

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, March 14, 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 February 28, 2018.

4. PRESENTATION FROM THE SAN FRANCISCO PUBLIC UTILITIES COMMITTEE ON THE AUXILIARY WATER SUPPLY SYSTEM *[Discussion]*

John Scarpulla, SFPUC, Policy & Government Affairs and Katie L. Miller, P.E., Manager, City Distribution Division, SFPUC Water to present overview of the AWSS.

5. CHIEF OF DEPARTMENT'S REQUEST FOR LEAVE TO ATTEND CITY OF LOVELAND, COLORADO'S PROFESSIONAL FEMALE FORUM

Chief Hayes-White respectfully requests a Leave of Absence with pay for two (2) days, Thursday, March 29 and Friday, March 30, 2018, to attend the City of Loveland, Colorado's Professional Female Forum event, to serve on a panel with four other members. Deputy Chief Gonzales will serve as Acting Chief of Department. There will be no cost to the Department for this trip.

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 February 28, 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, including update on EKG monitor/defibrillator; Bureau of Fire Prevention & Investigation, and Airport Division.

7. PRESENTATION ON EXPOSURE STUDY OF FIREFIGHTERS WHO RESPONDED TO THE NORTHERN CALIFORNIA WILDFIRES

Firefighter Adam Wood to present on current status of the study being conducted on members who were responded to the North Bay wildfires.

8. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on February 28, 2018.

9. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS *[Discussion]*

Discussion regarding agenda for next and future Fire Commission meetings.

10. DISCUSSION AND POSSIBLE ACTION TO APPROVE FORM AND CRITERIA FOR COMPLETING PERFORMANCE EVALUATION OF DEPARTMENT PHYSICIAN DR. RAMON TERRAZAS *[Discussion and possible action]*

Commissioners to discuss and vote on appropriate form and criteria to use to complete the performance evaluation of Department Physician, Dr. Ramon Terrazas.

11. PUBLIC COMMENT ON ITEM 12

Public comment on all matters pertaining to Item 12 (b) below, including public comment on whether to hold Items 12 (b) in closed session.

12. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

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

The Commission may hear Item 913(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

b. DEPARTMENT PHYSICIAN PERFORMANCE EVALUATION (Con't) *[Discussion and possible action]*

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 *and vote to approve* the performance evaluation of Department Physician, Ramon Terrazas

13. 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).

14. 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]*

15. ADJOURNMENT

MINUTES FOR ADOPTION

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
MINUTES**

Wednesday, February 28, 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=29899

President Cleaveland called the meeting to order at 5:02 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

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 February 14, 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. 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 February 14, 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 February 14, 2018. Chief Hayes-White stated that in regards to the budget, she thanked President Cleaveland, for co-signing a letter with her, which allowed Director Corso to submit the budget in a timely fashion on February 21, 2018, and she appreciates the support of the Commission. She mentioned that they were asked to submit a two and a half percent reduction in the current fiscal year, which they were no able to meet, given the host of issues including the increase in call volume and expenses in order to provide services to the citizens of the City as required. She added that they also submitted an additional FTE as directed by the Commission for a grant writer. With regards to academies, she announced that they have an H-3 Level 1 EMT class currently training and they will graduate on March 9, 2018, at 3:00 p.m. With regards to the 124th academy, they anticipate a start date on March 26, 2018, consisting of 54 recruits. Chief Hayes-White described the recent events she attended, including the monthly labor-management meeting with Local 798, a meeting in preparation for the Public Safety Hearing where they addressed many issues including the out-of-service call boxes. She attended at the request of the Asian Firefighters Association, the annual CAAGE lunch, the opening day of the San Francisco Youth Baseball League baseball season for the boys and girls participating in baseball, and the Chinese New Year's Parade. She congratulated Commissioner Hardeman's son for his induction into the Sacred Heart High School Hall of Fame. She also thanked the Asian Firefighters Association for their efforts in regards to the Chinse New Year Parade. Chief Hayes-White also attended the Black American History event, where Harlan Kelly was recognized for his service to the City. She asked that the meeting be adjourned in the memory of retired Battalion Chief Vic Wyrsh. She mentioned a few upcoming events such as the St. Patrick's Day Parade, and the SPUR awards where the SFFD's IT Manager, Jesus Mora will be honored.

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.

Chief Nicholson wished Chief Hayes-White a happy birthday. Chief Nicholson announced that Chief Columbini has retired from the Division of Training and they have received applications for his position and they will likely be conducting interviews early next week. She added that the DOT is also doing continual testing of probationary firefighters, as well as EMS personnel and that the live burn module is underway and is in its third week under the guidance of the new in-service captain, Darius Luttrupp. She touched on NERT, stating they have conducted over 20 trainings, and the fire reserves have donated 332 hours of their time in drills and other events. She mentioned that Jonathan Baxter, PIO, has been working with the San Francisco Academy of Art to begin a partnership with their video program and will work with them to assist with training videos and PSA's. She touched on the Investigative Services Bureau, the Assignment Office, which will be going strictly electronic shortly. She mentioned that Support Services, working with DPW, has issued a notice to proceed in order to install the remaining

nine wash extractors for the turnouts. She announced that she, Chief Rivera and Tony Boone, attended the Cancer Prevention Foundation meeting last week where they talked about the PPE contract and they are working towards excluding carcinogenic and toxic chemicals from the PPE's. Chief Nicholson stated that Station 16 is to be completed in September of 2018 and Station 5 is delayed until December of 2018 due to some unforeseen circumstances, including soil analysis. With regards to Fleet management, she mentioned that the first pilot program ambulance is in service and they are getting a lot of feedback from members at Station 49. They are also working with the Wildland Committee at purchasing five new rigs from the state to upgrade the strike team fleet. She mentioned that in regards to EMS-6, they have added an EMS-6A component that is now in service and the member works from 6:00 a.m. to 4:00 p.m. four days a week and deals with not just some of the operational overflow, but a lot of the administrative tasks that were not getting met, and interfacing with other groups within the city's homeless outreach as well as DPH. She touched on BOE and Homeland Security.

There was no public comment.

Commissioner Hardeman thanked her for her busy report and asked if somebody could comment on the recent article in the Chronicle regarding the mutual aid and wildfires and the request for extra resources. Chief Hayes-White answered that she thinks these wildfires are becoming and will continue to be a vexing problem for the State of California and there are a finite number of resources and they are looking at alternatives to address what will become a problem that is only going to grow. Chief Siragusa added that he thinks the bottom line is that the economic downturn of 2008 through 2012 depleted a lot of departments from recovering and you add that together with the increased request for additional resources. He stated that in 2003, the state was able to put a thousand fire engines on the road within 24 hours stateside and the estimate right now is possibly somewhere between 400 and 500 and a lot of departments have to cover their home turf and don't have the relief apparatus or personnel to meet those needs. He added that the \$100,000,000 mentioned in the article would be for what they've done in the past which is to pre-deploy resources and make the finances available when necessary to deploy strike teams. He added that there a lot of hurdles to overcome financially for that to happen.

Commissioner Covington asked how they lobby to access the money mentioned in the article. Chief Hayes-White responded that it's a combination of things, and that she sits on the California Metro Chiefs Association and they have been discussing about the ability to lobby to the extent that more resources need to be funneled in that direction and ultimately, it's a decision made at the state level in the governor's office for funding towards Cal Fire. Commissioner Covington suggested that this item be placed on the next agenda to drill down and get more information about this issue to the citizens of San Francisco. She added that they need to make sure that when others call upon the Department that they are able to respond and when the Department is in need, other departments can respond to help. Chief Gonzales responded that the SFFD is better prepared than most, as they can send out more resources as far as equipped engines and they have made a concerted effort to get that accomplished over the last couple of years, but the rest of the state needs help covering the region. Chief Siragusa added that the monies would not come directly to departments, they would be in a bank account and would allow the Office of Emergency Service to have a fund available to reimburse departments for their response. There was brief discussion on the cancer study that is being conducted with members that responded to the North Bay fires and a detailed presentation is forthcoming.

Commissioner Veronese asked that in regards to the results from the study if the Department has any sort of plan of action in the way of changing policies or making recommendations to the Commission for changing policies. Chief Nicholson answered that they are very interested in the results and she thinks that it will definitely help to drive policy, not just for SFFD but for other departments as well. Commissioner Veronese asked for clarification on the workgroup

and committee assignments. Chief Nicholson explained that they were put together because it's important to get feedback from the field in terms of driving policies or looking at new technologies and things of that sort and the members sign up to be on particular committees and all committees are made up of internal personnel. Commissioner Veronese announced that he will be presenting a Resolution at a future meeting and he thinks the Department may want to share it with the Stress Unit Committee. He asked about the State rigs the department is considering purchasing and Chief Siragusa explained that as the state purchases new apparatus, they have a surplus of used engines that are low mileage and are well-maintained, and since the department's current State engines have served their time, the Department is negotiating replacing them with 5 of the State's surplus engines.

Vice President Nakajo wished Chief Hayes-White a happy birthday and thanked Chief Nicholson for her comprehensive report and confirmed that the 124th academy class will be starting on March 26, 2018. He talked about the artwork that will be going into the new ADF and that they are working with the Art's Commission. He acknowledged Chief Zanolfo and Chief Molloy for the work they put in to prepare for the Chinese New Year's parade and he was able to observe the medical units and members as they prepared for the parade. Vice President Nakajo acknowledged the handouts in his agenda packet, including the one from the Red Cross which stated "when in doubt, call us out" and that it has the listings of situations, people evacuated by fire or natural disaster and it tells you what the Red Cross can do along with important telephone numbers.

President Cleaveland asked Chief Nicholson for an update on the historic rigs and engines. Chief Nicholson explained that they have been working closely with the Guardians of the City in order to house them and keep them out of harm's way and are in the process of being moved to Treasure Island. Chief Rivera added that they have been diligently moving the antique rigs to an area on Treasure Island and they were able to procure a covering that will be put on the vehicles to preserve them. President Cleaveland confirmed that the workgroup committees can make presentations to the Commission at their pleasure. Chief Rivera confirmed that the work being done at pump station 1, which is Fire Department Headquarters is near completion.

Commissioner Veronese commented in regards to lack of space for the antique rigs is not the challenge, but that there are not enough people in power that are talking about this issue and that they don't give a damn.

There was no public comment.

5. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on February 14, 2018

Commissioner Veronese gave a quick update on the wonderful Chinese New Year's parade and thanked the Asian Firefighters for the great job they did, making sure it was a fantastic event. He also mentioned that he attended the funeral of Firefighter Wyrsh and thanked the Chief for the great job representing the Department and he would like to see the commission do something to honor members who have passed away.

There was no public comment.

6. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS *[Discussion]*

Discussion regarding agenda for the March 14, 2018 and future regular meetings.

- AWSS presentation.
- EMS-6 Resolution
- Mutual aid presentation
- Update on ECG monitor/ defibrillator

There was no public comment.

7. CORRESPONDENCE RECEIVED SINCE LAST MEETING

- Email dated 2/22/18 from Sara Watson

Commissioner Covington asked for more background on the contents of the email. It was decided that it would be addressed under the operations report at the next meeting.

There was no public comment.

8. PUBLIC COMMENT ON ITEM 9

Public comment on all matters pertaining to Item 9 (b) below, including public comment on whether to hold Items 9 (b) in closed session.

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

9. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

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

The Commission may hear Item 9(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

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

The Commission went into closed session at 6:22 p.m.

Also present was Deputy City Attorney, Cecilia Mangoba.

b. DEPARTMENT PHYSICIAN PERFORMANCE EVALUATION (Con't)

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].

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 6:52 p.m. President Cleaveland reported that the Commission will vote on a form to use on Dr. Terrazas performance evaluation in open session at the next scheduled Fire Commission meeting.

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

12. ADJOURNMENT

President Cleaveland adjourned the meeting at 6:53 p.m. in memory of retired member Herman Wrysch.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireAdministration, FIR (FIR)
Sent: Friday, February 23, 2018 4:54 PM
Subject: CORRECTED General Order 18 A-22, Hazmat and Rescue Squad Relief Pool and Relief List

Updated General Order includes: Confined Space Rescue Technician

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-22
February 22, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Hazmat and Rescue Squad Relief Pool and Relief List
Reference: Rules & Regulations, Section 402
Enclosure: None

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

1. The Department is planning to establish a Relief Pool of qualified H-2 Firefighters who are interested in long term reassignment to Stations 1, 7, or 36. Qualified members will be chosen by seniority to create a Relief Pool at Stations 1, 7, or 36. H-2 members that own positions elsewhere will retain ownership, and will be assigned as OSE (Owns Spot Elsewhere).
 - a. H-2 members wishing to be reassigned to the Hazmat Relief Pool at Station 36 must possess and maintain a current Hazardous Materials Specialist certificate, Confined Space Rescue Technician certificate and EMT certificate.
 - b. H-2 members wishing to be placed on a Rescue Squad Relief Pool at Station 1 or 7 must possess Rescue Systems 1, SCUBA, and Surf Rescue, and maintain a current Hazardous Materials Specialist certificate, Confined Space Rescue Technician certificate and EMT certificate.

2. The order of detail will be based on seniority as follows:
 - a. In house qualified H-2 working REG
 - b. In house qualified H-2 working TRW
 - c. In house qualified H-2 working WDO
 - d. Relief Pool H-2 working REG
 - e. Relief Pool H-2 working TRW
 - f. Relief Pool H-2 working WDO
 - g. Relief List H-2 working REG
 - h. Relief List H-2 working TRW
 - i. Relief List H-2 working WDO
 - j. Qualified H-2 not on the relief list.

3. Additionally, The Department is looking for interested and qualified members for the Hazmat and Rescue Squad Relief List. The Assignment Office will utilize these Relief Lists for Battalion 2, Engine 36, Rescue Squad 1 and Rescue Squad 2.
 - a. The Hazmat Relief List is for the ranks of H-40 Battalion Chief, H-30 Captain, H-20 Lieutenant, H-10 Incident Support Specialist, H-3 Firefighter/Paramedic, and H-2 Firefighter. Members wishing to be placed on the Hazmat Relief List must submit and maintain a current Hazardous Materials Specialist certificate, Confined Space Rescue Technician certificate and EMT certificate.
 - b. The Rescue Squad Relief List is for the ranks of H-30 Captain, H-20 Lieutenant, H-3 Firefighter/Paramedic (for those that may work as a LWLP H-20), and H-2 Firefighter. Members must possess Rescue Systems 1, SCUBA, and Surf Rescue, and maintain a current Hazardous Materials Specialist certificate, Confined Space Rescue Technician certificate and EMT certificate.
4. The order of detail will be based on seniority as follows:
 - a) Relief List member working REG.
 - b) Relief List member working TRW.
 - c) Relief List member working WDO.
 - d) Qualified members not on the Relief List.
5. Qualified interested members shall submit a General Form, including copies of the appropriate certificates to the Chief of Department by close of business, Friday, March 9, 2018. Members currently on the Hazmat and/or Rescue Squad Relief Lists do not need to resubmit a General Form and certificates, unless the member wants to be considered for a Relief Pool. This General Order is effective immediately and replaces G.O. 09 A-31.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, February 28, 2018 5:41 PM
Subject: General Order 18 A-23, Incident Support Specialist Class

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-23
February 28, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Incident Support Specialist Class
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:

Sec. 1108 R&R - _____

1. The San Francisco Fire Department is hosting a 2-day Incident Support Specialist Class. Two sessions of the class will be held, as follows:

Session 1: Tuesday, March 27 – Wednesday, March 28

Session 2: Thursday, March 29 – Friday, March 30, 2018

2. This class can be attended by any permanent H-2 Firefighters and H-3 Level 3 Firefighter/Paramedics. There is a maximum of 40 people per class.
3. The class will be held at the Division of Training, Folsom Street Facility from 0900-1530 hours each day.
4. The class will consist of lectures regarding the administrative duties of the Incident Support Specialist (ISS) as well as Operations at incidents. At the conclusion of the class, there will be a 100-question written test, based on classroom lectures and the following manuals:

- Command Post Procedures 2012
- Communications 2012
- Disaster Operations 2013
- Fire Investigation 2008
- High Rise Manual 2012
- Hotel and Apartment Inspection (R1 and R2) Operating Guide 2008
- Incident Command System 2012 Revision
- Rapid Intervention Crew (RIC) Operations 2012
- Transit Manual 2012
- Vehicle Operations 2008

5. All interested members who wish to be placed on an eligible list must attend the class, including current Acting ISS. Members will be detailed while on duty but will not be compensated for off duty attendance.
6. Members who complete the class shall be placed on the ISS list and may put in a waiver following the class, but will not be allowed to remove themselves from the list entirely.
7. Interested members shall submit a General Form to the Chief of Department by close of business Monday, March 12, 2018 and shall include the session they wish to attend.
8. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, February 28, 2018 5:42 PM
Subject: General Order 18 A-24, Incident Management Team (Type 4 Local)

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-

24

February 28, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Incident Management Team (Type 4 Local)
Reference: Rules and Regulations, Section 402
Enclosure: None

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

1. The San Francisco Fire Department is developing a list of members who are interested in participating in a local Type 4 Incident Management Team (IMT).
2. A Type 4 IMT is at the City and County Level. These individuals will be recalled and activated when needed to manage a major incident (i.e. Earthquake, Tsunami etc)
3. All members interested in participating in this team should submit a General Form, along with a PQF, including relevant certificates and qualifications.

4. Below is a list of positions to form the Incident Management Team:

Incident Commander	- BC and above
Operations Section Chief	- BC and above
Logistics Section Chief	- Open to all ranks
Planning Section Chief	- Open to all ranks
Situation Unit Leader	- Open to all ranks
Resource Unit Leader	- Open to all ranks
Supply Unit Leader	- Open to all ranks
Communications Unit Leader	- Open to all ranks
Public Information Officer	- Open to all ranks
Liaison Officer	- Open to all ranks

5. General Forms shall be forwarded through the chain of command to ADC Michael Cochrane, Division of Homeland Security. General Forms will be accepted on an ongoing basis.

6. Questions regarding this General Order should be referred to ADC Michael Cochrane at 558-3680 or by e-mail to michael.cochrane@sfgov.org. Thank you for your interest.
7. This General Order rescinds and replaces 15 A-01.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, March 02, 2018 5:17 PM
Subject: General Order 18 A-25, Quick Response Vehicle (QRV)

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-25
March 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Quick Response Vehicle (QRV)
Reference: Rules and Regulations, Section 402; General Order 11 A-40
Enclosures: None

Officers Endorsement:
Sec. 1108 -R&R _____

1. The Department is advertising for members in the ranks of H-3-Level I Emergency Medical Technician (EMT) and H-3-Level II Paramedic to work in a Quick Response Vehicle (QRV). The purpose of this program is to increase response capabilities for emergency medical calls, while decreasing fire suppression and Ambulance time-on-task for non-acute incidents.
2. The Quick Response Vehicle will be a non-transport, Code 3 apparatus, staffed by one Paramedic and one EMT. If available, two H-3-Level II Paramedics may staff a QRV. Members will work 12-hour shifts, on a 3/4 'flop' schedule, deployed out of Station 49. Shift schedule will be 1500 – 0300 hours.
3. QRVs will be dispatched, assigned or added to calls that require or may require any or all of the following:
 - Advanced Life Support First Response
 - Against Medical Advice
 - Patient Declines Transport
 - Field Pronouncements (applicable paperwork and any required Stand-By)
 - ALS Assessment in the presence of a Basic Life Support (BLS) Ambulance
 - ALS Transport in the presence of a Basic Life Support (BLS) Ambulance
 - Mass Casualty Incidents (Yellow or Red Alerts). The QRV crew will assume two of the ICS positions as directed by the MGS or Incident Commander
 - Stand-by & assessment requests from San Francisco Police or Sheriff's Departments (in situations where immediate transport is not necessary)
 - Identification of High-Use patients, and communication of same, to EMS-6 officers
4. Minimum qualifications for application:
 - Three (3) years as a Paramedic (for Level IIs) and one (1) year as an EMT (for Level Is) in the San Francisco Fire Department

5. All interested members shall submit a General Form and PQF to the Chief of Department through the chain of command by close of business, Monday, March 12, 2018. Submittal should contain all qualifications and experience related to Emergency Medical Services.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, March 02, 2018 5:17 PM
Subject: General Order 18 A-26, Department Trade Policy

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-26
March 2, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Department Trade Policy
Reference: Rules and Regulations, Section 402
Enclosures: None

Officers Endorsement:
Sec. 1108 -R&R

1. Effective immediately, General Order 18 A-26 replaces General Order 04 A-79, *Revised Department Trade Policy*.
2. Trade Limit:
 - a. No member can owe more than 10 trades, nor be owed more than 15 trades (known as the 10/15 rule.) Trade balances will be reset to zero on July 1, 2018. Previous trade records will still be viewable in HRMS.
 - b. Members working 24-hour Suppression schedules are limited to two trades per pay period.
 - c. Station 49 members are limited to three trades per pay period, and there must be at least nine hours off between shifts.
 - d. Members can see their trade summary on their HRMS home page.

Trade Summary

<u>TRO Days</u>	20	-
<u>TRW Days</u>	19	-
<u>Pay Period 11/17/2017</u>	3	Max 2 TRO
<u>Pay Period 06/16/2017</u>	3	Max 2 TRO
<u>Pay Period 06/02/2017</u>	3	Max 2 TRO

3. Exceeding Trade Limits:
 - a. Twice annually (rolling year), permission to exceed the two trades per pay period may be granted by the Company Captain.

- b. When the member wishes to exceed the trade limit beyond the two granted by the Company Captain, the “Request to Exceed the Trade Rule” must be submitted electronically through the Chain of Command to the Chief of Department.
4. For instances of hardship, the “Request to Exceed the Trade Rule,” (which includes the 10/15 rule), shall be submitted electronically through the Chain of Command to the Chief of Department.
 5. All trades shall be submitted electronically through the Approvals tab in HRMS. A trade request for a watch which will begin in less than 24 hours, or a trade request that cannot be entered in HRMS due to a member’s absence, must be phoned in to the Assignment Office by the Company Officer.
 6. Workflow shall be initiated by the TRO member. The workflow associated with the Approvals tab will be used to complete the following forms.
 - a. Trade Agreement
 - b. Trade Permission – Probationary Firefighter
 - c. Trade Permission – Probationary ST49 Member
 - d. Request to Exceed Trade Rule
 7. Instructions on how to complete the workflow:
 - a. Navigate to HRMS/Employee/Approvals
 - b. Select the desired workflow in the Subject field and click Create.

Form Search	
Subject	%
	From Dt
	Trade Agreement
	Request to Exceed Trade Rule
	Trade Permission - Probationary Firefighter
	Trade Permission - Probationary ST49 Member
Forms	

- c. Enter the required information. For the Trade Agreement workflow, the Company is a required field. This field is automatically populated for the remaining three workflows.
- d. If a member has exceeded the trade limit, the option to create a “Trade Agreement” will not be available. The member would instead select “Request to Exceed Trade Rule.”
- e. The highlighted fields below must be completed.

Trade Agreement Create Cancel

Requesting Member
FF1111 Firefighter Chris


Approving Officer Company


Form Reference
G.O. 18 A-26 Department Trade Policy

Accepting Member

Trade Date

Full/Half?

- f. Click Create
- g. Start the workflow by clicking the  button on the upper right section of the screen. The first entry in the workflow must be sent to the member working the trade. The second entry is the Company, which will ultimately receive the Trade Agreement.

Workflow					
Lnk	Dttm ↓=	Action	From	To Co.	To Name
	-	=	-	-	-
<input checked="" type="checkbox"/>	02/27/2018	Forwarded	Firefighter,C	-	Firefighter,P

1 - 2

- h. Forms sent to a Company will be available for review by the Officer on duty that day. If a form has not been reviewed by the end of the watch, it will automatically be transferred to the Officer on duty the following day.

Form Workflow Cancel Create

Action Sent to Co. Send To EmpID

Comments
As discussed, please accept working this trade

- 8. The member working the trade must accept by selecting the "Accepted" option and forwarding the form electronically to the Company (by using the "Sent to Co." field.) Conversely, the member can decline by selecting the "Declined" option and returning the form electronically to the Requesting Member.
- 9. The Company Officer can complete the process by selecting the "Approved" option and completing the trade using the "Record Trade" button. This will enter the trade into HRMS.

Cancel Delete Apply Changes Record Trade

10. If the member working the trade is not able to access HRMS in a timely manner, the Company Officer may approve the Trade Agreement. Documentation is required in the “Comment Section” in workflow stating how acceptance was verified (i.e. phone or email.)

11. If additional approvals are needed, the Company Officer reviews the request and forwards it through the Chain of Command per the instructions on the Trade Form.
 12. For any member, workflow to be reviewed is clearly displayed in red in the Approvals tab.

13. The requesting member is responsible for ensuring that the workflow is completed and the trade has been recorded in HRMS.
 14. The requesting member can cancel an approved future trade from their Home Page in HRMS. Select “Future Trades”, select the date, and click the “Cancel” link.

☑ Future Trades

Schd Date			
03/22/2018	Driver, P	Full	Cancel
03/16/2018	Driver, P	Full	Cancel
03/05/2018	Firefighter, T	Full	Cancel

1 - 3

Joanne Hayes-White
 Chief of Department

REQUEST FOR LEAVE

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



MARK FARRELL
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

March 7, 2018

Honorable President and
Members of the Fire Commission
698 Second Street
San Francisco, CA 94107

Dear Commissioners:

I respectfully request a Leave of Absence with pay for two (2) days, Thursday, March 29 and Friday, March 30, 2018, to attend the City of Loveland, CO Professional Female Forum. I have been asked to serve on a panel with four other members and present to the female employees of the City of Loveland.

Deputy Chief Gonzales will serve as Acting Chief of Department in my absence. There will be no cost to the Department for my attendance.

Respectfully submitted,


Joanne Hayes-White
Chief of Department

cc: Mark Gonzales, Deputy Chief of Operations
Jeanine Nicholson, Deputy Chief of Administration

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 February 2018

DATE: March 8, 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 February 28, 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 February 2018				
Fiscal Year 2017–2018	As of March 06, 2018			
Revenue Program	Budgeted Amount 17–18	Actual Revenue	Percent of Budgeted Amount	Projected Year-End
Plan Review Fees	8,645,000	5,904,580	68.30%	8,856,870
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	1,501,502	80.08%	2,252,253
Fire Dept. Permits	932,500	639,633	68.59%	959,450
False Alarm Fees	220,500	187,000	84.81%	280,500
Referral Inspections	193,750	109,215	56.37%	163,823
Waterflow Information	171,875	149,590	87.03%	224,385
Miscellaneous Fees	12,380	22,289	180.04%	33,434
Pre-Application Fees	122,500	147,924	120.75%	221,886
Re-inspection Fees	97,500	123,937	127.12%	185,906
Revenue Programs Subtotal	12,271,005	8,785,670	71.60%	13,178,506
High-Rise Annual Inspection Fees*	1,885,000	1,118,459	59.33%	1,885,000
Annual Permit Renewal Fees*	1,911,000	159,887	8.37%	1,911,000
Fire Residential Inspection Fees	627,041	378,056	60.29%	567,084
Revenue Programs Total	16,694,046	10,442,072		17,541,590
Projected Surplus/Deficit			5%	847,544
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,470,213	1,321,221	148,992	1,981,832
PeopleSoft - March 6, 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.

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 02/01/2018 To 02/28/2018

	YTD 07/01/2017 To 02/28/2018		02/01/2018 To 02/28/2018			
	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES	25	\$6,760,000	\$2,304,500	4	\$230,000	\$79,000
ACCIDENTAL						
INCENDIARY	26	\$1,546,700	\$287,020	2	\$1,500	
UNDER INVESTIGATION	3	\$6,850,000	\$1,450,000	1	\$850,000	\$150,000
UNDETERMINED	7	\$1,608,000	\$10,073,500	3	\$1,223,000	\$60,500
STRUCTURE FIRES TOTAL	61	\$16,764,700	\$14,115,020	10	\$2,304,500	\$289,500
VEHICLE FIRES	2	\$1,840		0		
ACCIDENTAL						
INCENDIARY	53	\$492,142	\$800	2	\$9,055	
UNDER INVESTIGATION	2	\$14,950		0		
UNDETERMINED	5	\$50,769		1	\$2,050	
VEHICLE FIRES TOTAL	62	\$559,701	\$800	3	\$11,105	
ATTEMPTS TO BURN	5	\$5,000	\$50	1		
OTHER INCIDENTS	64	\$241,720	\$120,730	6	\$900	\$500
STRUCTURE FIRES	28	\$10,028,000	\$12,560,520	3	\$1,010,000	\$210,000
COMMERCIAL						
RESIDENTIAL	33	\$6,736,700	\$1,554,500	7	\$1,294,500	\$79,500
STRUCTURE FIRES TOTAL	61	\$16,764,700	\$14,115,020	10	\$2,304,500	\$289,500
GREATER ALARMS	15			3		
2ND ALARMS						
3RD ALARMS	1			0		
4TH ALARMS	0			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	16			3		
OTHER	28			5		
ARRESTS						
DEATHS	2			0		
INJURIES	30			4		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	171			18		