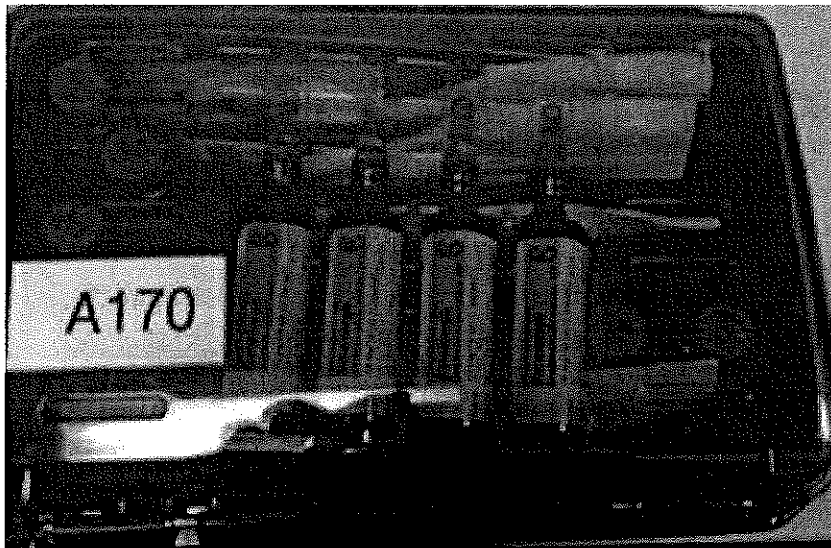
Attachment A

The DURAMORPH is packaged in glass ampules



The Ambulance Narcotics Box will be packaged in this format:

- Five (5) vials of Midazolam (Versed)
- Four (4) ampules of Morphine (Duramorph)
- Four (4) filter needles



Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, February 02, 2018 11:51 AM
Subject: File Code 18 A-11, Pediatric Advanced Life Support (PALS) Instructor Training – February 2018

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-11
February 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Pediatric Advanced Life Support (PALS) Instructor Training – February 2018
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. Pediatric Advanced Life Support (PALS) Instructor renewal training will be held from Monday, February 12 to Friday, February 16, 2018 from 0900 to 1600 hours at the Treasure Island Training Facility. This training is required for all H-33 EMS Captains and recommended for all LWLP H-33 EMS Captains and Paramedic Preceptors.
2. H-33 EMS Captains will be scheduled on-duty for PALS Instructor training via the Fire Calendar. H-33 EMS Captains who are not scheduled to work during PALS Instructor training will be granted overtime for off-duty attendance. All other interested members must attend the training in an off-duty status. Class size will be limited to 12 students.
3. Members who wish to become PALS Instructors for the first time must additionally take an online AHA PALS Instructor Essentials course and present a certificate of completion to the Treasure Island EMS Training staff by February 15, 2018. Please contact A/Section Chief Melany Brandon for access to the online PALS Instructor Essentials course.
4. Upon completion of PALS Instructor training, Instructor Candidates will be detailed on-duty, during PALS Provider renewal sessions held from February through April, for a minimum of one teaching evaluation. H-33 EMS Captains and instructor candidates will not receive their PALS Instructor card until they have been monitored teaching in a PALS Provider course.
5. To sign up for the PALS Instructor course, please contact A/Section Chief Melany Brandon at (415) 318-4517.
6. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, February 02, 2018 11:52 AM
Subject: General Order 18 A-12, Pediatric Advanced Life Support (PALS) Training – February/March 2018

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-12
February 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Pediatric Advanced Life Support (PALS) Training – February/March 2018
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. Pediatric Advanced Life Support (PALS) training will begin on Tuesday, February 20, 2018, and continue through Thursday, April 19, 2018. This module is mandatory for ALL Paramedic personnel in Paramedic ranks.
2. PALS classes will start promptly at 0900 hours at the Division of Training Treasure Island Training Facility (TITF), and end at approximately 1600 hours.
3. H-2P and H-3 Level III Firefighter/Paramedics assigned to Operations will be notified via the Fire Calendar of their scheduled training date by the Division of Training.
4. H-3 Level III Firefighter/Paramedics assigned to the Airport, Headquarters, and Dispatch (DEC) shall call 415-318-4501 to schedule their training date.
5. Station 49 Paramedics will sign up for this training through the Appointment tab in HRMS.
6. H-8 Per Diem Paramedics may attend PALS renewal courses in an off-duty status. H-8s should sign up for PALS through the Appointment tab on HRMS. Class size will be limited to 20 students.
7. Division Chiefs are responsible to ensure that all Paramedics in their respective divisions are detailed to the training, consistent with the announcements issued from the Division of Training.
8. Questions about this module shall be directed to the EMS In-Service Training Section at 415-318-4501.
9. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, February 02, 2018 4:34 PM
Subject: General Order 18 A-14, Strike Team Leader S-330 All Hazard Training Class

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-14
February 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Strike Team Leader S-330 All Hazard Training Class
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. The Department is offering a four-day Strike Team Leader course that begins Monday, March 5, 2018 and continues through Thursday, March 8, 2018.
2. In addition to this course, the following are the required courses of the California Incident Command Certification System (CICCS) for members who wish to open a strike team leader task book:
 - a. S-130/S-190 (Basic Wildland Firefighting Training)
 - b. S-131 (Wildland Firefighter Type 1)
 - c. S-231 (Engine Boss)
 - d. S-219 (Ignition Operations) (or old S-234)
 - e. S-270 (Basic Air Operations)
 - f. S-290 (Intermediate Wildland Fire Behavior)
3. Members who apply for a new Strike Team Leader task book will be required to have completed their Engine Boss Task Book effective March 1, 2018.
4. Course topics include preparation, mobilization, tactics, safety, off-line duties, demobilization, and post-incident responsibilities of a Strike Team Leader.
5. Classes will be held at the Division of Training 19th and Folsom Facility from 0900-1700 hours each day. Members are reminded to make lunch arrangements prior to attending class.
6. There will be 30 openings for this class. Members may not attend this training while working a trade (TRW). Compensation will not be paid to members attending the class in an off-duty status.
7. If more than 30 members sign up, they will be selected in the following order:

- Battalion Chiefs who are currently red card certified, by seniority
- Battalion Chiefs who are currently not red card certified, by seniority
- Captains who are currently red card certified, by seniority
- Lieutenants who are currently red card certified, by seniority
- Any other members who are currently red card certified, by seniority

8. Interested members are to call the Division of Training at 970-2000 between 0800-1200 hours to reserve a space in a class. The deadline to sign up is Friday, February 23, 2018. Notifications will be distributed via Outlook.
9. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, February 02, 2018 4:32 PM
Subject: General Order 18 A-13, Transmission of 12-Lead EKG Tracings

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-13
February 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Transmission of 12-Lead EKG Tracings
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec. 1108 – R & R _____

1. Effective immediately, Ambulance crews shall transmit all 12-Leads EKG tracings that meet one or both of the following criteria, to the applicable Receiving Facility and/or Base Hospital:
 - Convex, plateau, or flat ST segment elevation of more than 1 mm (one small box) in two or more contiguous leads (Paramedic interpretation)
 - ***ACUTE STEMI*** or similar wording (Machine interpretation)
2. Transport should not be delayed due to problems or difficulties with 12-Lead acquisition or transmission. Members are reminded that direct patient care should always be the primary consideration, regardless of equipment or technical malfunctions.
3. If a 12-Lead tracing cannot be acquired or transmitted, a **12-Lead / Zoll Monitor Reporting Form** must be filled out prior to the end of shift, and sent via E-Mail to FireCQI@sfgov.org, fireems.equipment@sfgov.org and Antenor.molloy@sfgov.org
4. Members are directed to review, and be familiar with, San Francisco EMS Protocol 7.10 – 12-Lead Electrocardiogram Procedure, and San Francisco EMS Policy 5016 – STEMI and ROSC Receiving Center Standards.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, February 02, 2018 4:36 PM
Subject: General Order 18 A-15, Division of Training, In-Service Training Captain Position

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-15
February 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Division of Training, In-Service Training Captain Position
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:
Section 1108 – R & R _____

1. The Department is advertising for the position of In-Service Training Captain at the Division of Training. This position reports to the Director of Training. Depending on the Permanent Civil Service rank of the selected candidate, this position will be filled as an Acting Assignment, either at the H-30 or H-39 rank.
2. Duties and responsibilities include, but are not limited to, the following:
 - Creation, preparation, revision, and/or maintenance of appropriate training materials including Department training manuals, lesson plans, training bulletins, brochures, and forms
 - Design and development of performance evaluations systems, forms, and procedures
 - Research, compile & produce appropriate training systems, literature & material
 - Design and develop specialized workshops, seminars, and training programs for Department members
 - Prepare and present classroom lectures
 - Manage the return-to-duty program
 - Manage the Treasure Island Training Facility
 - Identify and assess current and future training needs of the Department
 - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
 - Participate in special projects as assigned: develop proposals, budgets, timelines and action plans
 - Apply Departmental policies in consistent and uniform manner
 - Plan, develop, implement, and coordinate specialized training of in-service companies and units
 - Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
 - Participate in the development of performance standards
 - Act as a liaison with outside departments for training related issues
 - Serve as a Department Safety Officer

3. Desired Skills:

- Comprehensive working knowledge of all aspects of field operations
- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Fire Officer certification
- CFSTES Fire Instructor 1A & 1B; Training Instructor 1A & 1B or Instructor I
- ICS 100, 200, 300, 400
- S-404 Safety Officer
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

4. Application Process: Provisions stated in G.O. 00 A-08 apply for this position. All Permanent Civil Service Captains and members who are on the current H-30 Captain eligible list should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training by close-of-business on Monday, February 12, 2018.

5. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: Ethics Commission, (ETH)
Sent: Friday, February 02, 2018 5:15 PM
Subject: Here's a Quick Link for Form 700 Filing Information

Hello, Department Heads and Filing Officers:

Here's a link to a central location where you'll find key information about the April 2, 2018 annual Form 700 filing requirements for e-filers (elected officials, departments heads, board members and commissioners) and paper filers (designated employees at the departmental level), as well as resources for Filing Officers (including duties of the position, and links to forms):

<https://sfethics.org/ethics/2018/01/annual-form-700-filings-due-monday-april-2-2018.html>

Also, remember to sign up for one of our upcoming February or March trainings for Filing Officers or Filers! There will be updates on the new, **annual** Sunshine and Ethics training requirements, and the disclosure requirements for Behested Payments. Use this [online form](#) to sign up.

Best,
Pat

Patricia H. Petersen
Engagement & Compliance Officer
[CCSF Ethics Commission](#)
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
(T) 415-252-3100
(F) 415-252-3112
patricia.petersen@sfgov.org

PLEASE NOTE THAT NOTHING IN THIS E-MAIL IS INTENDED TO CONSTITUTE A WRITTEN FORMAL OPINION OF THE SAN FRANCISCO ETHICS COMMISSION, AND THE RECIPIENT MAY NOT RELY ON THIS E-MAIL AS A DEFENSE IN ANY ENFORCEMENT PROCEEDING.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, February 05, 2018 12:20 PM
Subject: General Order 18 A-16, Assistant Deputy Chief – Director of Training

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-16
February 5, 2018

From: Chief of Department
To: Distribution List “A”
Subject: Assistant Deputy Chief – Director of Training
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:
Sec. 1108 – R&R _____

1. The San Francisco Fire Department is advertising for the position of Assistant Deputy Chief, Director of Training. The Director of Training reports directly to the Deputy Chief of Administration.
2. The rank of H-51 Assistant Deputy Chief is an exempt, at will position that serves at the discretion of the Chief of Department.
3. The Director of Training position is a 40-hour per week administrative position that works Monday through Friday with recall responsibilities.
4. The Director of Training is responsible for the development, organization, coordination, and delivery of Department training, education and evaluation programs for recruit, probationary, and in-service uniformed members.
5. Duties and responsibilities include, but are not limited to, the following:
 - Develop and oversee the continuous education of Department members in both Firefighting Operations and EMS related subjects
 - Supervise the Recruit Training, In-Service Suppression Training, In-Service EMS Training, Neighborhood Emergency Response Team (NERT), Fire Reserve, and Special Projects staff(s)
 - Responsible for oversight of H-2 Firefighter, H-3 Level I EMT, H-3 Level II Paramedic, and H-3 Level III Firefighter/Paramedic Recruit training and Probationary evaluations
 - Oversee Officer Academies
 - Serve as the Department Safety Officer
 - Prepare and manage the Training budget
 - Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
 - Work in conjunction with the EMS Chief and the Medical Director regarding oversight of the EMS training programs

- Collaborate with the San Francisco Emergency Medical Services Agency in order to ensure compliance with EMS System policies and protocols
- Ensure that EMS-related training programs comply with Federal, State, and Local laws, regulations, policies, procedures, and protocol
- Verify and certify Department members in the following qualifications: Hazardous Materials, Surf Rescue, and Wildland
- Verify requirements for Educational Incentive Pay
- Serve as the SFFD Administrator of the Employer Testing Program of the CA Department of Motor Vehicles
- Verify requirements and authorize State Fire Marshal certifications
- Prepare General Orders, memorandums, Training Bulletins, and Lotus Notes messages
- Design and develop performance evaluation systems, forms and procedures; revision and maintenance of Department training manuals, lesson plans, brochures and forms
- Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
- Participate in special projects as assigned; develop proposals, budgets, timelines and action plans
- Manage the 19th and Folsom and Treasure Island Training Facilities
- Apply Departmental policies in consistent and uniform manner
- Participate in the development of performance standards
- Manage the return-to-duty program
- Attend Fire Commission meetings and represent the Department at other meetings
- Act as a liaison with outside departments for training related issues
- Ensure professional development of training staff
- Recruit and recommend selection of all training staff
- Perform other duties as required in the rules, regulations, orders, policies and procedures of the Department

6. Minimum Qualifications:

- Fire and EMS background and experience
- CFSTES Instructor 1A and 1B
- ICS 100, 200, 300

7. Desired Qualifications:

- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Chief Officer certification
- Incident Command level experience
- ICS 400
- S401 Safety Officer
- Comprehensive working knowledge of all aspects of field operations, including but not limited to fire suppression, emergency medical services, hazardous materials, rescue operations, and other emergencies
- BA, BS, or higher degree in a related field
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

- Participation in CQI, Fire Suppression, and EMS related research
 - Management skills for large scale innovative training programs
8. All interested Permanent H-20 Lieutenants and above are to submit a General Form Report and updated Personal Qualification Form (PQF) to the Chief of Department by the close of business on Friday, February 16, 2018.
 9. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

BUREAU OF FIRE PREVENTION



MEMORANDUM

TO: Chief of Department, Joanne Hayes-White

FROM: Fire Marshal Daniel E. de Cossio, DFPI

SUBJECT: Activity Report for the Division – July 2017 to January 2018

DATE: February 6, 2018

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from July 1, 2017 thru January 31, 2018.

A handwritten signature in black ink, appearing to read "Daniel E. de Cossio", written over a horizontal line.

Daniel E. de Cossio

1. BUREAU OF FIRE PREVENTION

a.) **Revenue Generating Programs** - The Bureau of Fire Prevention collects fees for services based on California state laws and regulations. For most of the services we provide, we are permitted to charge fees to recover costs. Table 1 outlines budgeted fees and revenues for the Division of Fire Prevention and Investigation and provides a percentage of where we are in relation to where we should be at this time.

Table 1 – Revenues for the Division of Fire Prevention and Investigation (Source—PeopleSoft)

BFP - July 2017 to January 2018				
Fiscal Year 2017–2018	As of February 05, 2018			
Revenue Program	Budgeted Amount 17–18	Actual Revenue	Percent of Budgeted Amount	Projected Year-End
Plan Review Fees	8,645,000	5,222,274	60.41%	8,952,470
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	1,320,852	70.45%	2,264,318
Fire Dept. Permits	932,500	591,603	63.44%	1,014,177
False Alarm Fees	220,500	158,250	71.77%	271,286
Referral Inspections	193,750	91,800	47.38%	157,371
Waterflow Information	171,875	136,845	79.62%	234,591
Miscellaneous Fees	12,380	21,001	169.64%	36,002
Pre-Application Fees	122,500	127,300	103.92%	218,229
Re-inspection Fees	97,500	110,359	113.19%	189,187
Revenue Programs Subtotal	12,271,005	7,780,285	63.40%	13,337,631
High-Rise Annual Inspection Fees*	1,885,000	913,502	48.46%	1,885,000
Annual Permit Renewal Fees*	1,911,000	159,887	8.37%	1,911,000
Fire Residential Inspection Fees	627,041	242,722	38.71%	416,095
Revenue Programs Total	16,694,046	9,096,395		17,549,726
Projected Surplus/Deficit			5%	855,680
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,334,379	1,134,191	200,188	
PeopleSoft - Feb 5, 2018				

* Full recovery of revenues is expected for the categories of Annual High-Rise Inspection and Annual Permit Renewal Fees. Revenues for these programs fluctuate throughout the year based on the method of collection by the Tax Collector's Office.

** Revenue shown in this column does not reflect the overtime surcharge collected by the Tax Collector for Annual Permit Renewal Fees, which covers a portion of the overtime expenditures. The estimated amount of Annual Permit Renewal Fees that should be allocated to this category is \$204,160.

Description of Revenue Programs:

Plan Review—The BFP's Plan Review Section is located within the Department of Building Inspection at 1660 Mission St. The Section reviews plans to verify compliance with State Building and Fire Codes.

1. **High-Rise Annual Inspection Fees**-All high-rise buildings in the State are required to be inspected annually, as mandated by the California State Fire Marshal. This program is designed to recover 100% of its cost, but revenues fluctuate throughout the year.
2. **Construction Inspection Fees**-The plans reviewed by the plan check division generate construction inspections which are carried out by the district fire inspectors.
3. **Annual Permit Renewal Fees**-Fire Department Permits are required by the California Fire Code for special uses, such as hazardous materials, public assemblies, etc. The fees for these permits are charged annually, and are collected by the Tax Collector's office after the initial filing fee is collected.
4. **Overtime Fees**-Many inspections and plan reviews are conducted on an overtime basis at the request of the applicant, who also pays for the service. Overtime for Place of Assembly Nighttime Inspection Surcharge is included in Annual Permit Renewal Fees.
5. **Fire Dept. Permits**-As stated above, certain uses require Fire Dept. Permits. This category is for the initial fees that are collected by the BFP when the permit is issued.
6. **False Alarm Fees**- The SF Fire Code requires that when the SFFD responds to excessive false alarm calls at buildings, the owners be charged a penalty fee. The BFP processes bills and payments, including the maintenance of records for such fees.
7. **Referral Inspections**-The BFP is responsible for inspecting occupancies requiring a fire department clearance as part of a federal, state, or local license.
8. **Waterflow Request Fees**- The BFP flows hydrants and performs analysis that provides fire protection contractors with the water supply information necessary to design fire protection systems. A fee is charged for this service.
9. **Miscellaneous**- This is a catch-all category for BFI subpoena revenue, photocopy revenues, and various consultation fees.
10. **Pre-Application Fees**-The plan review section meets with architects and engineers prior to the detailed design of buildings to discuss code issues specific to projects.
11. **Re-Inspection Fees**- During the course of the BFP's inspections, a Notice of Violation may be issued for fire hazards found. This fee is charged for each re-inspection until the condition is corrected.

b.) Non-Revenue Generating Services – Some of the services provided by the BFP are not fee generating in the same way our other programs are. These services are supposed to be paid for by local taxes, according to California law. Examples include: complaint inspections (fire hazard), public education presentations, telephone consultation, etc.

c.) San Francisco International Airport – SFFD BFP personnel provide fire prevention services to the airport, entirely under the SFO budget.

d.) Port of San Francisco – The Port Fire Marshal is the Fire Department's liaison to the Port and conducts construction and referral inspections, plan review, pier surveys, and issues permits along the Port's 7 ½ miles of waterfront jurisdiction. The Port Fire Marshal sits on the Joint Fire Operations Committee and is responsible for coordinating special events and activities of the Port with the Fire Department and other City Agencies.

2. Bureau of Fire Investigation – The monthly and year-to-date report for the BFI is included as an attachment.

	YTD 07/01/2017 To 01/31/2018		01/01/2018 To 01/31/2018			
	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES						
ACCIDENTAL	21	\$6,530,000	\$2,225,500	2	\$310,000	\$100,500
INCENDIARY	23	\$295,200	\$137,020	3	\$165,000	\$100,000
UNDER INVESTIGATION	2	\$6,000,000	\$1,300,000	1	\$5,000,000	\$800,000
UNDETERMINED	5	\$1,635,000	\$10,163,000	0		
STRUCTURE FIRES TOTAL	51	\$14,460,200	\$13,825,520	6	\$5,475,000	\$1,000,500
VEHICLE FIRES						
ACCIDENTAL	2	\$1,840		1	\$590	
INCENDIARY	49	\$421,037	\$800	7	\$81,303	
UNDER INVESTIGATION	2	\$14,950		0		
UNDETERMINED	6	\$50,669		1	\$40,419	
VEHICLE FIRES TOTAL	59	\$488,496	\$800	9	\$122,312	
ATTEMPTS TO BURN	4	\$5,000	\$50	0		
OTHER INCIDENTS	58	\$225,720	\$118,230	7	\$22,595	\$86,150
STRUCTURE FIRES	25	\$9,018,000	\$12,350,520	4	\$5,165,000	\$900,000
RESIDENTIAL	26	\$5,442,200	\$1,475,000	2	\$310,000	\$100,500
STRUCTURE FIRES TOTAL	51	\$14,460,200	\$13,825,520	6	\$5,475,000	\$1,000,500
GREATER ALARMS						
2ND ALARMS	12			1		
3RD ALARMS	1			1		
4TH ALARMS	0			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	13			2		
OTHER						
ARRESTS	23			2		
DEATHS	2			1		
INJURIES	26			3		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	153			18		

BUDGET