

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, May 9, 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 April 25, 2018.

4. PRESENTATION FROM THE DEPARTMENT'S OUTREACH TEAM *[Discussion]*

Fire Marshal Dan DeCossio to present on the Department's outreach efforts

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 April 25, 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.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on April 25, 2018.

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

Discussion regarding agenda for next and future Fire Commission meetings.

8. ADJOURNMENT

MINUTES FOR ADOPTION

**FIRE COMMISSION REGULAR MEETING
DRAFT 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=30394

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	
Michael Cochrane	Homeland Security	
Andy Zanoft	EMS	
Khai Ali	Airport Division	
Joel Sato	Division of Training	
Assistant Chiefs		
Bob Postel	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 April 11, 2018.

Commissioner Hardeman Moved to approve the above meeting Minutes. Commissioner Veronese 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 April 11, 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 April 11, 2018. Chief Hayes-White stated that in regards to the budget, they presented before the Budget and Finance Committee in March and submitted the Department's budget. Per the chair, Supervisor Cohen, they will await further presentation on the budget during the month of June, after Mayor Farrell submits his balanced budget. She added that they are scheduled to go before the Budget and Finance Committee on June 15th and either June 21st or 22nd and on June 18th where there will be an opportunity for public comment. She announced that they had an internal budget committee meeting that was chaired by Deputy Director Corso and also attended by Vice President Nakajo to review some of the Department's priorities. Regarding the Division of Training, she mentioned that the 124th class is in their fifth week, with 54 members. She added the preparations will begin for the selection process for the 125th class in the coming weeks. With regards to activities she attended throughout the reporting period, she stated that she participated in a press conference related to street-smarts, designed for elementary aged children and championed by Supervisor Norman Yee. She stated that on April 13, 2018, Chief Zanoft participated and received recognition from City College of San Francisco as an employer partner due to the close partnership they have with the Department. She attended the monthly labor management meeting with Local 798; the 1906 Earthquake activities, such as the Lotta's Fountain commemoration, followed by the Golden Hydrant tribute, along with Anita Lee, Mayor Lee's widow. She acknowledged all the hard work from members of the department that participated in the mobile command unit tour in lot A by the ballpark, where they had command vehicles from the Airport, the Police Department, the Fire Department, the Sherriffs, and other neighboring agencies. Cal OES also participated in that event and she acknowledged Lt. Baxter who put a lot of work into that event as well as Chief Cochrane who did a lot of the coordination. She touched on the Hotel Heroes event she attended; the Earth Day Breakfast; the NERT Drill, the Cherry Blossom Festival which Vice Present Nakajo and Commissioner Covington also attended; and the gathering at City Hall where a delegation from Cork, Ireland signed the LGBTQ initiatives as it relates to San Francisco and Cork.

Commissioner Covington thanked the Chief for her report and asked about the numerous committees that are operating within the Department on various items and whether anyone from the Union sits on those committees. Chief Hayes-White explained that it is her understanding that that there is someone representing Local 798 from an executive board level on every committee. Commissioner Covington asked for an update on the two new captains hired at Fire Prevention. Chief Hayes-White stated that one captain is a liaison working more closely with the Municipal Transportation Agency and the other with Housing and Development projects and she would be more than happy to have them present at a future commission meeting.

Commissioner Veronese confirmed that the full time position that the commission has advocated for is still being requested during the budget process and that the Department should know whether or not it was approved sometime before the Mayor submits a balanced budget on June 1, 2018. He also confirmed that MOU negotiations between Local 798 and the City need

to be finalized by May 15, 2018. He acknowledged all of the potential recruits in the room that seem to attend every meeting with the hopes of getting selected for a firefighting position within the Department. He stated his amazement of Chief Hayes-White attending the funeral of Len Stefanelli, as he knows how busy she was that day and he was glad she was able to attend. He talked about the career of Len Stefanelli.

President Cleaveland thanked the Chief for her report and confirmed that there are between 2,500 to 3,000 people on the NTN eligible list.

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 March 2018. She began her report with the Physician's Office stating that they conducted 60 probationary permanent physicals in multiple ranks, and 41 return-to-work evaluations. With the regard to the Investigative Services Bureau, 72 drug and alcohol tests were conducted with negative results. She touched on the Assignment Office, Support Services in which she mentioned that all of the wash extractors for the PPE's to decontaminate have been put in place at the stations. She announced that the Moose Boat is due in September and is capable of firefighting and has a dive platform and CBRNE capabilities (chemical, radiological, nuclear biological and explosive detection capabilities); and that six new engines from Ferrara are on order. She touched on Station 35; the Ambulance Deployment Facility; and Station 5 which is still on track for completion in December. She mentioned that in-service suppression training had 600 hours of hands-on training to over 200 members and EMS in-service training had 9,000 hours of training, which includes online training as well as classroom training.

Commissioner Hardeman confirmed that the new Moose Boat is very similar to the one the Department currently has. He announced that Victor Makras has been appointed to serve on the Port Commission.

Commissioner Veronese asked in regards to the three-alarm fire last week, if he could get an update on the member that was injured. Chief Hayes-White answered that the member was transported, treated and released and he is doing fine. Commissioner Veronese talked about his friend who recently had a severe heart attack and that the Department responded and saved his life and he was wondering if there is a way that members of the Department can get further information about what happens with patients, especially for the ones that they save, and if that information is actually helpful to the members of the Department in the way of morale or in a way on how they deal with stress. Chief Hayes-White answered that they will definitely look into it, but that some people might think its helpful and others might not, that once they deliver patients to the hospital, that's all they want to know. She added that when they have a willing patient, particularly someone that was in a life-threatening situation, often times, the Department gets in touch with them or they get in touch with the Department, and that has worked out well.

Commissioner Covington thanked Chief Nicholson for her report and confirmed that CBRNE capabilities on the Moose Boat are chemical, radiological, nuclear, biological and explosive

detection capabilities and that the boat was acquired through a Homeland Security Grant. She added that that is why she keeps asking for a grant writer, because the Department needs these monies and opportunities from elsewhere and that she recently read that a lot of Homeland Security funding and equipment, particularly military style equipment, is not being requested by most municipalities these days because the citizens are upset about the militarization of their local police departments and that the Fire Department would be happy recipients of any monies that are out there. She asked for an update on Stations 16 and 35. Assistant Deputy Chief Rivera stated that Station 35 is in the process of getting all the required approvals to move forward and he confirmed that the float portion would be prefabbed in China and shipped to Treasure Island to be assembled and that Station 16 is moving right along and is in the home stretch.

President Cleaveland asked how one would get involved with the fire reserves. Chief Hayes-White answered that the fire reserves work under the Division of Training and they typically have about 50 active reserves at a time who meet every Thursday night and do training for about a two to three-hour period of time at 19th and Folsom. She added that there is a process by which an application can be submitted as vacancies open up and that they must be San Francisco residents.

There was no public comment.

5. OVERVIEW OF ASSISTANT DEPUTY CHIEF OF HOMELAND SECURITY'S POSITION [Discussion]

Assistant Deputy Chief of Homeland Security, Michael Cochrane to present an overview of his position.

Assistant Deputy Chief Cochrane stated that currently he is working on updating the manual for disaster planning and making sure that all the information is correct. He has participated in the Urban Areas Security Initiative which deals with how to respond to weapons of mass destruction, biological weapons and things of that sort, to preventing it, how to respond and how to recover from that type of event. Under his role in Special Operations, they are looking at what is the best equipment to protect the members and getting that equipment through grant funds. He explained how he plans for large events such as the arrival of dignitaries and large parades and other large events that are held in the City. He talked about mobile command rally, and upgrade to the command van so it will be able to communicate regionally and be able to dispatch out of it in a large disaster. He mentioned that the K-9 Unit works on the USAR team and they are trying to secure a new dog for the Unit.

Commissioner Covington asked for an update on the drone policy. Chief Cochrane explained that he has done some research from small departments to larger departments to see how they handle their drone policies internally. Commissioner Covington asked what needs to be done to be cleared to have drone in the Fire Department. Chief Cochrane answered that according to the Committee on Information Technology, there is a pilot program in effect that can be extended and he mentioned that it is his understanding that drones cannot be flown over fires if you don't have a flight plan. Chief Hayes-White added that the policy needs to be reviewed by the City Attorney's office and COIT to make sure it's in sync with the responsible measures required, and she wants to make sure before the Department launches it, it is something that they can work with in terms of funding for the program and in terms of training and maintenance, and that they are not quite there yet. Commissioner Veronese added that the draft policy has been in his in-box for a couple of months and he owes Chief Cochrane his revisions

before they submit it to the City Attorney. He added that COIT will also have to get involved, because one of the issues is they don't allow them to fly at night and he sees the Department using them at cliff rescues during the night time hours. Commissioner Covington recommended that they put the policy forward with daytime authority, because otherwise they will have to continue to wait, and it's important to her to move forward with the draft policy.

Vice President Nakajo stated that he called for this item to be put on the agenda because it gives the commission an opportunity to dialogue and hear concepts and ideas and to welcome Chief Cochrane to the Command Staff. He stated that he realizes the tremendous amount of experience, responsibility and expertise that comes with overseeing the Division of Homeland Security and he appreciates the update. He touched on his position on the drone policy and he agrees with Commissioner Covington about having eyes in the sky but he also thinks that they need to have a clear list of responsibilities on how the Department will utilize drones. Vice President Nakajo also confirmed with Chief Cochrane that in a city-wide emergency, Chief Hayes-White is the point person in terms of overall responsibility of the department coordination.

Commissioner Veronese touched on his involvement and input with regards to the draft policy and he's fairly confident when it gets in front of the commission for approval, that most of the questions being asked will be answered in the final draft. With regards to the Moose Boat, he confirmed that the two monitor hoses would have about two-thousand-gallons per minute capacity, which is the equivalent to one of the department's fire engines compared to 18,000 gallons per minute capacity on the St. Francis fire boat hoses.

Commissioner Hardeman mentioned that Chief Cochrane has a difficult job and he thinks that the responsibilities that he has for protecting San Francisco and its population is an enormous job. He stated that he also supports the department having drones but it doesn't seem like it's going to be as quick a process as they were hoping.

Commissioner Covington pointed out that with regards to the drone policy, and to remind her fellow commissioners that she attended a huge symposium held by the Menlo Park Fire Department and spent six hours learning about drones and hearing presentations by leaders in the field and that she has more than a passing familiarity with this issue and she continues to read up on the subject.

There was no public comment.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on April 11, 2018

Vice President Nakajo gave an update on his meeting with the Guardians of the City he attended on April 14, 2018. He stated that they discussed issues involving the storing and towing of the antique apparatus and the issues with the surplus dollars from the 150th Department Anniversary festivities. They discussed the MOU status between the Department and GOTC, insurance issues, financial issues and long term plans for the apparatus. He concluded by stating there is still work to be done to resolve the issues at large and he personally has a lot of respect for the GOTC and he made it clear that they looking for solutions together. Mr. Corso provided some additional information in regards to insurance and financial matters with the GOTC and he is awaiting further information from the GOTC. He confirmed

that the Guardians provided the funding for the transportation from the Academy of Art to Treasure Island.

Commissioner Veronese announced that he would be submitting a resolution for the commission's approval pertaining to the Peer Support Unit that he drafted as well as a resolution that he circulated to the Chief and Local 798 relating to enhancing the tools for the EMS-6 Unit. He also commented on an article he read where the state legislator is considering a law currently to expand on the duties of paramedics in California.

There was no public comment.

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

Discussion regarding agenda for the next and future regular meetings.

There was no public comment.

9. ADJOURNMENT 12. ADJOURNMENT

President Cleaveland adjourned the meeting at 6:46 p.m. in memory of Leonard Stefanelli.

BUREAU OF FIRE PREVENTION

SAN FRANCISCO



FIRE DEPARTMENT
DIVISION OF FIRE PREVENTION &
INVESTIGATION

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 April 2018

DATE: May 3, 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 April 30, 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 April 2018				
Fiscal Year 2017–2018	As of May 2, 2018			
Revenue Program	Budgeted Amount 17–18	Actual Revenue	Percent of Budgeted Amount	Projected Year-End
Plan Review Fees	8,645,000	7,356,177	85.09%	8,827,413
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	1,872,805	99.88%	2,247,366
Fire Dept. Permits	932,500	780,241	83.67%	936,289
False Alarm Fees	220,500	213,750	96.94%	256,500
Referral Inspections	193,750	139,535	72.02%	167,442
Waterflow Information	171,875	179,120	104.22%	214,944
Pre-Application Fees	122,500	186,424	152.18%	223,709
Re-inspection Fees	97,500	164,768	168.99%	197,722
Miscellaneous Fees	12,380	27,899	225.36%	33,479
Revenue Programs Subtotal	12,271,005	10,920,720	89.00%	13,104,864
High-Rise Annual Inspection Fees*	1,885,000	1,381,766	73.30%	1,885,000
Annual Permit Renewal Fees*	1,911,000	225,346	11.79%	1,911,000
Fire Residential Inspection Fees	627,041	462,522	73.76%	555,026
Revenue Programs Total	16,694,046	12,990,354	77.81%	17,455,890
Projected Surplus/Deficit			4.6%	761,844
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,806,452	1,624,809	181,643	1,949,771

* 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 04/01/2018 To 04/30/2018

	YTD 07/01/2017 To 04/30/2018		04/01/2018 To 04/30/2018	
	Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES				
ACCIDENTAL	31	\$24,380,000	0	\$2,930,000
INCENDIARY	37	\$1,717,600	4	\$343,811
UNDER INVESTIGATION	3	\$9,225,000	1	\$1,900,000
UNDETERMINED	9	\$2,508,000	0	\$10,223,500
STRUCTURE FIRES TOTAL	80	\$37,830,600	5	\$3,289,500
VEHICLE FIRES				
ACCIDENTAL	3	\$3,115	1	\$1,275
INCENDIARY	64	\$636,054	6	\$43,860
UNDER INVESTIGATION	2	\$14,950	0	
UNDETERMINED	6	\$51,769	1	\$1,000
VEHICLE FIRES TOTAL	75	\$705,888	8	\$46,135
ATTEMPTS TO BURN	6	\$5,000	0	\$50
OTHER INCIDENTS	71	\$262,470	2	\$121,630
STRUCTURE FIRES				
COMMERCIAL	35	\$25,792,400	1	\$12,885,570
RESIDENTIAL	45	\$12,038,200	4	\$2,511,741
STRUCTURE FIRES TOTAL	80	\$37,830,600	5	\$15,397,311
GREATER ALARMS				
2ND ALARMS	17		0	
3RD ALARMS	2		1	
4TH ALARMS	1		0	
5TH ALARMS	0		0	
GREATER ALARMS TOTAL	20		1	
OTHER				
ARRESTS	32		1	
DEATHS	4		1	
INJURIES	34		1	
JUVENILE FIRE SETTERS	0		0	
SUBPOENAS REQUESTED	206		13	