

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, July 25, 2018 – 5:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400 ■ 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 June 27, 2018.

4. REQUEST FOR LEAVE TO ATTEND THE FIRE RESCUE INTERNATIONAL CONFERENCE *[Discussion and possible action]*

Discussion and possible action to approve Chief of Department's request with pay for three (3) days, August 7 through August 9, 2018 to attend the 2018 Fire Rescue International Conference sponsored by the International Association of Fire Chiefs' (IAFC) in Dallas, Texas. Registration, travel and accommodations will be covered by the IAFC. Deputy Chief Mark Gonzales will serve as acting Chief of Department during Chief Hayes-White's absence.

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 June 27, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

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.

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 June 27, 2018.

7. RESOLUTION 2018-02 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2018-02, recommending that the San Francisco Fire Department expand the duties and rename the Stress Unit to Peer Support Services.

**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
MINUTES**

Wednesday, June 27, 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=30895

President Cleaveland called the meeting to order at 5:02 p.m.

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Commissioner	Joe Alioto Veronese	Present

Chief of Department	Joanne Hayes-White	Present
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Michael Cochrane	Homeland Security
Andy Zanoft	EMS
Joel Sato	Division of Training
Khai Ali	Airport Division

Assistant Chiefs	
Brook Baker	Division 2
Nicol Juratovac	Division 3

Staff	
Mark Corso	Deputy Director of Finance
Olivia Scanlon	Communications and Outreach

3. PUBLIC COMMENT

Paul Kim, Janice Chung, Victor Lubeck, John Corbett, Sagiv Weiss-Ishai, and Tom Haney, (who read a statement from Senior Engineer Fred Stump), and Carolyn Prim all spoke in support of reinstating terminated Department Fire Protection Engineer Mark Ma. They all attributed his release to a misunderstanding and cultural indifference. Mr. Ma also spoke and thanked his union rep and co-workers for coming forward and for their support. He explained the circumstances of what he thought was the right thing to do but what lead to his termination and that he would like the commission to reconsider his case and allow him to return to work.

Estella Irving commented that she knows the department has her on their radar as they know here comings and goings and she feels they are stalking her. She commented that she is tired of it and that the Chief needs to do something about it.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on June 13, 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. PRESENTATION FROM THE NERT ADVISORY BOARD *[Discussion]*

Members from the NERT Advisory Board to make presentation.

Captain Erica Arteseros, the program coordinator introduced herself as well as the Advisory Board chair, Gary Pegueros, and Advisory Board member Lulu Liebersbach. She presented the attached PowerPoint: <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/nert.pdf>

Captain Arteseros explained that the Neighborhood Emergency Response Team (NERT) is the Department's invitation to any San Francisco resident to become a responder and become prepared for disasters that will occur in the City. She added that they have a very committed cadre of volunteers and she invited Mr. Pegueros and Ms. Liebersbach to speak about the NERT program and to touch on the highlights. Mr. Pegueros stated that he has volunteered for NERT for the past 13 years and he also serves as the coordinator for South Beach, Rincon Hill, and Mission Bay neighborhoods, as well as the Chair of the NERT Advisory Board. He also volunteers for the SFPD's Alert Disaster Response Program. He acknowledged his fellow board members that were in attendance, including Ms. Liebersbach, Linda Ingram, Nathan Karkoski, Lisa Dunmeyer and Chris Pedregal Martin. He stated that the NERT program continues to be free to residents and is taught by an amazing group of San Francisco firefighters and is still the only hands-on training of basic and advanced preparedness skills to anyone living or working in San Francisco. He added that they are grateful for the continued support of the Fire Commission, Chief Hayes-White, and the Fire Department. He stated that there have been over 29,000 residents who have taken the training and currently, there are over 11,000 members that they reach through Regroup. He went on to explain the PowerPoint slides in detail. Ms. Liebersbach spoke and talked about some of the accomplishments for the year with the NERT program including the Public Health Foundation partnership complete for their 501 (C) (3) and they have some money coming in from members of the NERT community. She added that so far this year, they have had 17 full NERT training sessions. She touched on next step for the program, including increasing support for the neighborhood team building, retention and outreach, and updating the student materials as well as the NERT office, which needs to be brought into modern standards with technology as they are still using pen and paper.

Chief Hayes-White thanked them for their presentation and stated that she supports and appreciates the wonderful NERT program and that it wouldn't work without the dedicated leadership of Captain Arteseros as well as her advisory board team. She added that they all have enthusiasm and dedication to the program and they really make it work in conjunction with the Department members that are the trainers.

Commissioner Veronese asked what types of emergencies to the NERT volunteers respond to. Captain Arteseros stated that the original plan was to respond to earthquakes as the program

was put into place following the 1989 Loma Prieta Earthquake, but they also have responded to oil spills and heat wave warnings. She added that they also have a trained cadre that can deploy outside of the area, where they can support the wildland fires and residents in the wildland fires supporting other civilians. The goal is to train people to the level that they can relieve the burden on the Fire Department for the need to respond to certain things and in that partnership, anyone that takes care of themselves is one less person that the Fire Department needs to get to. She described the neighborhood structure on how the NERT team functions in a catastrophic emergency. Commissioner Veronese stated that he would be willing to talk offline with 501 (c) (3) organizations that can possibly help in supplying items needed such as technology and computers.

Commissioner Covington stated that it was quite a wonderful thing to attend the NERT sessions and she learned so much and felt very capable after taking the classes. She encouraged everyone to do as much as you can to get the information that you need to help your neighbors and NERT gives you the skills that you need to be able to do that. She asked Captain Arteseros how she is getting the word out about the NERT program. Captain Arteseros responded that the biggest champions of getting the word out are through the graduates of the program. She added that they also use Twitter and the Next Door app. Commissioner Covington suggested having SFGOV TV air a piece on the program. She asked Captain Arteseros to give a short overview of what the classes cover. Captain Arteseros stated that the NERT training is an invitation to preparedness, readiness, and response to a large emergency and during class number one, they offer the personal preparedness aspect of what you need to do to be personally ready for a large emergency, including what supplies are needed as well as a personal plan. In the second session, they cover utilities; gas, water, and electricity including practice sessions on turning off those utilities and they talk about what to do if you're in a room when a small fire starts and how to use fire extinguishers and what hazardous materials are and the types of terrorist threats that are around. She continued that in the third session, they practice triage, which are the medical decisions you make when you have more injured people than rescuers and they teach the volunteers decision making processes to help support the EMT's and firefighters when there are many, many injured people and they must find the most critical. She stated that the fourth session is for search and rescue and how to rescue somebody in a lightly damaged building and who may be trapped under some debris and the techniques for lifting when you don't have very many people to muscle it up, but to actually use leverage devices to raise the debris and things of that sort. The fifth class goes directly to the emergency response plan and teaches the Incident Command System and how to run a command center in your neighborhood that interfaces with the fire battalion chief and the sixth session is the hands-on practice of the triage, search and rescue, putting a fire out and an overview test. Commissioner Covington confirmed that at the end, you get a vest, hat, and gloves and that the instructors are excellent.

Vice President Nakajo thanked Captain Arteseros and her team for the comprehensive presentation. He had each of them introduce themselves. Vice President Nakajo praised the program and thanked them for their dedication and services to the City.

Commissioner Hardeman thanked them for their presentation and stated that his wife is the NERT of the family. He mentioned that a recent article he read, stated that families with children are leaving the area because it's too expensive to live here and he thanked them for all they do.

President Cleaveland thanked Captain Arteseros and all of her Advisory Committee members for the hard work they do in helping San Franciscans be prepared for the big one. He hopes that people watching the meeting will hopefully step forward and contact NERT so the areas not covered by volunteers will see future coverage. He confirmed that there are about 5 remaining classes scheduled for the year. Captain Arteseros explained the study done through the Mayor's office where they partnered with STIR, in where they did a deep dive into where NERT was and where they could go and the tech solution is one of the things that was pointed out as well as showing that they have trained less than one percent of San Francisco residents and the goal would be to get to five percent and recommended that some of the training be available online. He confirmed that to be a NERT instructor, you must be a member of the SFFD. President Cleaveland again thanked each person that's involved with the program and that they should be very proud of themselves as they are helping to protect not only themselves and the city but others as well.

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 June 13, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White reported on events since the last meeting on March 14, 2018. Chief Hayes-White stated that in regards to the budget, it remains flux and ongoing, however the department's hearings have concluded as they reported to the Budget and Finance Committee on June 15, 2018 and June 21, 2018 and they were in agreement with all but one recommendation made by the budget and legislative analyst which had to do with the funding in this coming fiscal year and the one after that for equipment, specifically ambulances and reducing the earmarked 1.4 million dollars by \$825,000 over the course of the two years and it remains a work in progress. She explained to the Budget and Finance Committee that the Department has 23 ambulances in their fleet with an average of about 165,000 miles each and there is a lot of wear and tear on those ambulances. She touched on the Division of Training, and the 124th class that is in their 14th week with 49 members remaining with a graduation date on August 10th at Riordan High School. Chief Hayes-White detailed the activities she attended during the reporting period including the Department of Building Inspection's annual Earthquake Preparedness and Safety Fair, the San Francisco District of Council Merchants dinner at the Olympic Club where they honored public safety members, which included Captain Rob Neuneker; the Juneteenth parade, and the memorial wall dedication to Battalion Chief Terry Smerdel. Chief Hayes-White announced that she met with the relatively new members of the Stress Unit, Dan Nazaretta, and Daniel Mahoney and was happy to report that they're off to a very good start and she thinks they both bring different aspects to the team and they're doing a really good job. She mentioned that because she had to report to the Budget Committee, she sent Chief Gonzales to the San Francisco Travel luncheon where they acknowledged Lt. John Baxter, who does wonderful work with outreach. She also participated in the Pride Parade along with Commissioner Covington and President Cleaveland. She also threw out the first pitch at the SF Giants firefighter appreciation night.

There was no public comment.

REPORT FROM ADMINISTRATION,

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

Chief Hayes-White reported on the Admin Division for the Month of May 2018. She announced that Chief Nicholson was on a well-deserved vacation. She stated that in regards to the Investigative Service Bureau since the last reporting period, there were 101 drug and alcohol tests conducted, all with negative results. She touched on the Assignment Office where they are monitoring retirements among the other many tasks they oversee, and she announced the promotion of Battalion Chief Brook Baker to Assistant Chief of the Department. She touched on Support Services and asked Chief Sato to give a brief overview of the new Vent Pro props which are installed on a roof at the training facility and it is a large wooden frame covered with a diamond plate surface and it is used for live fire training and it cuts down on costs a great deal.

Commissioner Covington thanked Chief Hayes-White for her report and complimented her on being steadfast in her advocacy of the Department and pushing for the resources that are needed to fund the ambulance fleet. She was happy that the Chief explained that there is no downtime for the ambulances, that they operate 24/7, and it's important for people to know that these are the nuts and bolts of why there is such wear and tear on the equipment and for laying out the difference between what was referred to as the big box ambulances and the Sprinter model. Commissioner Covington confirmed that the Department has 58 ambulances in the fleet and that 23 of them which equals 40 percent, are over 10 years old and average 165,000 miles on the odometer. Commissioner Covington stated that she feels the Budget Committee appears to fully understand what the Chief is saying in regards to her request for 23 ambulances and she thinks they will do whatever is necessary during the next budget cycle to make sure that the Department can get all 23 vehicles that need to be replaced.

Commissioner Veronese let the Chief know what a great job she did representing the Department at the Giant's game and what a great first pitch she threw. He said it made him proud to see her. He asked if Cal Fire is giving notice about the severity of the current wildland fires in Northern California. Chief Hayes-White responded that they receive regular notice through Region 2, the region the SFFD belongs to. She acknowledged that they have sent a number of wildland trained individuals, but the challenge is not having adequate Strike Team leaders, due to retirements, to be able to send a crew if they were actually requested. She added that they are currently trying to build up the number of Strike Team leaders and they have five in trainee mode, which means they need to go and get deployed another time or two before they get the full certification as a Strike Team leader. Commissioner Veronese confirmed that fire season has started slightly earlier than last season.

Vice President Nakajo appreciated the comments of Commissioner Covington on the insight and grasp she has within the budget process, as well as the city process. He added that with the new recent election and with the Board of Supervisors in flux in terms of waiting for things to settle, he stated the Commission still has to go about with their business and he thinks it's important to hear that members of the Board of Supervisors understand and comprehend the need of the Department's ambulance service.

Commissioner Hardeman thanked the Chief for her extensive report and commented that she is busy as usual. He added that he watched the June 15, 2018 Budget session and acknowledged

she did a great job and represented the Fire Department very well. He explained in years past when the Department was underfunded the Chief had to take it on the chin and now, it's nice to see progress being made. He congratulated Chief Baker on his promotion.

President Cleaveland commended the Chief on her advocacy on behalf of the Fire Department's budget and he thanked Commissioner Covington for delving into the budget and describing some of the things that they deal with, in particular, the ambulances. He acknowledged that the Department has dynamic deployment with the ambulances which means the ambulances are always on the road and they put a lot of miles on every vehicle very quickly so keeping the fleet up to date is a high priority and should be a high priority for the City and each of the citizens. He confirmed that the Department is working very closely with the Department of Public Works, who has brought on a consultant to do a formal assessment and who has the subject matter expertise in training facilities with regard to finding a location to relocate the Treasure Island Training Facility.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on June 13, 2018

Vice President Nakajo congratulated Chief Baker on his promotion and that he looks forward to working with him as well.

Commissioner Hardeman commented that the ceremony for Chief Smerdel was extremely well done and that there was a huge crowd.

There was no public comment.

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

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

- Peer Support Unit Resolution.

There was no public comment.

8. ADJOURNMENT

President Cleaveland adjourned the meeting at 7:00 p.m.

GENERAL ORDERS

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-52
July 3, 2018

From: Chief of Department
To: Distribution List "A"
Subject: EMT-to-Paramedic Advancement ('Bump-Up') Academy
Reference: Rules and Regulations, Section 402
Enclosures: None

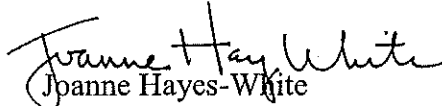
Officers Endorsement:
Sec. 1108 -R&R

1. The Department is accepting applications from members who wish to advance from EMT to Paramedic. The Advancement Academy is projected to be scheduled later this year.
 - a. Members currently in the rank of H-2 Firefighter/EMT would advance to H-3-Level III Firefighter/Paramedic
 - b. Members currently in the rank of H-3-Level I EMT would advance to H-3-Level II Paramedic.

2. Members must possess the following current and valid credentials in order to be considered for the Advancement Academy:
 - o California State Paramedic License
 - o Basic Life Support (CPR)
 - o Advanced Cardiac Life Support (ACLS) or approved equivalent
 - o Pediatric Advanced Life Support (PALS) or approved equivalent
 - o International Trauma Life Support (ITLS) or Prehospital Trauma Life Support (PHTLS)

3. The EMT-to-Paramedic Advancement Academy consists of one week of classroom time at the Treasure Island Training Facility, and two Evaluation Rideouts (3 shifts each). Candidates must complete, and successfully pass, all modules and testing.

4. Interested members should submit General Forms, PQFs, and clear, legible copies of all required certifications and licensure, addressed to Chief of Department, no later than close of business Friday, July 20, 2018.


Joanne Hayes-White
Chief of Department

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-53
July 9, 2018

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

Officers Endorsement:
Sec. 1108 - R&R

1. The Department is advertising for members in the ranks of H-3-Level II Paramedic and H-3-Level I EMT to work in the Quick Response Vehicle program. The purpose of this program is to increase response capabilities for emergency medical calls, while decreasing fire suppression and Ambulance time-on-task for non-acute incidents.
2. The Quick Response Vehicle (QRV) is a non-transport, Code 3 apparatus, staffed by one Paramedic and one EMT. If available, two H-3-Level II Paramedics may staff a QRV. Members work 12-hour shifts, on a 3/4 'flop' schedule:
 - QRV-1 will work 1500 – 0300 hours, with a Wednesday 'flop' day
 - QRV-2 will work 0430 – 1630 hours, with a Saturday 'flop' day
3. QRVs are dispatched, assigned or added to calls that require or may require any or all of the following:
 - Advanced Life Support First Response
 - Against Medical Advice
 - Patient Declines Transport
 - Field Pronouncements (applicable paperwork and any required Stand-By)
 - ALS Assessment in the presence of a Basic Life Support (BLS) ambulance
 - ALS Transport in the presence of a Basic Life Support (BLS) ambulance
 - Mass Casualty Incidents (Yellow or Red Alerts). The QRV crew will assume two of the ICS positions as directed by the MGS or Incident Commander
 - Stand-by & assessment requests from San Francisco Police or Sheriff's Departments (in situations where immediate transport is not necessary)
 - Identification of High-Use patients, and communication of same, to EMS-6 officers
4. Minimum qualifications for application include:
 - a. Three (3) years as a Paramedic (for Level IIs) or one (1) year as an EMT (for Level Is) in the San Francisco Fire Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, July 13, 2018 2:57 PM
Subject: General Order 18 A-54, Requesting Facility Repairs & Maintenance
Attachments: 18 A-54 Attach A - Instrcutions for Completing Facilities Repairs and Maintenance.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-54
July 13, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Requesting Facility Repairs & Maintenance
Reference: Rules & Regulations, Section 402
Enclosure: Instructions for Completing Facilities Repair and Maintenance Requests

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

1. **All** Facilities, Building, and Maintenance requests, including Emergency Repairs, shall be directed to the Division of Support Services via the HRMS Computer Reporting System for tracking purposes, by the reporting Officer.
2. Instructions for using the HRMS Facilities Reporting System are attached to this General Order.
3. **Emergency Repairs** during normal business hours shall be reported by calling Support Services at 415-558-3253. If no answer, follow the instructions below.

Emergency Repairs after normal business hours, or if there is no answer at Support Services Division during normal business hours, shall be requested through the Bureau of Equipment (BOE) at 415-558-3514. If there is no answer at BOE, Officers are directed to leave a Voice Message on the BOE line, and then contact the Division of Emergency Communications (Radio) and request that BOE contact the station immediately.

As indicated above, Emergency Repairs must also be reported via HRMS Facilities Reporting System prior to the end of watch. Officers shall also notify their immediate Supervisor of the Emergency Repair Request.

4. Questions regarding this General Order should be directed to the Division of Support Services, 415-558-3251.
5. This General Order replaces General Order 13 A-53. Please remove G.O. 13 A-53 from Station binders, it is officially rescinded.

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 June 2018

DATE: July 19, 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 June 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 June 2018				
Fiscal Year 2017–2018	As of July 18, 2018			
Revenue Program	Budgeted Amount 17–18	Actual Revenue	Percent of Budgeted Amount	Projected Year-End
Plan Review Fees	8,645,000	9,305,995	107.65%	9,305,995
Fire Administrative Citation	0	0	0.00%	0
Construction Inspection Fees	1,875,000	2,292,690	122.28%	2,292,690
Fire Dept. Permits	932,500	920,744	98.74%	920,744
False Alarm Fees	220,500	228,500	103.63%	228,500
Referral Inspections	193,750	167,910	86.66%	167,910
Waterflow Information	171,875	237,370	138.11%	237,370
Pre-Application Fees	122,500	231,312	188.83%	231,312
Re-inspection Fees	97,500	195,827	200.85%	195,827
Miscellaneous Fees	12,380	34,101	275.45%	34,101
Revenue Programs Subtotal	12,271,005	13,614,449	110.95%	13,614,449
High-Rise Annual Inspection Fees*	1,885,000	1,895,232	100.54%	1,895,232
Annual Permit Renewal Fees*	1,911,000	1,273,720	66.65%	1,911,000
Fire Residential Inspection Fees	627,041	555,623	88.61%	555,623
Revenue Programs Total	16,694,046	17,339,023	103.86%	17,976,304
Projected Surplus/Deficit			7.7%	1,282,258
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	2,208,997	2,113,588	95,409	2,113,588

* 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 06/01/2018 To 06/30/2018

	YTD 07/01/2017 To 06/30/2018			06/01/2018 To 06/30/2018		
	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES						
ACCIDENTAL	33	\$26,310,000	\$3,900,000	1	\$130,000	\$20,000
INCENDIARY	40	\$1,728,600	\$344,811	2	\$10,000	\$1,000
UNDER INVESTIGATION	2	\$8,225,000	\$1,400,000	0		
UNDETERMINED	12	\$3,758,000	\$10,333,500	0		
STRUCTURE FIRES TOTAL	87	\$40,021,600	\$15,978,311	3	\$140,000	\$21,000
VEHICLE FIRES						
ACCIDENTAL	3	\$3,115		0		
INCENDIARY	72	\$712,161	\$800	7	\$46,960	
UNDER INVESTIGATION	2	\$14,950		0		
UNDETERMINED	7	\$67,486		1	\$15,717	
VEHICLE FIRES TOTAL	84	\$797,712	\$800	8	\$62,677	
ATTEMPTS TO BURN	7	\$5,000	\$1,050	1		\$1,000
OTHER INCIDENTS	84	\$325,070	\$122,130	9	\$61,600	\$500
STRUCTURE FIRES	38	\$26,232,400	\$12,916,070	2	\$140,000	\$20,500
RESIDENTIAL	49	\$13,789,200	\$3,062,241	1		\$500
STRUCTURE FIRES TOTAL	87	\$40,021,600	\$15,978,311	3	\$140,000	\$21,000
GREATER ALARMS						
2ND ALARMS	19			1		
3RD ALARMS	2			0		
4TH ALARMS	1			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	22			1		
OTHER						
ARRESTS	36			3		
DEATHS	5			0		
INJURIES	35			1		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	229			17		

RESOLUTIONS

FIRE COMMISSION
City and County of San Francisco
London N. Breed, Mayor

Ken Cleaveland, *President*
Stephen A. Nakajo, *Vice President*
Michael Hardeman, *Commissioner*
Francee Covington, *Commissioner*
Joe Alioto Veronese, *Commissioner*



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451
Fax 415.558.3413
Maureen Conefrey, *Secretary*

DRAFT

RESOLUTION 2018-02

Resolution Expanding on Peer Support Services

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.

Adopted at the Regular Meeting of the San Francisco Fire Commission on July 25, 2018.

Ayes:

Nays:

Maureen Conefrey, Fire Commission Secretary

CHIEF OF DEPARTMENT

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



LONDON N. BREED
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

July 20, 2018

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

Dear Commissioners:

I respectfully request a Leave of Absence with pay for three (3) days, August 7 through August 9, 2018, to attend the 2018 Fire Rescue International Conference sponsored by the International Association of Fire Chiefs' (IAFC) in Dallas, Texas. I have been asked by the IAFC to be part of a presentation. As such, registration, travel and accommodations will be covered by the IAFC.

Deputy Chief Mark Gonzales will be the Acting Chief of Department in my absence. I will return to duty on the evening of Thursday, August 9, 2018.

Thank you in advance for your consideration.

Respectfully submitted,


Joanne Hayes-White
Chief of Department

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