

# SAN FRANCISCO FIRE COMMISSION

## Fire Commission Regular Meeting Wednesday, April 11, 2018 - 9:00 a.m. – 12:00 p.m.

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

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### 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 March 28, 2018.

#### 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 March 28, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM CHIEF OF OPERATIONS, MARK GONZALES

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

#### 5. COMMISSION REPORT *[Discussion]*

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

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

Discussion regarding agenda for next and future Fire Commission meetings.

#### 7. PUBLIC COMMENT ON ITEM 8

Public comment on all matters pertaining to Item 8 below, including public comment on whether to hold Item 8(b) in closed session.

**8. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS**

**a. VOTE ON WHETHER TO CONDUCT ITEMS 8(b) IN CLOSED SESSION**

*[Action]*

The Commission may hear Item 8(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

**b. CASE NO. 2017-06: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON EMPLOYEE SUSPENSION APPEAL, FOR VIOLATIONS AS FOLLOWS:**

*The appeal is from a 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

*At the Commission's meeting on February 14, 2018, the Commission deliberated and decided member's appeal of a 6-day suspension imposed by the Chief of Department and by a unanimous vote the Commission upheld the violation of Section 3919, Proper Behavior, found insufficient evidence to support the violations of Section 3920 – Unacceptable Language and Section 3923 – Acts Detrimental to the Welfare of the Department, and reduced the 6-day suspension to a 2-day suspension. The Commission is now considering proposed Findings of Fact in relation to that decision. **[Discussion and possible action]***

**c. IF CLOSED SESSION HELD, RECONVENE IN OPEN SESSION.**

**i. REPORT ON ANY ACTION TAKEN IN CLOSED SESSION** as specified in California Government Code Section 54957.1(a) and San Francisco Administrative Code section 67.12(b).

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

**9. ADJOURNMENT**

MINUTES FOR ADOPTION

**FIRE COMMISSION REGULAR MEETING  
MINUTES**

**Wednesday, March 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=30131](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=30131)

President Cleaveland called the meeting to order at 5:03 p.m.

**1. ROLL CALL**

Commission President	Ken Cleaveland	Excused
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	
Michael Cochran	Homeland Security	
Andy Zanoloff	EMS	
Joel Sato	Division of Training	
Assistant Chiefs		
Kevin Burke	Division 2	
Tom Siragusa	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	

**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 March 14, 2018.

Commissioner Covington made a short amendment to the minutes to add a sentence on page 5, paragraph 3 as to how the issue came to light. Commissioner Veronese Moved to approve the above meeting Minutes as amended. Commissioner Hardeman Seconded. Motion to approve above Minutes as amended 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 March 14, 2018. Chief Hayes-White stated that in regards to the budget, she shared copies of the presentation she presented before the Budget and Finance Committee on March 15, 2018, and she thanked Mr. Corso for assisting her with the materials. She described the new procedures that Supervisor Cohen has outlined for chairing the Budget and Finance Committee which includes breaking down the different budget priorities into four categories which are; public safety, clean streets, homelessness and affordable housing. They plan on presenting one more time the week of April 9, 2018.

With regards to the Division of Training, Chief Hayes-White mentioned that 42 members were welcomed into the 124<sup>th</sup> academy class and they will be joined by 12 members from Station 49 in two weeks. She wished Chief Sato well in his first class he's overseeing as the Director of Training. Chief Hayes-White summarized the activities she participated in during the reporting period including the St. Patrick's Day Parade, the annual United Fire Service Women's meeting, the monthly labor-management meeting with Local 798; and the SPUR Good Government Award ceremony where they acknowledged IT manager Jesus Mora. She touched briefly on the roundtable meeting involving other city agencies pertaining to the autonomous vehicles that may be traveling the streets of San Francisco in the near future. She asked that the meeting be adjourned in the memory of retired Battalion Chief Mark Groshong.

Commissioner Veronese asked that in regards to the autonomous vehicles that if she feels that some major issues that she doesn't think are being addressed, to please notify the commission so they can be a second voice with those concerns.

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 reported on events for the month of February 2018. She confirmed that the 124<sup>th</sup> academy class started Monday, the 26<sup>th</sup> of March and that Chief of Training, Joel Sato is up and running. She added that they selected Captain Theresa Quan to replace Chief Sato's vacant position. She stated that they have also had 11 permanent promotions and 28 acting promotions. Chief Nicholson described various in-service trainings that took place during the month of February. She touched on NERT, the Physician's Office, Investigative Service Bureau, Support Services and Homeland Security. She announced that they have selected two acting H-32's who will work closely with Assistant Deputy Chief Rivera in terms of projects with MTA and developers in the city that involve the Department. She mentioned that they are currently working with the artists that have been selected to submit artwork for the new

Ambulance Deployment Facility's outside area. She also mentioned that both the sprinter ambulances are out on the street undergoing evaluations by different crew members each week.

Commissioner Covington asked for more information about the artists and the artwork that's being proposed. Chief Nicholson explained that the artwork is for both of the fences that lead into the ADF and the Arts Commission is involved because two percent of every new construction in the city is earmarked for art and the Arts Commission basically asks for submissions from artists who are interested and the department goes through a selection process with them. Commissioner Covington confirmed that the two new positions in Prevention are new positions and they worked with MTA and the developers to obtain funding, so it's not coming out of the department's budget. Chief Hayes-White added that the funding is indefinite and it will be something that they will have to lobby for going forward. Commissioner Covington also confirmed that Chief Cochran's position is federally grant funded.

Commissioner Hardeman thanked Chief Nicholson for her report and was glad to hear about all of the promotions and he asked to be kept up to date on the artwork for the new ADF.

Commissioner Veronese asked who decides what pieces of art get accepted. Chief Nicholson responded that it is a collaborative decision between the Department and the Arts Commission. Chief Hayes-White added that the panel that was referred to was only to pick the 5 finalists to submit their artwork, but the decision on what art pieces are used, is the Department's decision.

There was no public comment.

##### **5. DISCUSSION ON HOW FIREFIGHTERS ASSESS THE PLAN OF ATTACK ON A WORKING FIRE *[Discussion]***

Deputy Chief of Operations, Mark Gonzales to explain how firefighters assess the plan of attack on a working fire.

Chief Gonzales described in detail how firefighters assess the plan of attack on a working fire by stating the following: "it is a very comprehensive subject, how firefighters and incident commanders assess the plan of attack on a working fire. Structure fires are very dynamic incidents that require in most cases, a complex decision matrix within one's head. Fire ground decisions are made based on experience, training, resources available, building construction type, occupancy type, smoke conditions, fire conditions, building access, street access for apparatus, size of the structure, roof type exposures, time of day, weather conditions, topography. Dispatch information you receive over the radio and the MDT. On scene occupants give you info. Often times, that is vital information, or a building under construction or renovation, as we experienced on Union Street. And also, ADC Rivera's favorite subject, obstacles such as overhead wires, Muni wires, it all comes into account when you make that decision." He went on to cite pointers that were in the Risk Management manual as well as went over the Rules of Engagement for Firefighter Survival.

Commissioner Veronese thanked Chief Gonzales for his presentation. He confirmed that there is a lot that goes into fighting fires, and a lot of these decisions are made on the ground when you've got your feet in the water and you're facing the fire. He acknowledged being at the fire on March 17, 2018, to observe the members who were at the fire and he stated that the attack on that fire was like a well-orchestrated opera. He commended Chief Gonzales, Chief Hayes-

White and all of the members of the command staff that were there, as well as the members of the Department that went face to face with that fire. He also thanked the fire reserves. He mentioned the fine work of the SFPD who were on scene. He confirmed that the Department arrived on scene just under two minutes and had water on the fire within six minutes.

Commissioner Covington stated that she asked that this item be put on the agenda to take advantage of every opportunity available to educate the public and fellow citizens as to how the members of the Department do their job and hopefully there will be less chance of confusion going forward. She mentioned that at the March 17, 2018 fire, there was no loss of life, and all members were able to return home. She added that she thinks it is really incumbent upon all of us to understand that there is a very classic system of how to fight a fire and it is not something that people develop on the fire ground. She asked for more information on how they measure the force of water coming out of the hoses and Chief Gonzales explained it has to do with hose size; whether they use large hose streams, small hose streams, or deck guns. He added that it also depends on whether they are attacking offensively or defensively. She confirmed that there were 130 members and approximately 40 apparatus at the March 17, 2018, 4 alarm fire. She commended the Chief for being extremely active at that fire and that it seemed everyone did what they were supposed to do and everyone is safe as a result.

Commissioner Hardeman stated he was watching the March 17, 2018 fire on the news and commented that he thought that the leadership of the Fire Department was saying all the right things in response to comments being made. He mentioned that as Commissioners, you don't tell people what to do and he thinks that people in other government positions that have strong authority should take that into consideration. He concluded by stating he was very proud of the way everybody handled themselves at that fire.

Vice President Nakajo thanked Chief Gonzales for his report and appreciated the education level it brought. He added that as a commissioner he knows that he can respond to fires, and that it's their protocol whether it's a one alarm, two alarms, three alarms or four alarms and what is great about that is that they learn and observe and see how the men and women in the department handle the incident as well as how the command staff deals with it. He knows there's a whole lot of stuff going on at the same time and one of the things he learned right away was to be attentive, don't get in the way and keep your ears open.

There was no public comment.

**6. RESOLUTION 2018-01 [Discussion and possible action]**

Resolution acknowledging the heroic efforts displayed by the members of the SFFD who responded to the 4 Alarm fire on March 17, 2018 at 659 Union Street.

Vice President Nakajo asked Commissioner Veronese to introduce the resolution. Commissioner Veronese stated that he asked for this item to be put on the agenda because having been at the scene the night of March 17, 2018, and recognizing the heroics of the members of the Department, the leadership of the Chief and her command staff and everybody down the line previously mentioned and because it was an extraordinary fire, he wanted to formally acknowledge all first responders.

Chief Hayes-White thanked Commissioner Veronese and stated that she appreciates the acknowledgment for the work on this fire, and stated they don't get a lot of fourth and fifth alarms and that's because of the great work that the members do each and every day.

Commissioner Veronese read the amended Resolution into the record.

Commissioner Covington Moved to approve the Resolution. Commissioner Hardman Seconded. Motion to approve the Resolution as amended was unanimous.

There was no public comment.

**7. COMMISSION REPORT *[Discussion]***

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

Commissioner Covington thanked Commissioner Nakajo for inviting her to the Japan Center 50<sup>th</sup> anniversary ceremony and she stated it was a wonderful gathering and celebration and it was a pleasure to be a part of it.

Vice President Nakajo reported that on March 20, 2018 there was a meeting with The Guardians of City to follow-up on comments that the Guardian made at the last Commission meeting that he attended. At the March 20, 2018 they talked about improving communications and coordination between the Department and the Guardian with regards to the recent towing of the antique rigs to Treasure Island, the shrink wrap of the rigs in terms of security and preservation and reimbursement for the cost of the towing and wrap. They also discussed completing the Memorandum of Understanding with the Guardians. The final concept they covered was the need for a committee to work together to find a "permanent" location for the antique rigs. Vice President Nakajo also congratulated Jesus Mora who was the SPUR Award winner for good employee representing the Department.

There was no public comment.

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

Discussion regarding agenda for the April 11, 2018 and future regular meetings.

Vice President Nakajo stated with no suggestions, the Commission will go into the next regular meeting with a report from Operations and the Chief's report.

There was no public comment.

**9. ADJOURNMENT 12. ADJOURNMENT**

President Cleaveland adjourned the meeting at 6:21 p.m. in memory of retired Battalion Chief Mark Groshong.



GENERAL ORDERS

**Conefrey, Maureen (FIR)**

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**From:** FireChief, Secretary  
**Sent:** Monday, March 26, 2018 2:28 PM  
**Subject:** General Order 18 A-32, Company Based Modular Training Module 6 – 2018 Wildland Training Classes  
**Attachments:** 18 A-32 CBMT Module 6 – 2018 Wildland Training Classes - Attach A.pdf

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 18 A-32  
March 26, 2018

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Company Based Modular Training Module 6 – 2018 Wildland Training Classes  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** Attachment "A"-California Incident Command Certification System Requirements

Officer Endorsement:

Section 1108 - R. & R. \_\_\_\_\_

1. In preparation for the 2018/2019 fire season, the Department is offering the Annual Wildland/Urban Interface Fire Behavior and Safety Class. Completion of this class is required for all members, including Certified Strike-Team Leaders, in order to be placed on the 2018/2019 Fire Season Mutual Aid Responders list. Please refer to General Order 14 A-42 *Strike Team Deployment Process; Update to* regarding deployment responsibilities.
2. Six, one day classes will be offered, April 9-11 and April 30-May 2, 2018. Each class consists of a three-hour (0900 to 1200 hours) classroom orientation, followed by a four-hour (1300 to 1700 hours) "hands-on" tactical training.
3. Training sessions will be held at the Division of Training 19<sup>th</sup> and Folsom, and will begin promptly at 0900 hours. Members are reminded to make lunch arrangements prior to attending class.
4. In addition to this class, members must successfully complete an online examination. The exam will be assigned via Target Solutions and must be completed **before** the registered refresher day. Questions for the exam will be extracted from the Department's Wildland/Urban Interface Manual and the Annual Training Class. Members must also successfully complete the online exam in order to receive their red card and be on the 2018/2019 eligible list.
5. Please see Attachment "A" for a full list of California Incident Command Certification System requirements.
6. The Department's Wildland/Urban Interface Manual is available at each Fire Station. Members may also view the manual on AO reports. Additional copies are available for purchase at the Division of Training's 19<sup>th</sup> and Folsom Facility.

7. Probationary members may attend this training, however will not be placed on the 2018/2019 eligible list, be able to sign up for deployment, or receive their gear or red card until successful completion of probation.
8. Members attending training shall bring all SFFD issued Wildland PPE including lace up boots.
9. There will be 40 openings for each class. Up to 20 members will be allowed to attend on-duty for each class. 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.
10. Interested members are to call the Division of Training at 970-2000 between 0800-1200 hours to reserve a space in a class. Please indicate the date you wish to attend. The deadline to sign up is Thursday, April 5, 2018 for the April 9-11 classes and Thursday, April 26, 2018 for the April 30-May 2 classes. Spaces will be allocated on a "first- come-first-serve" basis. Notifications will be distributed via Outlook.
11. Any questions relating to this General Order should be directed to the Division of Training at 415-970-2000.
12. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White  
Chief of Department

## **Conefrey, Maureen (FIR)**

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**From:** FireChief, Secretary  
**Sent:** Tuesday, March 27, 2018 5:02 PM  
**Subject:** General Order 18 A-33, H-28 Training Officer Position

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-33  
March 27, 2018

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** H-28 Training Officer Position  
**Reference:** Rules and Regulations, Sec. 23  
**Enclosures:** None

Officers Endorsement:  
Sec 1108 – R & R

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1. The Department is advertising for the position of H-28 Training Lieutenant at the Division of Training. This position reports directly to the Recruit Training Captain.
2. As a member of the Division of Training staff, the H-28 Training Lieutenant assists in the development, organization, coordination, and delivery of Department training, education and evaluation programs for probationary and in-service Firefighters, Paramedics and Officers. This is a 40-hour per week position.
3. Duties and responsibilities include, but are not limited to, the following:
  - Training and testing SFFD recruits in the State Accredited Firefighter I Recruit Academy and probationers throughout their year-long probationary period
  - Conduct and participate in daily physical fitness training with SFFD recruits
  - Training and testing of in-service Firefighters, Firefighter/Paramedics, Officers, Companies and Units
  - Design and development of performance evaluations systems, forms and procedures; revision and maintenance of department training manuals, lesson plans, training bulletins, brochures, and forms
  - Preparation and presentation of lesson plans and classroom lectures
  - Preparation, development and implementation of driver training and safety programs
  - In addition, duties may include:
    - Manage training and testing of SFFD probationers
    - Maintain training records and performance evaluations for probationary members
    - Participate in the development of performance standards
    - Prepare, develop and implement officer academies
    - Manage the return-to-duty program
    - Manage special projects as assigned: develop proposals, budgets, timelines, and action plans
4. Minimum Requirements:
  - One of the following CA State Fire Marshal Instructor Certifications, either:

- Fire Instructor 1A and 1B (Pre-2009), or
- Training Instructor 1A and 1B (2009-2016), or
- Instructor I (2016 – present)
- ICS 100, 200, and 300
- Familiarity with common software applications (i.e. Microsoft Excel, Word, and PowerPoint)

5. Desired Skills:

- CA State Fire Marshal Certification: Firefighter I and Firefighter II
  - CA State Fire Marshal Certification: Ethical Leadership in the Classroom
  - Comprehensive working knowledge of all aspects of field operations
  - Commitment to and enthusiasm for training
  - Excellent organization, interpersonal and written communication skills
  - Teaching experience
  - Fire Officer I certification
  - Rescue Systems I
  - Confined Space Operations
6. The position is open to all interested permanent H-20 Lieutenants. Interested members should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training by close of business on Friday, April 13, 2018.
7. This General Order shall be rescinded on December 31, 2018.

Joanne Hayes-White  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** FireChief, Secretary  
**Sent:** Tuesday, March 27, 2018 5:08 PM  
**Subject:** General Order 18 A-34, SCBA Equipment Transfer from Medic Units

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 18 A-34  
March 27, 2018

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** SCBA Equipment Transfer from Medic Units  
**Reference:** Rules and Regulations, Section 402; General Order 11 A-40  
**Enclosures:** None

Officers Endorsement:  
Sec. 1108 -R&R \_\_\_\_\_

1. The November 1, 2017, revision of County EMSA Policy 4001 (Ambulance Inventory), Infection Control/Crew PPE, Line Item 105, allows for breathing apparatus and/or PAPR equipment to be carried on Supervisor Units only. This equipment is no longer required on Fleet Ambulances.
2. Beginning on Monday, April 2, 2018, the Department will transfer all Self Contained Breathing Apparatus from the Ambulance Fleet to Rescue Captain vehicles and Mobile Air 1.
3. Emergency Medical Services (EMS) Captains vehicles (RC Units) shall carry three SCBAs; one for the EMS Captain and two for an Ambulance crew. EMS Captains will be co-dispatched to any incident that requires Ambulance crews to don respiratory isolation and protection equipment. Ambulance crews will continue to carry their own Department-issued SCBA masks and may obtain the SCBA from the EMS Captain.
4. Additionally, the Mobile Air Unit will be available for dispatch and shall carry 6 SCBAs for EMS personnel.
5. By carrying SCBAs on the EMS Captain units and extra equipment on the Mobile Air vehicle, Ambulance personnel will have access to respiratory protection when needed.
6. There shall be two (2) full SCBAs at Station 49, so that members can practice with the equipment, and In-Service Training Staff can conduct annual SCBA donning-and-doffing certifications.

Joanne Hayes-White  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** FireChief, Secretary  
**Sent:** Thursday, April 05, 2018 2:13 PM  
**Subject:** General Order 18 A-35, Disaster or Major Incident "Out of Area" Message Lines

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

35

File Code 18 A-

April 5, 2018

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Disaster or Major Incident "Out of Area" Message Lines  
**Reference:** Rules and Regulations, Section 402  
**Enclosure:** None

Officer Endorsement:  
Sec.1108-R.&R. \_\_\_\_\_

1. The San Francisco Fire Department is updating recall procedures and reporting instructions in the event of a major incident or disaster.
2. In the event that a major incident interrupts local phone lines, Department members shall be able to access important information regarding Recall Procedures, Reporting Instructions, and Situation Status of the Department via the "Out of Area" phone numbers listed below.
3. The Department has three "Out of Area" phone numbers for SFFD members to access and receive information. Department members will call the phone line that is assigned based on the first letter of their last name.
4. Group 1: Members with last name starting with letter A thru G: 1-916-552-6991  
Group 2: Members with last name starting with letter H thru O: 1-916-552-6994  
Group 3: Members with last name starting with letter P thru Z: 1-916-552-6996
5. Members are NOT to leave a message on the above phone lines.
6. Department members shall save the above numbers and access them in the event of a major incident or disaster.

Joanne Hayes-White  
Chief of Department

## **Conefrey, Maureen (FIR)**

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**From:** FireChief, Secretary  
**Sent:** Thursday, April 05, 2018 4:48 PM  
**Subject:** General Order 18 A-36, Company Based Modular Training Module 8-2018 Surf Rescue Certification – Initial and Recertification  
**Attachments:** 18 A-36 CBMT Module 8 - Attachment A.pdf

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-36  
April 5, 2018

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Company Based Modular Training Module 8-2018 Surf Rescue Certification – Initial and Recertification  
**Reference:** Rules & Regulations, Section 402  
**Enclosure:** Attachment "A"- List of Members Due for Recertification to Maintain Surf Rescue Assignment

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

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#### 1. Surf Rescue-Recertification

- a) Surf Rescue personnel are required to re-certify every two years. The Department is offering recertification classes at China Beach, April 16 through 19, 2018, from 0900-1200 hours each day.
- b) Recertification is a one day class that consists of: 15 minutes to don wetsuit and rescue equipment, 400-yard swim within ten minutes, and proficiency in various surf rescue scenarios. Members are required to bring full rescue equipment (wetsuit, booties, fins, and hood). Members shall not arrive in the wetsuit as the donning of the suit is now a timed event. Members will only be allowed to use the following swimming strokes: freestyle, breast, or side.
- c) Attachment "A" lists those members who must recertify to maintain their Surf Rescue assignment. Fire Stations 14, 16, 18, 19, 23, 34, 35, and 51; Rescue Squad 1, Rescue Squad 2 and Fireboat are designated Surf Rescue Companies. Members who own spots at these companies and do not recertify will be placed Vacation Relief.
- d) Any member who does not demonstrate proficiency in the necessary skills will be required to participate in, and successfully complete, a full Surf Rescue certification class.
- e) Members who are currently Surf Rescue certified and are not presently assigned to Surf Rescue Companies may request to attend one of the sessions. Members shall view their certification/expiration status on their home page in HRMS.

#### 2. Surf Rescue-Certification



- a) All members who are interested in bidding into a designated Surf Rescue Company are required to participate in, and successfully complete, the Surf Rescue Swimmer Course. **Members must be Surf Rescue certified prior to bidding into Surf Rescue Companies during the next Vacancy Bid.**
  - b) There will be two (2) five-day Surf Rescue courses offered, May 7-11 and May 14-18, 2018. Class will be held from 0830-1300 hours each day with 24 spots available for each class. Attendance is mandatory for the full five days of the course.
  - c) Priority in selecting members for the Surf Rescue certification class will be as follows:
    - I. Permanent Members of Surf Rescue Companies who were unsuccessful in the one-day Recertification class
    - II. Permanent Members of Surf Rescue Companies who do not have Surf Rescue Swimmer Course
    - III. All other members by rank and seniority
  - d) A qualifying swim will be held at 0830 hours on the first day of each course at the Koret Center Pool, University of San Francisco, located at Turk and Parker Streets. Members must complete a 400-yard swim within 10 minutes, using the breaststroke, freestyle, or sidestroke without stopping. Any member who is unable to complete the swim in the allotted time will not be allowed to continue the course.
  - e) Permanent Officers who are assigned to E16, T16, E35, the Fireboat, RS1 and RS2 must be Surf Rescue certified.
  - f) Permanent Officers who are assigned to Fire Stations 14, 18, 19, 23, 34, and 51 are strongly encouraged to complete the five-day course, but at a minimum, **must** attend a one-day ICS Surf Rescue Course. This course will be held May 11 and May 18, 2018, at Ocean Beach (Stairwell 15) from 0830 to 1300 hours. **Permanent Officers must be Surf Rescue certified or ICS Surf Rescue certified prior to bidding into these companies during the next Vacancy Bid.**
3. 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: **Alternative Location**
    - Select Appointment Type: **Surf Rescue Course 2018**  
**ICS Surf Rescue Course**  
**Surf Rescue Recertification**
    - Select the date desired for attendance.
    - Click on “Create”
  4. A member’s status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending.”
  5. The deadline to sign up for Surf Rescue Recertification is 1200 hours on Friday, April 13, 2018. The deadline to sign up for Surf Rescue Course 2018 or ICS Surf Rescue Course is 1200 hours on Friday, May 4, 2018. Members who do not sign up for the applicable class by the deadline will not be permitted to participate in this training session and risk losing their current Station assignment. No Time Coming (TC) will be

awarded for members attending in an off-duty status. Notification of members selected to attend will be distributed via Outlook.

6. Questions regarding this General Order should be referred to Battalion Chief Robert Styles (Battalion 3), Firefighter Katherine Alba-Swanson (Engine 18) or Firefighter Eric Tanimura (Engine 23).

Joanne Hayes-White  
Chief of Department

BUREAU OF FIRE PREVENTION

**SAN FRANCISCO**



**FIRE DEPARTMENT**

**DIVISION OF FIRE PREVENTION &  
INVESTIGATION**

## **M E M O R A N D U M**

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**TO:** Chief of Department, Joanne Hayes-White

**FROM:** Fire Marshal Daniel E. de Cossio, DFPI

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

**DATE:** April 4, 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 March 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)

<b>BFP - July 2017 to March 2018</b>				
<b>Fiscal Year 2017–2018</b>	<b>As of April 3, 2018</b>			
<b>Revenue Program</b>	<b>Budgeted Amount 17–18</b>	<b>Actual Revenue</b>	<b>Percent of Budgeted Amount</b>	<b>Projected Year-End</b>
Plan Review Fees	8,645,000	6,563,264	75.92%	8,751,019
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	1,663,467	88.72%	2,217,956
Fire Dept. Permits	932,500	706,637	75.78%	942,183
False Alarm Fees	220,500	204,750	92.86%	273,000
Referral Inspections	193,750	123,855	63.93%	165,140
Waterflow Information	171,875	159,725	92.93%	212,967
Pre-Application Fees	122,500	169,174	138.10%	225,565
Re-inspection Fees	97,500	147,626	151.41%	196,834
Miscellaneous Fees	12,380	24,988	201.84%	33,317
<b>Revenue Programs Subtotal</b>	<b>12,271,005</b>	<b>9,763,485</b>	<b>79.57%</b>	<b>13,017,980</b>
High-Rise Annual Inspection Fees*	1,885,000	1,277,590	67.78%	1,885,000
Annual Permit Renewal Fees*	1,911,000	159,887	8.37%	1,911,000
Fire Residential Inspection Fees	627,041	422,958	67.45%	563,944
<b>Revenue Programs Total</b>	<b>16,694,046</b>	<b>11,623,920</b>	<b>69.63%</b>	<b>17,377,924</b>
<b>Projected Surplus/Deficit</b>			<b>4.1%</b>	<b>683,878</b>
	<b>Revenue**</b>	<b>Expenditure</b>	<b>Surplus/Deficit</b>	
<b>Overtime Revenue/Expenditure</b>	1,622,125	1,467,390	154,735	1,956,520
PeopleSoft - Apr 3, 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 03/01/2018 To 03/27/2018

	YTD 07/01/2017 To 03/27/2018		03/01/2018 To 03/27/2018	
	Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES	31	\$24,380,000	6	\$17,620,000
ACCIDENTAL		\$2,930,000		\$625,500
INCENDIARY	33	\$1,653,100	7	\$106,400
UNDER INVESTIGATION	2	\$6,000,000	0	\$51,770
UNDETERMINED	9	\$2,508,000	1	\$50,000
<b>STRUCTURE FIRES TOTAL</b>	<b>75</b>	<b>\$34,541,100</b>	<b>14</b>	<b>\$17,776,400</b>
VEHICLE FIRES	2	\$1,840	0	
ACCIDENTAL				
INCENDIARY	57	\$590,211	4	\$98,069
UNDER INVESTIGATION	2	\$14,950	0	
UNDETERMINED	5	\$50,769	0	
<b>VEHICLE FIRES TOTAL</b>	<b>66</b>	<b>\$657,770</b>	<b>4</b>	<b>\$98,069</b>
ATTEMPTS TO BURN	6	\$5,000	1	
OTHER INCIDENTS	66	\$241,770	2	\$50
STRUCTURE FIRES	34	\$25,788,900	7	\$16,610,900
COMMERCIAL		\$12,885,570		\$475,050
RESIDENTIAL	41	\$8,752,200	7	\$1,165,500
<b>STRUCTURE FIRES TOTAL</b>	<b>75</b>	<b>\$34,541,100</b>	<b>14</b>	<b>\$17,776,400</b>
GREATER ALARMS	17		2	
2ND ALARMS				
3RD ALARMS	1		0	
4TH ALARMS	1		1	
5TH ALARMS	0		0	
<b>GREATER ALARMS TOTAL</b>	<b>19</b>	<b>\$14,792,290</b>	<b>3</b>	<b>\$677,270</b>
OTHER	31		3	
ARRESTS				
DEATHS	3		1	
INJURIES	32		2	
JUVENILE FIRE SETTERS	0		0	
SUBPOENAS REQUESTED	190		19	