

**FIRE COMMISSION REGULAR MEETING  
MINUTES**

---

**Wednesday, August 22, 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=31192](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=31192)

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
Jeanine Nicholson	Deputy Chief --Administration	
Dan DeCossio	Prevention	
Tony Rivera	Support Services	
Michael Cochrane	Homeland Security	
Andy Zanoft	EMS	
Khai Ali	Airport Division	
Joel Sato	Division of Training	
Assistant Chiefs		
Rex Hale	Division 2	
Jose Velo	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	

**2. PUBLIC COMMENT**

There was no public comment.

**3. APPROVAL OF THE MINUTES [Discussion and possible action]**

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on August 8, 2018.

Commissioner Hardeman Moved to approve the above meeting Minutes. Vice President Nakajo Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

**4. CHIEF OF DEPARTMENT'S REQUEST FOR LEAVE WITH PAY FOR THREE (3) DAYS, SEPTEMBER 19 THROUGH SEPTEMBER 21, 2018, TO ATTEND THE NATIONAL FIRE PROTECTION ASSOCIATION'S 2018 URBAN FIRE FORUM IN QUINCY, MASSACHUSETTS** *[Discussion and possible action]*

Discussion and possible action to approve Chief of Department's request with pay for three days to attend the National Fire Protection Association's 2018 Urban Fire Forum in Quincy, Massachusetts. The National Fire Protection Agency will cover the expense of travel, meals, and lodging. No Fire Department funds will be used for this trip. Deputy Chief Mark Gonzales will be Acting Chief of Department in her absence.

Commissioner Covington asked if Chief Hayes-White could expand on the forum. Chief Hayes-White explained that it is an annual event that she has participated in 2007 and has been asked to participate every third year. She mentioned that it's basically a gathering of large urban fire department chiefs where they discuss emerging issues and they discuss the role of the National Fire Protection Association.

Commissioner Hardeman Moved to approve the Chief of Department's Request for Leave. Commissioner Covington Seconded. Motion to approve above Leave was unanimous.

There was no public comment.

**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.

Chief Hayes-White reported on events since the last meeting on August 8, 2018. Chief Hayes-White stated that in regards to the budget, they continue to finalize the close out of the 2018 budget and they are in the first quarter of the current approved city budget and that things are looking good. She mentioned that they are in the process of conducting interviews for some open civilian positions, including the grant writer. She touched on the recent graduation of the 124<sup>th</sup> academy class and that she anticipates starting the 125<sup>th</sup> class sometime in the month of January 2019, which will be comprised of 54 members, 42 off the list, and 12 members coming from Station 49. She announced that they will have a bump up academy, which will be comprised of members that are H-3 Level 1 EMTs that have their paramedic licenses, joined by a group of H-2 firefighters that were hired as firefighters that also have their paramedic licenses and will go through in-house training and become H-3 Level 3' paramedics. She touched on the deployment of the strike teams and the great work of Chief Velo for his efforts in his coordination of those teams. She added that in preparation of Hurricane Lane in Hawaii, they deployed Ed Martinez and his K-9 with Task Force 3 this morning.

Chief Hayes-White covered recent events she attended, including the ceremony in Texas where she was the recipient of the prestigious award from the International Association of Fire Chiefs. She acknowledged her assistant, Kelly Alves, Mindy Talmage, Olivia Scanlon and Jesus Bushong who assisted in submitting the documentation for the nomination which was reviewed by a peer panel and for keeping it a secret from her. She mentioned that it was a great honor for her and she also thanked the Commission for allowing her the time to attend the banquet and ceremony. She also attended the 124<sup>th</sup> academy graduation; the retirement celebration for Anne Kronenberg; a meeting with the City Administrator to discuss the ESER projects; the Firefighter Cancer Awareness bike ride kickoff which started in Sausalito; monthly labor-

management meeting; and a department head meeting with Mayor Breed's office related to the housing issues and how each of the agencies has an integral role and how they can more closely work together. She added that one of the things the Department has done in this effort and is working well, is they have assigned a single point of contact, Acting Captain Michael Patt from the Bureau of Fire Prevention who has been able to streamline the permit process.

Chief Hayes-White touched on upcoming events, including the stair climb, the Police/Fire Mass and the 9/11 commemorations.

Vice President Nakajo thanked Chief Hayes-White for her report and congratulated her on her award at the International Association of Fire Chiefs. Chief Hayes-White gave a brief overview of her trip. Vice President Nakajo confirmed that the 125<sup>th</sup> academy class currently scheduled for a January 2019 start date will consist of 54 members, 42 off the list and 12 from Station 49. He also confirmed the scheduled bump-up academies scheduled for fall of 2018. He acknowledged the update on the strike teams and really appreciates that information and would like an update from a strike team leader at an upcoming meeting.

Commissioner Covington thanked Chief Hayes-White for her report and congratulated her on her wonderful award and was happy that the Chief's sons were able to travel with her and witness her receiving the award. Commissioner Covington confirmed that the Chief and her senior staff are putting together the response to the request from the Mayor's Office on the transition team meetings and that she will share it with the commission through email. She also confirmed that the Department's overall budget has reached new territory, coming in at \$400 million. Commissioner Covington asked if the position for the grant writer had been filled and Chief Nicholson responded that she had misspoken at the last meeting, that there are two 1823 positions that are open, one from attrition and one that was newly funded through the budget for a grant writer and it was the position vacant from attrition that they interviewed for and tendered an offer, and that that person also has grant writing experience. The dedicated grant writer position is currently being posted. Commissioner Covington asked if the remnant from the World Trade Center would be unveiled at the 9/11 commemoration. Chief Hayes-White said that the date is still to be determined but most likely would be delayed.

Commissioner Hardeman congratulated Chief Hayes-White on her well-deserved award and commented that she never seems to take advantage of a little R & R when she travels. He commented how much he loved the video that was shown at the 124<sup>th</sup> academy graduation, which showed the hard work of the recruits and instructors. Commissioner Hardeman acknowledged the great job that Chief Velo is doing in regards to the strike team deployments.

Commissioner Veronese confirmed that the Department was not asked to respond to the Mayor's transition policy on housing, only on the public safety component. He touched on the department point person that has streamlined the permit process and asked if the department has reached out to the stakeholders. Chief Hayes-White stated that the developers and contractors are seeing an improvement with the process with the collaboration of all the agencies that are involved in the process and they have been doing a better job at reaching out to the stakeholders. Commissioner Veronese asked about the research that went into the recent general order that outlines wildland fires. Chief Hayes-White explained that the general order is less about the dynamics of wildland fires, but more about the nuts and bolts of how the selection process works to be on a strike team. Commissioner Veronese asked if the policy was

in line dynamically with the current affairs of what the firefighters are being exposed to and the duration of time they are exposed during deployment to wildland fires. Chief Velo explained the general order in detail and how the dynamics were changed to reflect what has been learned over previous years.

President Cleaveland thanked the Chief for her report and congratulated the 124<sup>th</sup> graduation class for the video, which he thought it was terrific. He confirmed that when Chief Hayes-White asks for the list to be refreshed, it does not change the ranking of someone on the list, but it could expand the list and put new test takers ahead who scored better and that your name stays on the list for 2 years unless you get hired. He also confirmed that the EMT entry-level class is scheduled for late October, early November and that the K-9 unit deployed to Hawaii was in anticipation of the category 5 hurricane Lane. Chief Hayes-White stated that the monthly labor-management meetings would be open to a commissioner or two if they so wished to attend. President Cleaveland confirmed that for the 9/11 they will most likely have a ceremony at every station where all 343 names are read.

There was no public comment.

#### REPORT FROM ADMINISTRATION, DEPUTY CHIEF JEANINE NICHOLSON

Report on the Administrative Divisions, Fleet and Facility status, including an update on the Chief's Residence, Finance, Support Services, Homeland Security and Training within the Department.

Chief Nicholson reported on events for the month of July 2018. She announced that the graduation video was produced by Paramedic Captain Ben Sosin. She congratulated Chief Hayes-White on the prestigious award that she got in Texas. She stated that the Physician's Office conducted 12 promotional and permanent physicals in multiple ranks and 45 return to work evaluations. With regards to the Investigative Services Bureau, they did 86 drug and alcohol tests, all with negative results. She touched on the Assignment Office, Support Services, and the Bureau of Equipment. She mentioned that in regards to the ambulance deployment facility, construction bids are in and under review and DPW has pulled the construction permits and they are waiting for the award of the bid and notice to proceed, she hopes within the next 60 days. She added that it is scheduled for opening in late 2020. With regards to Station 16, the final completion date is listed as November 8 and Station 5, the final completion date is December 28, 2018. She touched on the multi-agency Caltrans drill and the upcoming officer's academy which is scheduled for September 17<sup>th</sup>. She announced that NERT did 11 events, classes, and outreach presentations, including on July 21<sup>st</sup> was NERT training day which included HAM radio communications, which is a very important task during an earthquake. With regards to Homeland Security, she mentioned that Chief Cochrane is having ongoing Fleet Week meetings with the FBI, military and city agencies and those events will be held October 1<sup>st</sup> through the 8<sup>th</sup>. He also worked on the active shooter drill with Salesforce. She touched on the strike team deployments and the upcoming five-day class regarding all hazards incident management team. With regards to the Chief's Residence, which is located at 870 Bush Street, Chief Nicholson stated that it was built in 1921 and was designed to look like a firehouse even though it was not a firehouse and was built by donations from city firefighters and other members of the public. It was dedicated to Chief Dennis Sullivan who was injured and died as a result of the 1906 quake. The first tenant was Fire Chief Thomas Murphy and in 1971 it was designated as a San Francisco Landmark. The City and County of

San Francisco is the property owner and the building is approximately 4,300 square feet and the parcel is about 7,100 square feet.

Commissioner Hardeman was delighted to hear that the duties of the grant writer are going to be expanded and versatile. He confirmed that the 123<sup>rd</sup> academy class did their six-month truck and six-month engine training at different houses to expose them to different experiences.

Commissioner Veronese asked how the million dollars in the budget for the Chief's Residence is broken down. Mr. Corso responded that the budget submittal was based on an initial assessment by the Department of Public Works and they are currently in the process as part of the ESER Bond, doing an overall facility assessment where they look at each individual department facility and make estimates on all the subsystems within that facility. He added that the budget numbers were based on an estimate provided by the Department of Public Works and they looked at roofing, exterior envelope, windows, mechanical HVAC, electrical, sidewalk, kitchens, interior work, specialties systems, and ADA upgrades and that is where they got a total of approximately 1.4 million dollars, which doesn't include any seismic work that would need to be done. Commissioner Veronese asked if the open requisition for the grant writer's job is 100 percent to write grants. Mr. Corso explained that it would be 100 percent grant related. Chief Hayes-White explained that the majority of the time it will be grant related but there might be times when a special project comes along and that person needs to step up and help the team out. Commissioner Veronese expressed that he would prefer that the person not be used for anything else as long as there is grant work to be done.

Commissioner Covington echoed Commissioner Veronese's concern and stated that the grant writing position is very important and barring any unforeseen circumstances, that's what the grant writer should be doing. She confirmed that the officers' academy is for any officer that has yet to go through an officer academy which will consist of 4 days of classroom training and 8 hours of online training and will take place at the training facility at 19<sup>th</sup> and Folsom. Commissioner Covington asked if she could get any written history or covenants on the Chief's Residence. Chief Nicholson stated that she would look to see if there was something to share. Commissioner Covington added that after visiting the residence in more than 15 years, she was very pleased with the way it looked and everything seemed to be up to snuff.

Vice President Nakajo announced that it was his grandson's birthday and he would like to move to a timely manner of adjournment and would make his remarks very short. He thanked Chief Nicholson for her report and he stated that in terms of the officers' academy, and he agrees with all of the commissioners, the importance of holding such an academy.

President Cleaveland confirmed that the majority of facility requests are plumbing and electrical and because of the great work of Chief Rivera and Olivia Scanlon and the good working relationship with DPW the items are making good progress. He also confirmed that the drug and alcohol tastings are done randomly and members are selected by an outside vendor and given to ISB Captain Michael Smith and he goes out during the day and tests those people, six other members were tested post-accident.

There was no public comment.

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

Report on Commission activities since last meeting on August 8, 2018

Commissioner Covington announced that she had a conversation with a couple of the members of the Department regarding what they consider to be the high cost of refuting any charges that the Chief of the Department has brought before them and they are asserting that they have to hire an attorney at an estimated cost of \$10,000.00 dollars and that they knew nothing about the Early Case Resolution Conference that the commission has been offering over the last couple of years. She added that she called DCA Brad Russi who informed her that it was originally supposed to be an offer on a trial basis and if it was something that we wanted to offer permanently we would need to amend the discipline rules and regulations as well as get approval from the Union. It was decided that President Cleaveland would ask Mr. Russi to prepare the amendments.

There was no public comment.

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

Discussion regarding agenda for next and future Fire Commission meetings.

- Peer Support Resolution
- Black Firefighters Youth Academy
- MOU with GOTC

**8. CORRESPONDENCE *[Discussion]***

- Email from Don Chan dated 8/11/18

There was no public comment.

**9. ADJOURNMENT**

President Cleaveland adjourned the meeting at 6:48 p.m. in honor of the four firefighters who lost their lives fighting California wildfires.