

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, June 13, 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 May 23, 2018.

4. PRESENTATION FROM THE DEPARTMENT'S AIRPORT DIVISION

[Discussion]

Assistant Deputy Chief Khairul Ali to present an overview on the Department's Airport Division.

5. OVERVIEW OF FIRE DEPARTMENT BUDGET *[Discussion]*

Update and overview from Director Mark Corso on the current budget.

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 May 23, 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.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on May 23, 2018, including discussion on proposed Peer Support Unit Resolution.

8. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS

[Discussion]

Discussion regarding agenda for next and future Fire Commission meetings.

9. ADJOURNMENT

MINUTES FOR ADOPTION

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, May 23, 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=30632

President Cleaveland called the meeting to order at 4:59 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
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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 Zanoff	EMS
Khai Ali	Airport Division
Joel Sato	Division of Training

Assistant Chiefs	
Bob Postel	Division 2
Lorrie Kalos	Division 3

Staff	
Mark Corso	Deputy Director of Finance
Olivia Scanlon	Communications and Outreach
Jesusa Bushong	Human Recourses

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 May 9, 2018.

Commissioner Hardeman Moved to approve the above meeting Minutes. Commissioner Covington 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 May 9, 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 May 9, 2018. Chief Hayes-White stated that in regards to the budget, Mayor Farrell will be submitting a balanced budget on June 1, 2018. She mentioned that she remains cautiously optimistic in regards to the budget and that they have had very promising discussions with the Mayor's budget office and she will have Director Corso give an overview at the next Commission meeting. She acknowledged all of the Commissioners for their continued support as well as the members of the Budget Committee who were very helpful in coming up with priorities and being actively vocal regarding the Department's needs. She added that there will be an opportunity for public comment on the budget on June 18th before the Budget and Finance Committee. She touched on the Division of Training and stated that the 124th academy class is in their ninth week with 52 members. The 125th academy class start date is to be determined but she anticipates having 54 recruits enter that class. Chief Hayes-White responded to Commissioner Covington's request with an update on anticipated projections of upcoming retirements. She explained the attached chart: <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/retirements.pdf>. She added that 32 members have put in paperwork to retire, but often some members change their minds, but they anticipate in the next two fiscal years similar numbers of retirements to be somewhere between 80 to 100 retirements. She mentioned that with those projections, she feels they are in good shape in regards to the hiring plan. She touched on the recent events she attended over the reporting period which included attending a meeting with Supervisor Fewer regarding updates on additional work in the Sunset and Richmond districts relating to the water supply system, she attended a Union Square Business Improvement District event, the Inner Station Run at Lake Merced which was spearheaded by Lt. Walter Villavecencio at the vision of retired member Jim Gallagher 40 years ago. She recommended that at an upcoming meeting, we acknowledge Mr. Gallagher for his efforts. Chief Hayes-White congratulated Commissioner Covington on her reappointment to the Commission. She touched on her monthly meeting with Local 798, and her welcoming of Abbie Yant, the new department head at the Health Service System. She talked about upcoming events planned for EMS week. She acknowledged Assistant Deputy Chief Andy Zanoloff, Section Chief Tony Molloy and Lt. Baxter who put a lot of work into the EMS week events. Chief Hayes-White attended the Geary Boulevard Merchants Association luncheon where they acknowledged Rescue Captain Beth Goudreau for the totality of her career as well as an incident she responded to, where a victim was seriously injured in a solo car accident. She also mentioned the Ray Lim Award of Excellence that retired Rescue Captain Sandy Tong was awarded.

Commissioner Covington thanked the Chief for attending her swearing in. She mentioned that she added up the red bars of the retirement chart that Chief Hayes-White previewed and stated that there have been 537 total people who have retired or been separated from the Department since 2010 and she wanted to reiterate how important it is for the department to continue to have academies and that it is heartening to see that the department is making progress. Chief

Hayes-White acknowledged Commissioner Covington for advocating for larger recruit classes and that they are matching the new hires with retirements. Commissioner Covington confirmed that the Department was expecting 80 to 100 retirements per year for the next two years. She apologized for missing the EMS event but was glad there was due recognition given to everyone and that there were lots of people in attendance.

Commissioner Veronese confirmed that over the past three years, there have been 6 academy classes. He also confirmed that retirements are paid out from the Retirement Board budget and not the Department's budget as well as when new neighborhoods expand and the city grows, the department anticipates new stations to be built along with new FTE's to staff those stations. He gave a shout out to all the EMS members in honor of EMS week.

Vice President Nakajo thanked the Chief for her presentation in terms of the retirement information and he understands and realizes the number of years of experience that goes along with the members retiring. He talked about the history, in terms of the consent decree and the hiring plan the commission approved years back. He mentioned factors that may contribute to members retiring such as health-related and longevity in fire suppression. He confirmed that there are about 70 civilian employees in the Department. Chief Hayes-White thanked her assistant Kelly Alves and HR director Jesusa Bushong for putting the chart together. Vice President Nakajo acknowledged the good work of Commission Secretary, Maureen Conefrey.

President Cleaveland commented on the fine work that Maureen Conefrey does for the Commission and he thinks all of the commissioners will agree with the Chief that their key thing is to keep the replacement of both the equipment and personnel as the top priorities for future budgets and whomever the mayor is in the future, it should be the commission's message that they need to continue the recruitment and retention of employees, and to continue to have replacement of the fleet so that they have a modern and up to date fleet.

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 April 2018. She began her report by stating that the Inner Station Run that she and the Chief attended was founded by Jim Gallagher and they have since renamed it the Jim Gallagher Inner Station Run and the funds that they raise from it go directly to the San Francisco Firefighters Cancer Prevention Foundation. She mentioned that the Physician's Office conducted 33 probationary and permanent physicals in multiple ranks and 50 return-to-work evaluations. She stated that the Investigative Service Bureau administered 107 drug and alcohol tests and all were negative. In regards to Support Services, she mentioned that they had 149 facility requests and she commended Chief Rivera and Olivia Scanlon for their diligence in working with DPW to really streamline the station repairs and improvement process. She touched on the update to Station 35 and the meeting which is scheduled with BCDC on June 11, 2018, to get permit approval and she mentioned that the ambulance deployment facility behind station 9, demolition and abatement has begun. With regards to Station 16, they will be meeting with the contractor soon, and that Station 5 is

on schedule and she is pleased with the progress. She touched on the clothing depot, the 124th academy class, and in-service suppression training and that she has Chief Sato and Captain Cristobal working on an officers' academy which will consist of a five-day class for new officers and any officers who maybe are not new but have not gone through the class. With regards to NERT, she mentioned that they did 29 events, classes, outreach presentations and a citywide drill in the month of April with over 220 volunteers at the drill. She stated that Homeland Security, under the direction of Chief Cochrane, worked with Chief Zanoft during the Bay to Breakers and they are working on plans for Fleet Week events and upgrading the command vehicles.

Chief Hayes-White announced that her youngest son will be graduating from high school this weekend and she has taken some time off work preparing and acknowledged all the hard work of everyone that assists and supports her during these times and she appreciates the great team she has.

Commissioner Veronese congratulated Chief Hayes-White on the graduation of her youngest child. He also asked for an update on the empty lot next to Station 8. Chief Rivera gave a brief update and stated that the developer is working on the lot and he would be happy to get more information and report back.

Commissioner Hardeman thanked them for their reports and mentioned that Chief Nicholson's responsibilities are all moving along. He mentioned that by the next meeting, the City will have a new Mayor, and whoever it is, it looks like they'll have a good relationship with the Fire Department. He acknowledged the good and aggressive job he thinks Mark Farrell has been doing. He also acknowledged the great job the command staff does and that they are out there representing the Fire Department basically out of the goodness of their hearts and he appreciates that.

Vice President Nakajo thanked Chief Nicholson for her comprehensive report and the style she presents it as it adds a little life to the meetings. She confirmed that the Commissioners will be able to observe the officers' training session and he hopes the material that is taught contains a concentration in leadership development. He acknowledged Director Corso and Lobbyist Olivia Scanlon for all of the hard work and hours they put in and he acknowledged Chief Hayes-White's career and participation in her career which not only produced a good chief but also produced a good mom.

Commissioner Covington also congratulated Chief Hayes-White's son Sean on his graduation from Sacred Heart. She added that it takes a youngster to let us know how much time has passed. Commissioner Covington confirmed that the officers' academy is for members of the SFFD only and that the curriculum is currently in the development stage. She was also happy to hear that DPW has streamlined work orders that the Department places, such as plumbing and electrical problems.

President Cleaveland also was happy to see that the Department is working with DPW to expedite problems and projects that arise. He confirmed that fleet week is October 2nd through the 10th. He confirmed that there are six new engines in the works and they usually retire the rigs out at around 100,000 to 150,000 miles. Chief Hayes-White added that more than 50

percent of the fleet was purchased within the last five to six years, and they have been making great progress with the support of the Commission.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on May 9, 2018

Commissioner Veronese stated that since the last meeting he has been working with the Chief in regards to his Peer Support Unit Resolution as well as with Local 798 and they seemed to be okay with the current language and he would like to get it out to the commissioners soon. He also had the pleasure of visiting the Arson Station and Station 4 and mentioned what a beautiful state of the art station it is. He also had the pleasure of visiting the ladies and gentlemen that participated in the surf and rescue training where he played victim for a bit during the drill and he shared pictures from his experience on the overhead. He went on to describe his experience.

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.

- Airport Presentation and update
- Overview of the current budget
- Peer Support Resolution

There was no public comment.

9. ADJOURNMENT 12. ADJOURNMENT

President Cleaveland adjourned the meeting at 6:31 p.m.

GENERAL ORDERS

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, May 25, 2018 5:38 PM
Subject: General Order 18 A-42, H-16 Technical Training Specialist Position

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-42
May 25, 2018

From: Chief of Department
To: Distribution List "A"
Subject: H-16 Technical Training Specialist Position
Reference: Rules and Regulations, Sec. 402
Enclosures: None

Officer Endorsement:
Sec 1108 – R & R _____

1. The Department is developing an applicant pool for the position of H-16 Technical Training Specialist at the Division of Training. This position reports directly to the H-39 Training Captain.
2. As a member of the Director of Training's staff, the H-16 Specialist assists in the development, organization, coordination, and delivery of Department training, education and evaluation programs for 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 of in-service Firefighters, Firefighter/Paramedics, Officers, Companies and Units
 - Preparation and presentation of classroom lectures
 - Preparation and delivery of driver training and safety programs
 - Return to duty training of Firefighters, Firefighter/Paramedics, and Officers
4. Desired skills:
 - Comprehensive working knowledge of all aspects of field operations
 - Commitment to and enthusiasm for training
 - Excellent working knowledge of SFFD tools, equipment, and apparatus including extensive Engine and Truck experience
 - Excellent organization, interpersonal and written communication skills
 - Ability to share expertise and knowledge to Department members
 - Teaching experience
 - Fire Officer I certification
 - CFSTES Instructor 1A & 1B
 - Fire Control 3B

- Construction experience
- Welding skills
- Video production and editing skills

5. Application Process:

- Provisions stated in G.O. 00 A-8 apply for this position. All interested H-2 Firefighters, H-2P and H-3 Level III Firefighter/Paramedics should submit a General Form Report **and** updated Personal Qualification Form (PQF) to the Director of Training by close of business on Monday, June 4, 2018. Candidates will be selected to interview for the position after all applicants are evaluated.

Joanne Hayes-White
Chief of Department

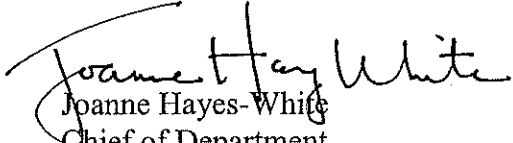
SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-43
May 31, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Oral Dissolving Tablets – Ondansetron (Zofran)
Reference: Rules and Regulations, Section 402, EMSA Policy 4040
Enclosures: Pharmacology Sheet – Ondansetron (Zofran)

Officers Endorsement:
Sec. 1108 -R&R _____

1. The National Drug Shortage is ongoing, and injectable Ondansetron (Zofran) is among several packaging variations that is in short supply.
2. LEMSA Policy allows for 8mg Oral Dissolving Tablets (ODT) to be administered to adult patients as an alternative to the injectable medication. **Pediatric patients shall continue to receive injectable Ondansetron only.**
3. Unless presentation and symptoms preclude the administration of oral medication, adult patients will receive ODT tablets, and pediatric patients will only receive injectable medication.
4. Members are reminded that, regardless of concentration, packaging, or route of intake, the administration of Ondansetron remains an ALS (Paramedic) skill.
5. The EMS Division will begin issuing the 8mg ODT medication within the next thirty days.
6. Questions about this new medication packaging should be referred to the EMS Division – CQI Section, 415-920-2994.


Joanne Hayes-White
Chief of Department

ONDANSETRON (Zofran)

ACTION: Anti-Emetic

- Selective antagonism of the serotonin 5-HT₃ receptor resulting in decreased nausea and vomiting

INDICATIONS:

- Severe Nausea and Vomiting

CONTRAINDICATIONS:

- History of hypersensitivity to similar drugs: Dolasetron (Anzemet), Granisetron (Kytril), or Palonosetron (Aloxi) or to ondansetron (Zofran).
- Taking Apomorphine (Apokyn, Ixense, Spontane, Uprima)- an injectable drug for Parkinson's Disease, or rarely used for erectile dysfunction.
- Do not give oral tablet or solution to known phenylketonurics (contains phenylalanine).

POTENTIAL SIDE EFFECTS

- | | |
|-------------------|---------------|
| • Hypotension | • Dizziness |
| • Syncope | • Anaphylaxis |
| • QT prolongation | • Flushing |
| • Headache | • Rash |
| • Diarrhea | |

ADULT DOSE/ROUTE:

- ⇒ 4 mg slow IVP/IM or 8mg tablet ODT (dissolved on the tongue).
- ⇒ May repeat in 20min for continued nausea up to 12 mg.

PEDIATRIC DOSE/ROUTE:

- ⇒ Less than 6 months: DON'T USE
- ⇒ 6 months – 12 years old or <40kg: 0.1mg/kg slow IVP/IO (max 4mg)
- ⇒ Greater than 12 years or >40kg: 4mg slow IVP/IO. May repeat in 20min for continued nausea up to 12mg.

NOTES:

- Should be administered IV over 2-5 minutes. Rapid administration has been associated with increased incidence of side effects including syncope.
- Oral disintegrating tablets (ODT's) can be placed on tongue and do not need to be chewed. Medication will dissolve and be swallowed with saliva.
- Ondansetron can be used in pregnancy and breast-feeding mothers (pregnancy class B).

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

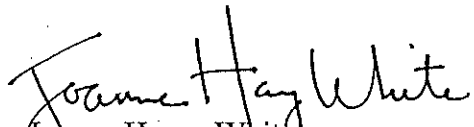
File Code 18 A-44
May 31, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 10 – Annual EMS Captain Training
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R

1. Annual H-33 EMS Captain Training will consist of three modules over a six-week period. All modules will be held from 0900 to 1700 hours, Monday through Thursday.
 - a. Module 1 - Monday, June 18, 2018 through Thursday, June 28, 2018. Module 1 will begin at Station 49 and conclude at the Treasure Island Training Facility.
 - b. Module 2 - Monday, July 9, 2018 through Thursday, July 19, 2018. Module 2 will be conducted at the Treasure Island Training Facility.
 - c. Module 3 - Monday, July 23, 2018 through Thursday, August 2, 2018. Module 3 will be conducted at the Treasure Island Training Facility.
2. Attendance at all three modules is mandatory for all Permanent and Acting EMS Captains. Attendance is recommended for all other members on the H-33 EMS Captain list.
3. EMS Captain training will include the California EMSA Ambulance Strike Team Leader Certification Course. Basic, Intermediate, and Advanced ICS, HazMat Field Response Operations, Active Shooter, MCI management update, EMS probationary forms, and ZOLL CPR feedback features will be reviewed during the training modules.
4. EMS Captains who wish to receive a California State EMS Ambulance Strike Team Leader Red Card must complete the California EMSA Ambulance Strike Team Leader Certification Course as well as possess the following certifications: ICS 100, 200, 300, SEMS/NIMS 700a, and HazMat FRO.
5. Members shall sign up for EMS Captain Training modules through the HRMS appointment tab. On duty details to the EMS Captain training are not guaranteed. (A maximum of 2 on duty field EMS Captains may be detailed if operations permit.) Permanent and Acting H-33 EMS Captains who are not detailed during this course will be granted overtime for off-duty attendance. All other members who wish to attend this training must do so in an off-duty, unpaid status.
6. Members shall sign up via HRMS by June 11, 2018. Following sign ups, an email will be sent to the field confirming members and dates.
7. Modules 1 and 2 require a minimum of 6 participants. If the minimum number is not met, members who were scheduled to attend will be contacted to reschedule on a different date.

8. Permanent and Acting EMS Captains who do not attend all three modules of the Annual EMS Captain Training must write a General Form to the Chief of Department and explain why they did not or cannot attend.
9. Division Chiefs are responsible to ensure that all EMS Captains in their division are detailed to the training consistent with the announcements issued from the Division of Training.
10. Questions about this training shall be directed to the EMS Training Section at 415-318-4501.


Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, June 01, 2018 9:06 AM
Subject: General Order 18 A-45, Electronic Drug Accounting Record (eDAR) - 2018 Update
Attachments: 18 A-45 - Attach A - eDAR Instructions2.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-45
June 1, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Electronic Drug Accounting Record (eDAR) - 2018 Update
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" - eDAR Instructions

Officer Endorsement:
Section 1108 – R & R _____

1. ALS Units in the San Francisco Fire Department carry two Federally-controlled narcotics; Morphine Sulfate and Midazolam Hydrochloride (Versed). Every milligram of these medications must be accounted for during storage, use, and waste.
2. The electronic Drug Accounting Record on HRMS has been updated and modified to function with new medications and new reporting parameters. The eDAR can still be accessed under the DAILY tab, and the 'eDAR' radio button.
3. Start of Shift and End of Shift narcotics counts will now be documented on the eDAR. The 'Daily' narcotics count screen will be removed from the DAILY tab.
4. Medication restock will now be documented on the eDAR. The 'Narcotics' screen previously used to log medication restock will be removed from the EMS tab.
5. The ALS provider whose narcotics supply was accessed for administration shall be responsible for documenting the usage on the eDAR. If the narcotics count on an apparatus changed in the course of a shift (narcotics administered or wasted), that apparatus' Paramedic is responsible for completion of an eDAR record.
6. Ambulance Paramedics shall continue to chart the administration and waste of narcotics on their Patient Care Report, as well as on the eDAR. The electronic Drug Accounting Record does not replace the Patient Care Report.
7. ALS engine crews shall continue to contact Paramedic Captains for restock of used and expired medications. Station 49 officers will continue to restock and maintain the ambulance narcotic boxes.

8. This General Order is effective immediately.
9. Questions about this General Order shall be directed to the EMS Division at 415-558-3646.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, June 01, 2018 10:59 AM
Subject: General Order 18 A-46, Medication Education and Disposal Project

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-46
June 1, 2018

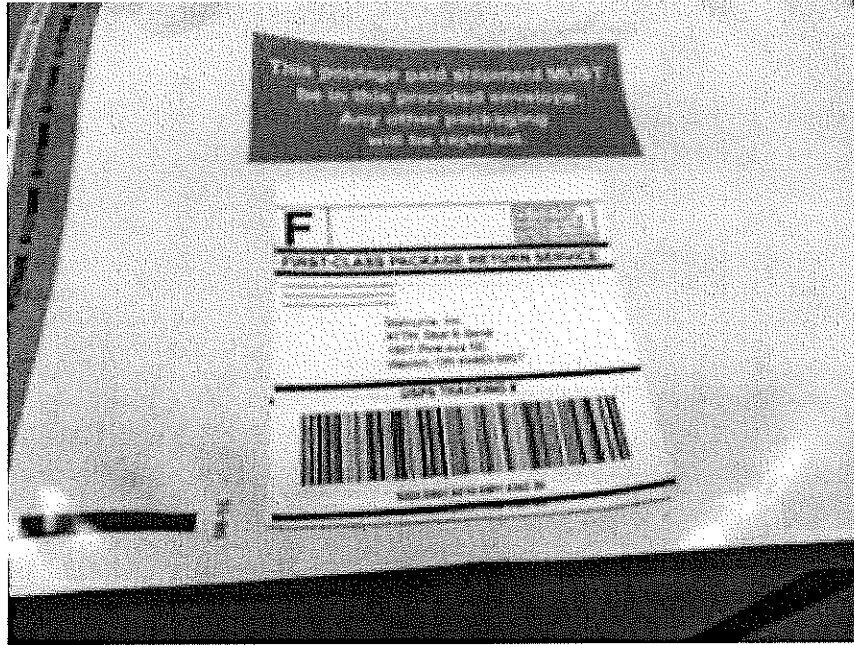
From: Chief of Department
To: Distribution List "A"
Subject: Medication Education and Disposal Project
Reference: Rules and Regulations, Section 402
Enclosures: Attachment "A" – Med-Project envelope

Officers Endorsement:
Sec. 1108 -R&R _____

1. The Department is partnering with the Medication Education and Disposal Med-Project program. This program collects and disposes of expired, unwanted, or unneeded medications. This program is for civilian medications only, and is not for use with Fire Department supplies or pharmaceuticals.
2. Department members shall not accept expired, unwanted, or unneeded medications, pharmaceuticals, or any other medical supply or device from anyone, civilian or otherwise. (This includes uniformed and non-uniformed city workers.) The Department is NOT an authorized Medication Take-Back facility, and has no collection barrels or containers on site.
3. However, the Medication Education and Disposal Med-Project program has provided the Department with medication collection and return envelopes for distribution. Should anyone bring medications to a fire station, members shall give that person an MEDP postage-paid, pre-stamped envelope and advise said person to follow the instruction card that is inside the envelope.
4. Under no circumstances shall Department members accept or intake expired, unwanted, or unneeded medications, pharmaceuticals, or any other medical supply or device from anyone.
5. The Medication Education and Disposal Med-Project program envelopes will be distributed to fire stations within the next several days, and additional envelopes may be ordered from the EMS Division.

Joanne Hayes-White
Chief of Department

Attachment "A" – Med-Project Return Envelope



Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, June 01, 2018 11:09 AM
Subject: General Order 18 A-47, Time Coming (TC) for Holiday Benefit
Attachments: FORM 418.4 - TC in Lieu of Holiday Premium 2018 to 2019.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-47
June 1, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Time Coming (TC) for Holiday Benefit
Reference: San Francisco Firefighters' Union, Local 798
Unit 1 & II MOU Section 20
Enclosures: Form 418.4 (**Attachment is Printable**)

Officers Endorsement
Section 1108- R. & R. _____

1. The San Francisco Firefighters Union, Local 798, Units I & II, Memorandum of Understanding (MOU) Section 21: Holidays 20 Subsection 21.2 Fire Suppression Personnel states:

Twenty-four (24) hour fire suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid a holiday premium per pay period, excluding overtime compensation and premiums, as holiday compensation for the holidays specified in Section 21.1. Upon declaration by the Mayor of any holiday in addition to those specified in Section 21.1(b), twenty-four (24) hour suppression personnel and H-3 EMT/Paramedic/Firefighters shall be paid an additional holiday premium which will be calculated on a proportional basis by the Controller's office.

Employees who utilize sick pay on the shift commencing on the day before, the shift commencing on the day of, or the shift commencing on the day after a specified holiday shall not receive the holiday premium for two pay periods. For the Thanksgiving holidays, a single continuous usage of sick pay by an employee during any or all of the shifts commencing on the day before Thanksgiving Day, Thanksgiving Day, the Day After Thanksgiving, or the day after the Day After Thanksgiving, will result in that employee not receiving the holiday premium for the two subsequent pay periods. Employees on disability leave and/or employees working a forty (40) hour per week schedule on a temporary modified duty assignment on any specified holiday shall not receive holiday premium for that one pay period.

The holiday premium for employees who are members of the Retirement System under Charter Section A8.598 ("New Plan" or "Tier II") shall be paid a six and a half percent (6.50%) holiday premium July 1, 2018 through June 30, 2019.

Notwithstanding the above, employees who are members of the Retirement System under Charter sections A8.585 and A8.596 ("Old Plan" or "Tier I") shall be paid a seven percent (7%) holiday premium.

2. To receive Time Coming in place of the holiday premium, members must submit form 418.4 to the Payroll Office. (A sample of this form is attached to this General Order.) Time Coming forms will be effective from the time received. **Only** forms received in the Payroll Office between **June 04, 2018 and June 29, 2018** will be accepted and processed. **Forms received prior to the issuance of this General Order (e.g., May 31, 2018 or earlier) or after June 29, 2018 will NOT be accepted and processed**, and will result in the member receiving holiday premium for Fiscal Year 2018-2019.
3. If a member experiences exigent circumstances during Fiscal Year 2018-2019 that may necessitate the change to/from holiday premium/Time Coming shall submit the request on the Department's General Form to the Deputy Chief of Administration, through the chain of command, for review and disposition. Such requests will be handled on a case-by-case basis.
4. The Suppression accrual rate for Time Coming taken in place of holiday premium is calculated as follows:
 - Tier I: multiply the number of hours worked per year, 2,532.40 by 0.07; then divide the sum by the number of pay periods, 26 to get 6.82 hours per pay period.
 - Tier II: multiply the number of hours worked per year, 2,532.40 by 0.065; then divide the sum by the number of pay periods, 26 to get 6.33 hours per pay period.

Hours available for member's TC accounts will be rounded off to two decimal places.

5. The H-3 Level I and II accrual rate for Time Coming taken in place of holiday premium is calculated as follows:
 - Multiply the number of hours worked per year, 2,080 by 0.065; then divide the sum by the number of pay periods, 26 to get 5.20 hours per pay period.

Hours available for member's TC accounts will be rounded off to two decimal places.

6. Directions for completing the form are as follows:
 - Indicate the total number of pay periods for the current Fiscal Year for which request the credit of the TC in place of Holiday Premium.
 - The TC hours will be accrued per pay period sequentially starting with the first pay period following receipt of this form by the Payroll Office.
7. H-3 Level I and Level II EMT/Paramedics Time Coming balances cannot exceed 240 hours. All other uniform personnel Time Coming balances cannot exceed 300 hours.
8. Attached are two copies of form 418.4. One copy is to be retained with this General Order and can be copied for submittal of Time Coming in lieu of Holiday Premium requests. The second copy of Form 418.4 is to be detached from this General Order and inserted in the Sample Report Book and replaces page 138-a.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, June 01, 2018 11:09 AM
Subject: General Order 18 A-48, Time Rolls for Close of Fiscal Year 2018

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-48
June 1, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Time Rolls for Close of Fiscal Year 2018
Reference: Rules & Regulations, Section 402
Enclosures: None

Officers Endorsement
Section 1108- R. & R. _____

1. The San Francisco City and County's Controller's Office procedures for closing payroll transactions for Fiscal Year 2018 are outlined below:

<u>PAY PERIOD DATES</u>	<u>CALENDAR DAYS</u>	<u>PAY WARRANT ISSUE DATE</u>
June 16 – June 29	14	July 10
June 30 – June 30	1	July 23
July 1 – July 13	13	July 24

2. On Tuesday July 24, 2018, San Francisco Fire Department members will receive two paychecks for the above-listed pay periods. Both paychecks will total one's biweekly salary.
3. The deadline to submit Time Rolls to the Payroll Office for the period of **June 16, 2018 through June 29, 2018 is Friday, June 29, 2018 by 1000 hours.**
4. The deadline to submit Time Rolls to the Payroll Office for the date of **June 30, 2018 to June 30, 2018 is Monday, July 2, 2018 by 1000 hours.**
5. The deadline to submit Time Rolls to the Payroll Office for the period of **July 1, 2018 through July 13, 2018 is Friday, July 13, 2018 by 1000 hours.**
6. The above-mentioned pay periods are available in PeopleSoft. As a reminder, PeopleSoft Time Rolls must be entered and submitted according to standard procedures.

Joanne Hayes-White
Chief of Department

CHIEF OF DEPARTMENT



ETHICS COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

June 1, 2018

DAINA CHIU
CHAIR

To: Members of Boards and Commissions

cc: Department Heads

QUENTIN L. KOPP
VICE-CHAIR

Board and Commission Secretaries

Departmental Filing Officers

PAUL A. RENNE
COMMISSIONER

Dear Board and Commission Members:

YVONNE LEE
COMMISSIONER

This communication is provided as a reminder about a law that took effect January 1, 2018 that requires members of City boards and commissions to report certain payments made at their behest.¹ We encourage you to review the contents of this reminder notice and to contact us with any questions you might have about this behested payments reporting requirement.

NOREEN AMBROSE
COMMISSIONER

LEEANN PELHAM
EXECUTIVE DIRECTOR

Behested Payments and Where to Report Them

On January 1, 2018, a new **ordinance** became operational that requires “behested payments” reporting by City board and commission members who are required to file Statements of Economic Interests (Form 700). These public disclosure reports are now required whenever a party to or participant involved in a proceeding before that board or commission member makes a charitable payment in response to a request from that board or commission member.

The new law requires members of boards and commissions to report instances in which a party or participant to certain matters pending before that board or commission (or such person’s agent) makes a behested payment of \$1,000 or more. These matters are limited to “proceeding[s] regarding administrative enforcement, a license, a permit, or other entitlement for use.” The disclosure requirement applies to both monetary and non-monetary contributions to a government agency, educational institution, and both 501(c) and Section 527 tax-exempt organizations.

Under the new law, a member of a board or commission must file a behested payment report if, in response to a request by that board or commission member:

¹ Board of Supervisors File No. 160478 is available online through the Board’s legislative tracking system at <https://sfgov.legistar.com/LegislationDetail.aspx?ID=2709701&GUID=3AEEE35F-37BB-4B01-9AC8-968035570039&Options=ID|Text|&Search=160478>.

- the party, participant or agent of a party or participant makes a payment, or a series of payments, totaling \$1,000 or more while the proceeding is pending before the commissioner's board or commission;
- the party, participant or agent of a party or participant makes a payment, or a series of payments, totaling \$1,000 or more during the three months following the date a final decision is rendered in the proceeding; or
- if the party, participant or agent of a party or participant makes a payment, or a series of payments, totaling \$1,000 or more in the 12 months prior to the commencement of a proceeding, after the commissioner learns or should have learned that the source of the payment became involved in a proceeding before the board or commission.

Information required to be disclosed is similar to that required of elected officials under California Government Code section 82004.5. Reports required to be filed by board and commission members, however, must be filed directly with the Ethics Commission, and the Ethics Commission is required to make that information available through its website.

Any member of a City board or commission who fails to comply with the reporting requirements is subject to administrative, civil and/or criminal penalties.

Board and Commissioner Behested Payments Reports are E-Filed Using SFEC Form 3600

Members of City boards and commissions file SFEC Form 3600 electronically by visiting the Ethics Commission's [Behested Payments webpage](#). The form can be initiated by the filer or filer's authorized agent, preferably using City email address. The e-filing process uses DocuSign, which allows the filer to complete the form online, and electronically sign the filing, and submit it online.

Information required to be disclosed includes:

- Payee name and street address
- A brief description of the legislative, governmental, charitable purpose or event benefitting from the behested payment.
- Payor name and street address
- Payment date, amount, and payment type/description

For questions regarding this requirement or if you require any filing assistance, please feel free to contact the Ethics Commission's Engagement & Compliance staff at ethics.commission@sfgov.org or 415-252-3100. We will be happy to assist you.

Sincerely,

LeeAnn Pelham
Executive Director



SAN FRANCISCO FIRE DEPARTMENT

Public Information Office

06-03-2018

DISTRICT 7 SAFETY FAIR

San Francisco Fire Department Fire Prevention and Public Education District 7 Safety Fair

WHAT San Francisco Fire Department (SFFD) District 7 will hold a Community Safety Fair for members of the public. This fair will include Fire Prevention and Education material, demonstrations, and answers to inspection questions. SFFD EMS members will teach hands only CPR, and our Recruitment team will be available to answer questions related to our Departments hiring process. Free Smoke detectors will be available while supplies last to residents of San Francisco.

Fire Recruitment will give a ½ hour presentation on how to become a San Francisco Firefighter, EMT, or Paramedic. (12-12:30PM)

NERT members will be giving a ½ hour NERT overview to provide information on upcoming trainings and how becoming a member helps you and the community. (12:30-1PM)

Fire Inspector Juarez will be giving a 1-hour fire prevention and education presentation. (1PM to 2PM)

WHEN **Wednesday, June the 20th, 2018 12pm to 3pm**

WHERE IT Bookman Community Center, 446 Randolph Street, San Francisco, CA 94132

WHO

- Jonathan Baxter, San Francisco Fire Public Information Officer
- Inspector Fernando Juarez, San Francisco Bureau of Fire Prevention
- Recruitment Officer Keith Baraka, Division of Training
- Paramedics from the SFFD EMS Division
- SFFD Neighborhood Emergency Response Team (NERT) Members for Disaster Preparedness
- Department of Emergency Management (DEM) for Disaster Preparedness and 911 call center information.
- San Francisco Police Department A.L.E.R.T. Program
- Alisa Ann Ruch Burn Foundation

- Michael Wong, and associates from the Community Youth Centers
- Department of Building Inspections
- Firefighters from your local Firehouse
- City College of San Francisco Fire Science students
- Hands Only CPR instructors
- Stop the Bleed Instructors

WHY San Francisco Fire Department's enhanced Fire Prevention and Education team promotes Fire Safety through Community Outreach and Education. This is an effort to engage the communities we serve with their local Firefighters, EMT's and Paramedics.

- VISUALS**
- Live Fire Extinguisher Demonstration allowing for participation of the attendees.
 - Fire Prevention Safety Handouts from NFPA, including creating an escape plan in your home and work place, fire extinguisher information and tips such as the PASS acronym.
 - An ambulance will be available to look at and walk through with EMS staff.
 - A Fire Engine will be present to look at and walk through with Suppression staff.

CONTACT Jonathan Baxter, San Francisco Fire Department: firepio@sfgov.org

SAN FRANCISCO FIRE DEPARTMENT



DEPUTY CHIEF - OPERATIONS

MEMORANDUM

CD2-18-03

TO: Chief of Department, CD3
Divisions 2 & 3, Battalions 1-10
Airport Division
EMS Division
DEC

FROM: Deputy Chief Mark A. Gonzales, Operations *Mark A. Gonzales*

DATE: June 5, 2018

SUBJECT: Rescue Captains Response to SFFD Ambulance Accidents/Amendment to Accident Policy

As of 0800 on 06/11/18, Dispatch shall assign the closest Rescue Captain as the Accident Scene Investigator (ASI) to all accidents involving SFFD Ambulances, Rescue Captains or other EMS Vehicles. A Battalion Chief shall be assigned ASI for all other Fire Departmental Vehicles.

Division Chiefs shall still be assigned to major accidents and intersection accidents of **all** Departmental Vehicles.

All Rescue Captains and members that are detailed out as Rescue Captains shall review the Accident Policy. If assistance is needed at any scene, Rescue Captains should consult with the EMS Operations Section Chief during business hours. If not during business hours, RC's should consult with the closest responding Battalion Chief.

The amendment to the Accident Policy is attached to this CD2 Memo and will be inserted into the existing Accident Policy on AO Reports.

Accident Scene Investigator (ASI)

Following an accident involving one or more Department vehicles, an ASI shall respond to the accident scene in order to conduct vehicle accident investigative procedures. The ASI is a Rescue Captain for Ambulances or other EMS Vehicles involved in accidents and a Battalion Chief for all other Fire Department Vehicles. All vehicular accidents require completion of Form VA-3, Accident Scene Investigative Report (See Figure 6.2) by the ASI.

For accidents occurring in intersections or involving major injury or death, an Assistant Chief shall also be dispatched by the DEC. All intersection accidents (accidents involving a Department vehicle occurring within the boundaries of an intersection) also require the completion of Form VA-4, Assistant Chief's Intersection Accident Report (See Figure 6.3).

The ASI shall refer to the SFFD Post-Accident Alcohol and Drug Testing policy to determine if the accident meets criteria for testing.

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 May 2018

DATE: June 6, 2018

REFERENCE: Rules and Regulations, Section 2209

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

A handwritten signature in cursive script, 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 May 2018				
Fiscal Year 2017–2018	As of June 5, 2018			
Revenue Program	Budgeted Amount 17–18	Actual Revenue	Percent of Budgeted Amount	Projected Year-End
Plan Review Fees	8,645,000	8,530,552	98.68%	9,306,057
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	2,107,665	112.41%	2,299,271
Fire Dept. Permits	932,500	809,151	86.77%	882,710
False Alarm Fees	220,500	215,750	97.85%	235,364
Referral Inspections	193,750	148,565	76.68%	162,071
Waterflow Information	171,875	192,870	112.22%	210,404
Pre-Application Fees	122,500	205,549	167.80%	224,235
Re-inspection Fees	97,500	172,363	176.78%	188,032
Miscellaneous Fees	12,380	28,587	230.91%	31,186
Revenue Programs Subtotal	12,271,005	12,411,052	101.14%	13,539,329
High-Rise Annual Inspection Fees*	1,885,000	1,450,158	76.93%	1,885,000
Annual Permit Renewal Fees*	1,911,000	225,346	11.79%	1,911,000
Fire Residential Inspection Fees	627,041	511,820	81.62%	558,349
Revenue Programs Total	16,694,046	14,598,375	87.45%	17,893,678
Projected Surplus/Deficit			7.2%	1,199,632
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,880,572	1,793,197	87,375	1,956,215

* 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 05/01/2018 To 05/31/2018

		YTD 07/01/2017 To 05/31/2018		05/01/2018 To 05/31/2018	
		Count	Property Loss Contents Loss	Count	Property Loss Contents Loss
STRUCTURE FIRES	ACCIDENTAL	31	\$25,180,000	1	\$1,000,000
	INCENDIARY	38	\$1,718,600	1	\$1,000
	UNDER INVESTIGATION	3	\$9,225,000	0	
	UNDETERMINED	12	\$3,758,000	2	\$1,050,000
STRUCTURE FIRES TOTAL		84	\$39,881,600	4	\$2,051,000
VEHICLE FIRES	ACCIDENTAL	3	\$3,115	0	
	INCENDIARY	65	\$665,201	1	\$2,000
	UNDER INVESTIGATION	2	\$14,950	0	
	UNDETERMINED	6	\$51,769	0	
VEHICLE FIRES TOTAL		76	\$735,035	1	\$2,000
ATTEMPTS TO BURN		6	\$5,000	0	
OTHER INCIDENTS		74	\$263,470	3	\$1,000
STRUCTURE FIRES	COMMERCIAL	36	\$26,092,400	1	\$300,000
	RESIDENTIAL	48	\$13,789,200	3	\$1,751,000
STRUCTURE FIRES TOTAL		84	\$39,881,600	4	\$2,051,000
GREATER ALARMS	2ND ALARMS	17		0	
	3RD ALARMS	2		0	
	4TH ALARMS	1		0	
	5TH ALARMS	0		0	
GREATER ALARMS TOTAL		20		0	
OTHER	ARRESTS	33		1	
	DEATHS	4		0	
	INJURIES	35		1	
	JUVENILE FIRE SETTERS	0		0	
	SUBPOENAS REQUESTED	211		5	

RESOLUTIONS

Peer Support Services Resolution

Resolution No. _____

Author: Commissioner Alioto-Veronese

WHEREAS, Members of the San Francisco Fire Department frequently respond to traumatic incidents and dangerous circumstances, including, but not limited to, fires, stabbings, shootings, domestic violence, terrorist acts, riots, automobile accidents, airplane crashes, and earthquakes. They are exposed to harmful substances, such as blood, urine, and vomit. They witness grave injuries, death, and grief. They are frequently placed in harms way, with significant risk of bodily harm or physical assault while performing the duties of their jobs.

WHEREAS, the traumatic and unpredictable nature of emergency services results in a high-stress working environment that can take an overwhelming mental, emotional, and physical toll on personnel. Chronic exposure to traumatic events and critical incidents increases the risk for post-traumatic stress and other stress-induced symptoms.

WHEREAS, while most emergency service personnel survive the traumas of their jobs, sadly, many experience the impacts of occupational stressors when off duty. The psychological and emotional stress of their professions can have a detrimental impact long after their shift is over.

WHEREAS, such trauma-related injuries can become overwhelming, manifesting in post-traumatic stress, substance abuse, and even, tragically, suicide. The fire service, as an example, is four times more likely to experience a suicide than a “traditional” death in the line of duty in any year.

WHEREAS, similar to military personnel, first responders face unique and uniquely dangerous risks in their mission to keep the public safe. These professionals rely on each other for survival while placing their lives on the line every day to protect the communities they serve.

WHEREAS, the culture of emergency services has often inhibited its personnel from asking for assistance in battling their psychological stress for fear it will cause ridicule, shame, or adverse job action.

WHEREAS, the San Francisco Fire Department has a responsibility to ensure that its members are equipped with the tools necessary for assisting members in mitigating the occupational stress that they incur as a result of performing their job duties. **WHEREAS**, the intent of the San Francisco Fire Commission in enacting this resolution to create a best practices Peer Support Program and support and improve confidential peer support for the members of the San Francisco Fire Department.

RESOLVED, it shall be the policy of the San Francisco Fire Department to enhance critical incident stress debriefing to mitigate the impact of these events on members of our Department.

RESOLVED FURTHER, by a majority vote, the San Francisco Fire Commission finds as follows:

Section 1. Peer Support Unit

- 1.1) The name of the "Stress Unit" of the San Francisco Fire Department is hereby changed to the "Peer Support Unit."
- 1.2) Each member of the San Francisco Fire Department assigned to the "Peer Support Unit (formerly "Stress Unit") by the Chief of the Department and tasked with the management of the Peer Support Unit, the Peer Support Network (as defined herein and as it relates to membership, training, and response activities) is hereby designated for purposes of this Resolution as a "Peer Support Manager."
- 1.3) Each member of the San Francisco Fire Department assigned to any station designated by the Chief of the Department as a "Peer Support Member" is hereby designated for purposes of this Resolution as a "Peer Support **Member**."
- 1.4) The clinical psychologist employed by the Department or contracted by the Department assigned to the Peer Support Unit by the Chief of the Department is hereby designated for purposes of this Resolution as a "Peer Support Clinical Director." The Peer Support Clinical Director shall be approved by the Commission and be a M.D. (Medical Doctor) specializing in the diagnosis and treatment of mental illness.
- 1.5.) The Chaplain(s) of the Department shall be assigned as a member of the Peer Support Unit as needed.
- 1.6) "Peer Support **Managers**", the "Peer Support **Members**" and the "Peer Support Clinical Director" shall be collectively referenced as the "Peer Support Network."
- 1.7) Within 180 days of the adoption of this resolution the Chief of the Department shall deliver to the Commission for consideration, a new general order consolidating General Orders 11.04 (Peer Support Program), 8.04 (Critical Incident Response Team), 11.09 (Employee Assistance Program Stress Unit), and 11.11 (Evaluation and Rehabilitation Program), and *amending* the same consistent with this resolution and setting forth minimum standards of the Peer Support Unit, specifically including the following:
 - A. The minimum projected number of Peer Support Managers for the fiscal years 2018, 2019, 2020, and 2021, defined as a ratio of Peer Support Managers to active member of the Department. By way of example only, 1 Peer Support Manager for every 500 active members of the Department.
 - B. The minimum projected number of Peer Support Members for the fiscal years 2018, 2019, 2020, and 2021, defined as a ratio of Peer Support Members to active member of the Department. By way of example only, 1/50, or one Peer Support Member for every 50 active members of the Department.
 - C. The minimum beginning training or certifications for each Peer Support Manager and any minimum annual training requirements/certifications, as specified in Section 2 herein.
 - D. The minimum beginning training or certifications for each Peer Support Member and any minimum annual training requirements/certifications, as specified in Section 2 herein.
 - E. The elements of a state-of-the-art Peer Support Program, including, but not limited to, the protocols for response (available 24/7), debriefing process, attendance, locations of debriefings, follow-up, the identification of external and

internal resources, the identification of on-scene resources, the organizational chart of the Peer Support Network (including reporting responsibilities and protocols, not inconsistent with this Resolution), any protocols to minimize the exposure of traumatic events to only those members reasonably required to be exposed and any other requirements as deemed appropriate by the Peer Support Clinical Director, through the Chief of the Department.

F. The protocol for when (1) an off-duty peer support member is needed to assist an employee in an extended crisis, or (2) when a Peer Support Manager is recommending to the Peer Support Clinical Director that a on duty member requires off-duty clinical resources.

G. The minimum mental health benefits approved by the Department, including, but not limited to the following: the use of any earned or gifted sick, exceptions to the Department Trade Policy (General Order 18 A-26), Vacation or other time off for any member of the Department that is designated by the Peer Support Clinical Director or the Peer Support Manager as benefiting from programs relating to PTSD, addiction. The Peer Support Clinical Director shall be tasked with finding staff with skills related to the evaluation and treatment of alcohol and/or drug abuse. This staff will provide the Department with technical assistance and advice related to protocol and services of the Peer Support Unit.

H. The elements of an internal campaign to de-stigmatize post-traumatic stress injuries and publicize resources available to the Members (both internally and externally, i.e. each Station to post the resources and the available members of the Peer Support Network) related to post-traumatic stress and chemical dependency and the establishment of one month every year known as "Peer Support Month" where members are reminded of available resources.

I. The Chief of the Department shall report to the Commission on the state of the Peer Support Unit, including, but not limited to the milestones noted herein, at every first Fire Commission meeting of the calendar year quarter until the minimum standards of the Peer Support Unit are ratified by resolution of this commission, then at the first Fire Commission meeting of every calendar year.

Section 2. Peer Support Training

2.1) The Peer Support Clinical director through the Chief of the Department shall develop a Peer Support training program that each Peer Support Network member shall complete. The Chief shall consult with peer support experts in the designation of minimum training standards for each member of the Peer Support Network. The Clinical Director of the Peer Support Unit shall determine the appropriate level and areas of training which may include the prevention of suicide, drug/alcohol addictions, PTSD, workplace violence, and other symptoms. The Training courses shall consider topics on peer support and stress management, including, but not limited to, all of the following:

(A) Precrisis education.

(B) Critical incident stress defusings.

- (C) Critical incident stress debriefings.
- (D) On-scene support services.
- (E) One-on-one support services.
- (F) Consultation.
- (G) Referral services.
- (H) Confidentiality obligations.
- (I) The impact of toxic stress on health and well-being.
- (J) Grief support.
- (K) Substance abuse/addiction identification and treatment.
- (L) Active listening skills.
- (M) Suicide prevention
- (N) PTSD treatment

2.2) The Peer Support Clinical Director through the Chief of the Department shall develop a Peer Support training module that shall be included in the minimum training standard that must be completed by each fire academy recruit as a condition of graduation.

Section 3. Peer Support Privilege

3.1) A communication made by a member of the San Francisco Fire Department to a member of the Peer Support network acting in his/her capacity as a Peer Support Team member is confidential and shall not be disclosed in any administrative or disciplinary Department proceeding or investigation. A record kept by any member of the Peer Support Network relating to the provision of peer support services to any member by the Peer Support Team or a Peer Support Team member is confidential and is not subject to discovery or introduction into evidence in any Department administrative or disciplinary proceeding or investigation.

- A. A communication or record described herein is not confidential if any of the following circumstances exist:
 - a. The Peer Support Team member reasonably must make an appropriate referral of the emergency service personnel to, or consult about the emergency service personnel with, another member of the Peer Support Team or an appropriate professional associated with the Peer Support Team.
 - b. Revealing the communication by the emergency service personnel may prevent reasonably certain death, substantial bodily harm, or commission of a crime.
 - c. The Member or the legal representative of the emergency service personnel expressly agrees in writing that the emergency service personnel communication is not confidential.
 - d. The member is deceased.

- e. If the confidentiality of a communication is removed under paragraph (a) or (b) of this subdivision, the Peer Support Team member shall notify the emergency service personnel of the removal in writing.
- f. A. When the information must be revealed by law, such as a case of child abuse or felony criminal conduct.
- g. When there is reason to believe that the employee intends to seriously injure himself or another person. In the case of threatened serious injury, reasonable efforts shall be made to warn the intended victim(s).
- h. When due to substance abuse the employee is a clear and immediate danger to self, citizens or fellow employees.
- i. In all the cases above, an appropriate supervisor shall be notified.

*****END OF DOCUMENT*****

Reference Resources Not to be Included in Resolution:

Available Peer Support Courses list: <https://icisf.org/sections/education-training/course-descriptions/>

Example of one of the courses:

<https://icisf.org/advanced-individual-crisis-intervention-and-peer-support/>

Regional Training Courses:

<https://icisf.org/sections/education-training/regional-trainings/>

Chicago regional training website:

<http://www.cvent.com/events/chicago-il-regional-training/custom-21-e565f036d30244b18d6c0d10ac67f87a.aspx>

Chicago regional training course schedule:

<http://www.cvent.com/events/chicago-il-regional-training/custom-20-e565f036d30244b18d6c0d10ac67f87a.aspx>

Stanford Medical Article on Peer Support for Veterans with PTSD:

<https://med.stanford.edu/news/all-news/2014/11/peer-support-program-helps-veterans-combat-ptsd.html>

Additional Articles about Peer Support:

<http://www.peersupportcentral.com/ptsd-support/>

SFPD Stress Unit: General Order

<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/14823-DGO11.09.pdf>
<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/24729-DGO%2011.04%20-%2012-09-09.pdf>

<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/14746-DGO8.04.pdf>

Evaluation & Rehabilitation Program General Order:

<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/14821-DGO11.11.pdf>

Alcohol Abuse General Order:

<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/24732-DGO%202.02%20as%20of%2012-03-2008.pdf>

Drug Use General Order:

<https://sanfranciscopolice.org/sites/default/files/FileCenter/Documents/14817-DGO2.03.pdf>