SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting
Wednesday, October 10, 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 Special Meeting/Retreat on September 25, 2018.
- Minutes from Regular Meeting on September 26, 2018.

4. PRESENTATION FROM THE ASIAN FIREFIGHTERS ASSOCIATION *[Discussion]*
Presentation from the Asian Firefighters Association.

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 September 26, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM 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 September 26, 2018.

7. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS
[Discussion]
Discussion regarding agenda for next and future Fire Commission meetings.

8. DEPARTMENT PHYSICIAN REQUEST FOR SECONDARY EMPLOYMENT

a. DISCUSSION AND POSSIBLE VOTE ON WHETHER TO APPROVE DEPARTMENT PHYSICIAN REQUEST FOR APPROVAL OF APPLICATION FOR SECONDARY EMPLOYMENT. ***[Discussion and possible action]***

b. POSSIBLE CLOSED SESSION REGARDING PERSONNEL EVALUATION OF DEPARTMENT PHYSICIAN AS RELATED TO REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT. ***[Discussion]***
Pursuant to Admin. Code section 67.10(b); Govt. Code section 54957(b), Govt. Code section 54957.1(a)(5), the Commission may hold a closed session to discuss the performance of Department Physician, Ramon Terrazas, insofar as it relates to his application for approval of secondary employment.

9. PUBLIC COMMENT ON ITEM 10
Public comment on all matters pertaining to Items 10(b), (c), and (d) below, including public comment on whether to hold Items 10(b), (c), and (d) in closed session.

10. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS AND EXISTING LITIGATION

a. VOTE ON WHETHER TO CONDUCT ITEMS 10(b), (c), and (d) IN CLOSED SESSION ***[Action]***

The Commission may hear Item 10(b) and (c) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

The Commission may hear Item 10(d) regarding existing litigation in closed session if it votes to invoke the attorney client privilege (Government Code § 54956.9; Administrative Code § 67.10(d))

b. EMPLOYEE DISCIPLINE CASE NO. 2017-10: COMMISSION TO CONSIDER AND POSSIBLY TAKE ACTION ON A PROPOSED STIPULATED SETTLEMENT AGREEMENT CONCERNING MEMBER'S SUSPENSION APPEAL FILED ON DECEMBER 1, 2017, APPEALING A 10-DAY SUSPENSION FOR THE FOLLOWING ALLEGED RULE VIOLATIONS ***[Action item]:***

Section 1402 – Rules and Regulations
Section 1803 – Maintenance
Section 3905 – Familiarity with the Rules
Section 3923 – Acts Detrimental to the Welfare of the Department
Section 3939 – Loss or Damage of Tools or Equipment

c. EMPLOYEE DISCIPLINE CASE NO. 2017-11: COMMISSION TO CONSIDER AND POSSIBLY TAKE ACTION ON A PROPOSED STIPULATED SETTLEMENT AGREEMENT CONCERNING MEMBER'S SUSPENSION APPEAL FILED ON DECEMBER 1, 2017, APPEALING A 10-DAY SUSPENSION FOR THE FOLLOWING ALLEGED RULE VIOLATIONS ***[Action item]:***

Section 1402 – Rules and Regulations
Section 1803 – Maintenance
Section 3905 – Familiarity with the Rules

Section 3923 – Acts Detrimental to the Welfare of the Department
Section 3939 – Loss or Damage of Tools or Equipment

d. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.** Conference with legal counsel to discuss and possibly approve settlement of existing litigation pursuant to Government Code Section 54956.9(a), (c), (d), and Administrative Code Section 67.10(d)(1). ***[Action item]***

Existing Litigation:
Chiles v. City and County of San Francisco
San Francisco Superior Court No.: CPF 17-515732

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

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

13. ADJOURNMENT

Draft Minutes of Fire Commission Special Meeting/Retreat
Tuesday, September 25, 2018 – 10:00 a.m.

South Beach Harbor, Pier 40 A, The Embarcadero, First Floor Conference Room ■ San Francisco ■ California ■ 94102

President Cleaveland called the meeting to order at 10:06 a.m.

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
Mark Gonzales	Deputy Chief – Operations
Jeanine Nicholson	Deputy Chief --Administration
Dan De Cossio	Bureau of Fire Prevention
Mark Corso	Deputy Director of Finance
Olivia Scanlon	Communications and Outreach
Dr. Julianna Hynes	Meeting Facilitator

2. WELCOME AND OPENING REMARKS *[Discussion]*
President Cleaveland to provide welcoming and opening remarks.

President Cleaveland welcomed the attendees and stated that this meeting is going to be a unique opportunity for the commission to look to the future by looking at some of the things that have recently taken place with the Mayor's Transition Committees and their recommendations and to compare the things that the commission has been doing and providing an opportunity to be the most effective commission possible. He introduced Dr. Julianna Hynes, who is an executive coach and she gave an overview of her credential and qualifications.

3. GENERAL PUBLIC COMMENT

There was no public comment.

4. ICEBREAKER *[Discussion]*

Facilitator Julianna Hynes asked each of the commissioners to state one thing about themselves that the no one else may not know about. Commissioner Veronese responded that he owns a vineyard in Sonoma. Commissioner Covington responded that she started

writing in high school and she is finishing up her collection of short stories that will hopefully be published next year. President Cleaveland stated that he was a Peace Corps volunteer in the early 70's in India working on irrigation projects in central India. VPN answered that he used to be an altar boy and always took the first mass because he always got a breakfast out of it. Commissioner Hardeman stated that he wanted to be a professional football player, but that never happened.

5. OVERVIEW OF MAYOR'S POLICY SUMMIT *[Discussion]*

VPN gave an overview of the Public Safety Team he was on. He said he filled out a survey and was put on the Public Safety Team with 23 other members, three from the Fire Department, himself, Retired Chief Jeff Columbini and Battalion Chief/Local 798 President Tom O'Connor. He mentioned that after the initial meeting there was an internal Fire Department meeting with members of the Department, including Mark Corso, Chief Nicholson, Chief Postel, Jeff Columbini,, Chief Rivera and he conferenced in on the phone and noted that it was a free-flowing meeting with identifying issues and priorities and his biggest concern was how they were going to try to put it together in some kind of format. Tom O'Connor added that they had the fortunate advantage that they don't have all the difficulties that the Police Department has so a lot of the phone calls on the PD side generated into community and the police officers find out what the public safety should look like in the community, whereas on the fireside, they were fortunate enough to have the backing of the community trying to present the vision of the Department going forward and what sort of change do they want and how to implement that change that is best for the Fire Department. He continued by stating that they broke it down into five categories; Organization of Administrations; Operational changes; financial changes; facilities and equipment; and legislative. He added that one of the most important things they came to recognize is that the organizational structure of the SFFD has been the same for roughly 50 years and in that period of time the Department has absorbed all the EMS responsibilities, fire prevention and permitting workloads. He compared the structure of the LAFD to the structure of the SFFD. He stated he thinks going forward, the best thing for the SFFD is to try and expand the administrative capabilities so they can divide up the workload into adequate and digestible chunks of work so that each person in their respective department can advance the interest of the Fire Department and express that to the decision makers so not always trying to catch up and explain that they have 24-year-old fire engines and red tagged firehouses. He added that he thinks the Department needs to get ahead of all the different issues and make sure that Room 200, the Board of Supervisors, Capital Planning, and everybody involved in governance understands what the Fire Department needs to do to address the needs of San Francesco as the city has changed dramatically in just the last 10 years. He concluded by stating the Department seems to be chasing change instead of being ahead of change and that was the brunt of the discussions at the summit meetings and that's how they came up with the rudimentary thumbnail sketch that was submitted in response. President Cleaveland tough it was a very worth conversation to expand the administrative staff, noting the budgetary costs of course. There was robust discussion pertaining to restoring the incident support specialist and the role of that position. Battalion Chief Mark Hayes spoke in support of having more experienced administrative staff such as captains to support the workload of the current command structure. Chief Gonzales gave his opinion on

having Incident Support Specialist and is in support of restoring them. Commissioner Covington confirmed that in order to restore them, City Hall needs to fund the positions and he has suggested bifurcating the way the Department gets funding and added that changing the funding process is the only way, in his opinion, to fix things in the Department so they can thrive as opposed to survive. President Nakajo confirmed that there was a lot on the table for these discussions, as there always has been and the budget always comes into play and suggested figuring out what the priority is in terms of operations and where and how to get there.

6. OVERVIEW OF PUBLIC SAFETY/SFFD POLICY RECOMMENDATIONS AND THE CHIEF OF DEPARTMENT'S RESPONSE [Discussion])

Dr. Hynes thought the above discussion was very reaching and engaging and stated they needed to put into some type of order and make a list of priorities to each of the below categories. Commissioner Veronese added that he thinks what everyone wants is a state of the art Department. He commented on ways of how to get there and he looks forward to a constructive conversation in regards to these issues. Chief Hayes-White made it clear that her response was a direct request from the Mayor's office, which had seven specific bullet points specifically relating to the Fire Department. She added that she certainly thinks they can always do better, the difficulty is the reality versus utopia. Without funding, and she aggresses that they certainly need more resources and where they fall short is during the budget process which she competes for very vigorously. She mentioned that she provided that context and a little balance, recognizing that there's certainly a lot of things they would like to see in place and priorities and that her number one priority at this point is the identification of a new training facility.

a. Organization and Administration.

Some of the ideas and comments that came out of this topic were:

- Succession plan, use lieutenants, captains, chief officers, in particular positions, administrative positions.
- Professional educational opportunities
- Limited amount of resources
- Top-down reorganization
- Health and Safety
- Planning and research chief
- Special operations chief

b. Operational.

- Restore Incident Support Specialist
    - Reinstate incrementally, start with the busiest battalion
- 24/7 staffed Marine Unit
    - Grant writer to fund unit and alleviate the burden on the general fund
- Increase EMS staffing
    - Offshore some of the budget to the new Homeless Department, including costs of QRV's

On point Tom O'Connor made to adjust the broader concern in the room is that we're poised right now at a very unique time in San Francisco history where we have a budgetary largesse, a Mayor who is perhaps one of the most pro Fire Mayors in decades and he thinks now is the time to act. He mentioned that they also have a Strategic Planning document which lays out the blueprint for the future. He added that he thinks they are poised in every way, shape, and form to go to the decision makers and say, "Look, this is what we need for San Francisco at this point in time right now."

Adrian Sims, and is an ISS, supports bringing back the Incident Support Specialist and added that education and educating the Board of Supervisor is key in any ask.

*c. **Financial.***

- Approval and funding for a grant writer
- Specific contracts
    - Exemptions on procurements
- SFFD in-house repair staff
    - Sell the story to the Mayor's office
    - Cost savings for the City
- Exemptions on procurement

*d. **Facilities and Equipment.***

- Secure location for a modern training facility
    - 8 acres needed
- Funding for Facility Maintenance
    - Provide proper indoor storage for historic vehicles & equipment
    - Fundraisers
    - ESER Bonds
- Institutionalize a vehicle replacement policy
- Allow for adequate funding from budgets for facility maintenance

*e. **Legislative***

- Create a seat for public safety representation on the Capital Planning Committee
    - Send a letter from Commission to Mayor asking for a seat on the Committee
    - Explore ways to better integrate various city departments for increased efficiency and interoperability
    - Revise processes for OCA for public safety
    - Allow limited exceptions to purchasing rules to accommodate the 24/7/365 needs

Commissioner Cleaveland stated that we need to be a united front, the Commission, Local 798 and the Administration when discussing these issues with the Board of Supervisors and Mayor's office with the same priorities so that they get the message loudly and clearly.

Chief Gonzales suggested asking the San Francisco Fire Firefighters Chief Association to should also be invited to the table on this issue.

7. PUBLIC COMMENT

Public comment on items 5 through 6 (e), above.

There was no public comment.

LUNCH BREAK

A lunch break was taken at 12:08 and ended at 12:40

8. OVERVIEW OF HOUSING POLICY RECOMMENDATIONS, "SOLVING SAN FRANCISCO'S HOUSING CRISIS" ***[Discussion]***

Commissioner Covington stated that an e-mail went out to the various people asking them to join the transition tear for the area of interest and the categories were Arts and Tourism; Children, Youth, Seniors & Family; Education; Equality and Equity Committee; Healthcare (mental illness, substance abuse, HIV/AIDS); Transportation; Women's issues; Homelessness and clean streets, Housing; Immigration; Public safety; and Small business and jobs. She stated that the requested housing because she has had for quite some time, a great interest in housing and how housing is developed in the city. She mentioned that they had two meetings which were attended by developers, housing advocates, and the YIMBY folks, along with people who were architects and a wide variety of housing folds. She added that what came out of those meetings is the document entitled Solving San Francisco's Housing Crisis. She talked about her interest in getting housing more quickly because the city is gowning so quickly and in that committee, people continued to say if we had the plans ready today, it would take five to eight years for a building to be created and she thought with that kind of thinking, there is going to be a greater crisis than we have now. She touched on reusing recycling shipping containers, modular housing, and additional in-law units, which are now called auxiliary dwelling units. Chief DeCossio gave an update since the Mayor's initiative to decrease the backlog of the 900 applications for ADU's. He described the process and the different departments that are involved in the process and the goal of the Mayor's initiative. He confirmed that the new "information sheet" that they put together have been very helpful to the applicants and have quickened the process and that the fee schedule has not changed, it based on the dollar value of the project and the Building Department collects those fee for the SFFD. Chief DeCossio stated that in his opinion, the enhancements they have come up with actually making the building safer after the fact, then it would have been. There was additional discussion about additional positions through work orders and a joint meeting with the Building Inspection Commission.

Mark Hayes suggested getting information out to the field about the ADU's

Fire Marshal DeCossio supports appointments for a one-stop shop for the ADU permit process as well as an electronic review process for larger projects.

President Cleaveland explained what Accela program is, which is a multi-million dollar software package that the Building Department has been implementing for years and it is a tracking system.

It was mentioned that there should not be any type 4 heavy timber construction in San Francisco.

They discussed an extension to proposition F which would give the department monies to cover a mandate that they have to maintain all the firehouses, have fully equipped fleet and be fully staffed.

Creative Use of Air- Rights

Commissioner Covington stated that some time ago, she had suggested to Mayor Lee that she thought every new firehouse should have housing above for beginning firefighters and for teachers. There was a discussion on how building housing on top of firehouses could raise money to pay for the department's fleet and things of that sort, but actually, the money would have to go into the general fund. Many ideas were shared on how the Department could supply air rights and the benefits to the department.

Commissioner Veronese suggested that the use of air-rights in firehouses the Fire Department should be thinking about their own people.

Chief Gonzales suggested also adding commercial space and one would be for a revenue stream and one would be for the community.

Olivia Scanlon mentioned that everyone needs to be on the same page as it relates to the messaging about Fire getting in at the very beginning of the process, they need to be at the table from the get-go.

9. PUBLIC COMMENT

There was no public comment.

10. ADJOURNMENT

The meeting was adjourned at 1:51 p.m.

FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES

Wednesday, September 26, 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=31451

President Cleaveland called the meeting to order at 5:00 p.m.

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief - Operations	
Jeanine Nicholson	Deputy Chief --Administration	
Dan DeCossio	Prevention	
Tony Rivera	Support Services	
Michael Cochrane	Homeland Security	
Andy Zanoff	EMS	
Khai Ali	Airport Division	
Joel Sato	Division of Training	
Assistant Chiefs		
Thomas Abbott	Division 2	
William Storti	Division 3	

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 September 12, 2018.

Commissioner Veronese asked that the minutes be amended to reflect that he was in support of the retreat to review the Mayor's priorities. Commissioner Veronese Moved to approve the above meeting Minutes as amended. Commissioner Hardeman Seconded. Motion to approve above Minutes as amended was unanimous.

There was no public comment.

4. RECOGNITION OF FIREFIGHTER DEWAYNE ECKERDT, FIREFIGHTER PARAMEDIC MATT LANE AND FIREFIGHTER STEVEN KELLER *[Discussion]*
The Commission would like to recognize American Legion, Department of California, award recipients Firefighter Dewayne Eckerdt for his award as the Firefighter of the Year for statewide Community Service and Firefighter Paramedic Matt Lane for his award as the California Firefighter of the Year for Valor, along with Firefighter Steven Keller who will also be recognized by American Legion Local Post No. 456 for their actions during a structure fire where several rescues were made.

This item was taken out of order to allow Firefighter Lane time to arrive at City Hall.

Chief Hayes-White introduced the three members being honored by the Fire Commission and stated that she is very proud of them and she thinks they are very humble. She acknowledged each one individually. In regards to Dewayne Eckerdt, she mentioned that he entered the Fire Department in 2004 and he demonstrates an ongoing commitment to the safety, education of students throughout the City of San Francisco. She touched on his involvement with the Alisa Ruch Burn Foundation and stated that he was the recipient of the American Legion, Department of California Firefighter of the Year award. With regards to Matt Lane and Stephen Kelly, they are being awarded from the American Legion Firefighter and Firefighter/Paramedic of the year for an early morning residential structure fire on September 20, 2017, that they responded to and saved the life of a woman and a critically injured male. Chief Hayes-White described the incident in detail. Firefighter/Paramedic Lane reiterated his experience and stated that every day someone in the Department does something outstanding and just because you don't hear about, don't think it doesn't happen. He confirmed that both victims survived.

Commissioner Veronese acknowledged how proud he was and stated that they should be very proud of themselves and he appreciates all they do.

Commissioner Hardeman thanked them for saving lives and for risking their own lives.

Commissioner Covington congratulated them and stated she was happy that they were there and that everything worked out. She also acknowledged the great work of the Burn Foundation and the very important endeavor of getting that presence in the SFUSD. She thanked them all for their service.

President Cleaveland mentioned that when he heard they were being recognized, he thought it would be a good idea for the commission to recognize them as well so the people of San Francisco can know what fine examples our Department has. He commended them for their valour and for their service to the City.

There was no public comment.

5. PRESENTATION FROM THE BLACK FIREFIGHTERS ASSOCIATION *[Discussion]*
Presentation from the Black Firefighters Association on their goals as well as an update on the San Francisco Fire Youth Academy.

President of the Black Firefighters Association, Captain Sherman Tillman introduced the Youth Academy Director Tyrone Pruitt and invited him to provide information on the Fire Youth Academy. He showed a video of some of the things that they have been doing over the past year. Director Pruitt announced that it was a pleasure and honor to present before the

Commission. He thanked the Chief and Department for her support of the program. He added that one of the traditions of the youth academy, other than building youth for a position in fire service and other careers, is they give them an opportunity to take on leadership roles and asked the youth academy members that were in attendance to come to the podium and introduce themselves and give a brief overview of their experiences and lessons learned from being members of the Youth Academy. The members that were in attendance and spoke were: Squad Leader, Hadil Florez, who gave an overview on the history and background and goals of the Fire Youth Academy; Joanna Lam, Christine Lo, Bill Wang, Irene Chhay, Paul Bustamante, Dimitri Weinstein, Diego Perez, and Rone Baker.

Squad Leader Lt. Hadil Florez explained that the SF Fire Youth Academy was established in 2003 by the San Francisco Black Firefighters Association, under the leadership of its 1st Director Lt. Ethan Banford and Assistant Director, Inspector Tyrone Pruitt, until he took over the Director's position in 2004. She mentioned the academy meets every Saturday except holiday weekends from 9:00 a.m. until 1:00 p.m. and is available for people ages 13 to 18 years old. She described the curriculum provided and stated that they are an academically based program that models themselves upon the structure and rules of the SFFD and that 370 youth have gone through the program with 157 graduating from the Fire Youth Academy. The other members also spoke on their experiences and lessons learned from the Youth Academy.

Commissioner Veronese confirmed that the Fire Youth Academy is a 4-year program and that they also get exposure to the SFFD itself, by providing training and visits to various Stations. They discussed recruiting and funding.

Chief Hayes-White stated that she supports the program and was impressed to hear how articulate the members of the academy are. She acknowledged Fire Marshal Pruitt's dedication to the program and thanked them all for their time.

Commissioner Covington thanked Assistant Fire Marshall Pruitt and the members of the academy and mentioned that she was the one who prompted the presentation as she thinks its importation to have a program like theirs where young people can go to on a Saturday and learn all of the things that help them throughout life such as financial literacy and other life skills. They discussed the type of equipment they have and the used items that the Department donates to the program which they are thankful for.

Vice President Nakajo thanked them for their presentation and acknowledged how impressive the academy members looked in their uniforms. He acknowledged the investment of the Black Firefighters Union puts into the program and the support of their parents. He confirmed that there are currently 30 members in the program and that the Black Firefighters Union supplies their uniforms and provides the members' meals and $100.00 stipends, depending on their participation during the month.

Commissioner Hardeman thanked them for their presentation and acknowledged the dedication of all involved and that no one is wasting their time by participating in the program and he will continue to support it as well.

Commissioner Veronese confirmed that folks can donate to the organization through their 501c-3 by mailing donations to 4926 Third Street, San Francisco, CA, 94124.

President Cleaveland commended each of the cadets and graduates on making it through a program that at times is really hard but that their life will be richer for the experience. He also agreed that the word needs to get out so that more donations can happen and can flow into the Youth Academy.

The meeting changed course and went back to agenda item 4, as Matt Lane entered the room.

Captain Tillman stated that the Youth Academy is a very diverse group and members come from all over San Francisco. He talked about events that have taken place over the summer including a backpack drive, a walk for sickle cell and a health fair for the neighborhood. He acknowledged Earl Gage, who was the first black firefighter in San Francisco and without him, they would not be here and he thinks the city should honor him with a plaque, street name, building name or something to honor his memory.

Chief Hayes-White acknowledged the Black Firefighters Association under the leadership of Captain Tillman for the rebirth and stated that their new headquarters looks amazing. She mentioned that Captain Tillman is the first President of the Black Firefighters Association that is also a member of Local 798, which says the Department has come a long way. She mentioned that she is very proud of all the things that they are endeavoring to do and what they have already done. Captain Tillman introduced his Executive Board that were able to attend the meeting which included Recording Secretary Firefighter, Jacob Pale; Sergeant of Arms, John Smith and Secretary, Antoine Davis.

Commissioner Hardman was glad to hear that Captain Tillman was also a member of 798 because they all have a common bond and have the same goal. He mentioned that he hopes by the time his grandchildren grow up, there will be opportunities that are equal for everybody.

Commissioner Veronese stated that he met with Captain Tillman about a month ago as he was adjusting taking leadership of the AFA and he was really pleased to hear that he was also a member of Local 798 as they are also a great institution and he was glad to see him putting new effort behind growing the organization at a time when the African-American population in San Francisco is dwindling. He stated that he was willing to work with the AFA to get a plaque or something meaningful to honor Earl Gage, the first black firefighter in the SFFD. He concluded by stating what a great organization the AFA is.

Commissioner Covington announced that when Commissioner Veronese gives his word that he is willing to help, which means if you are in the trenches, he will be there with you and she will also be there. She congratulated Captain Tillman on having a new position and taking the bull by the horns and getting in there to do the work that still needs to be done. She stated that she shared with Commissioner Veronese about how she's been hearing over the years of her tenure on the commission, about the openness of the BFA and their willingness to help prepare anyone who is interested in being in the field, to help them prepare for exams and agility tests to get them in shape and encourage them no matter which community they come from, they have always had open arms. She thanked them for being here today and stated she is very proud of them.

Vice President Nakajo was impressed with the format of the new Executive Board and thought it was a good plan bringing in the young energy of the memberships in terms of the black

firefighters. He also agreed that something needed to be done to honor Earl Gage. He touched on the consent decree and what it meant to all minorities. He mentioned that he is willing to work with them as well.

President Cleaveland thanked them for their presentation and their leadership and mentioned that they are an inspiration to all of us and to keep of the good work.

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 September 12, 2018. Chief Hayes-White stated that in regards to the budget, they are working with the Controller's Office and the Mayor's Budget Office on the final closeout of the fiscal year budget and they finished the fiscal year without any issues and are currently working on the carryforward of funds for projects and other expenditures that in in the process and will be completed in the 2018/2019 fiscal year. She added that it is anticipated that the closeout and rollover of the funds for the department will be completed over the next few weeks. She mentioned that the Department was awarded over $3 million in federal grant funds over the past few weeks for three separate grant projects, which included $399,562 for a new rescue boat, and $2,733,591 for the purchase of new rescue tools as well as new defibrillators for department apparatus. She acknowledged all members that participated in securing the grant under the direction of the Deputy Director of Finance, Mr. Corso. She mentioned that Mr. Corso was currently working on the job description for the grant writer and he will forward a copy to the commission when it is complete. She touched on the Division of Training which included the bump up academy which currently has 23 members, an entry-level E.M.T academy; Officer Training Class and they are projecting an academy class of 54 H-2 firefighters in January of 2019. Chief Hayes-White described events that she has attended during the reporting period, including a Global Climate Summit, an auxiliary water supply system meeting, a housing meeting to talk about the collaborative nature of the work that needs to be done in an effort to streamline the housing process and a fundraiser relay that raised funds for the Burn Foundation. She acknowledged Chief Rivera and the San Francisco Fire Credit Union for their generous donations as well as the BFA for cooking dinner following that event. She touched on the recent attendance at the National Fire Protection Association and touched on lessons learned and changes that will be made in the industry at that conference. She mentioned other events that she attended during the reporting period.

Commissioner Veronese confirmed that the Federal Grants that were just awarded must be used specifically for a rescue boat, rescue tools, and defibrillators.

Commissioner Hardeman thanked Chief Hayes-White for her very good report and stated he enjoyed hearing about the grants.

President Cleaveland thanked Chief Hayes-White for her report and commended her on working with the NFPA and improving standards for firefighter radios and he gave her kudos for leading that effort and making it happen.

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 August 2018. She thanked Commissioner Covington for spearheading the retreat/special meeting yesterday. In regards to the assignment office, she mentioned that the annual seniority list has been issued and vacancy bids will be happening soon, including the airport. She touched on the recent promotions, including 5 captains, eleven H-4 inspectors, and 13 acting inspectors. She touched on Support Services which included facility requests. She covered the Bureau of Equipment where they recently received five wildland rigs from the State, which reduces the impact and wear and tear on the frontline rigs and the ability to help other departments in California, as well as ourselves when the disaster hits and they will have those rigs available for deployment. She added that they have ordered six fire engines that are due to be delivered at the end of this year, that SJ Amoroso won the bid for the Ambulance Deployment Facility which is scheduled for opening in 2020 and that the AWSS needs to be expanded and will take a lot of funding and many years to complete and they are in conversation with the PUC to come up with ideas on this issue. She talked about activity at the Training Division, including in-service training and the Fire Reserves. She touched on Homeland Security and the preparations they are dealing with for upcoming events including Fleet Week.

Commissioner Veronese asked for more information on the award that Chief Cochrane received for his response to the 911 incident in New York City, along with John Sikora and Jeff Morano.

Commissioner Hardeman thanked Chief Nicholson for her report and was glad to hear the good news on the equipment. He also mentioned that he recently heard on the television that people should not only have smoke alarms in their bedrooms, but also a carbon monoxide monitor. He also was glad to hear that all 43 members from the 122 academy class made it through their first 6 months.

President Cleaveland confirmed the hose tenders that were shown in the overhead would cost the SFFD approximately $1 million each which he announced was cheaper and quicker than spending billions on building new cisterns.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*
Report on Commission activities since last meeting on August 8, 2018

Commissioner Covington thanked the Commission and commission secretary for their assistance in organizing the retreat. She mentioned that she has heard from a few people

regarding the retreat and that they have been extremely complimentary and that she thought it gave the commission an opportunity to talk about things that they don't ordinarily get a chance to talk about at length. She also thanked everyone who attended and was glad to have heard some new voices, which she also thought was important, as well as the command staff and other members who contributed to a very rich exchange of ideas.

Commissioner Hardman explained that because of the heavy traffic around City Hall because of the Dreamforce conventions, he took the streetcar down and was amazed at all the construction and big developments going in as well as having 170,000 people contributing to technology, he realized how lucky he was to not only have be born in San Francisco but to be able to live in the City

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.

- Commission Retreat Action Items
- Peer Support Resolution
- MOU with GOTC
- Drone Policy Update
- Update on Station 5, 16 and location for a new training facility
- Cancer Prevention Foundation update
- Public Service Announcement thru SFGOV TV
- Strategic Plan update
- Chief's appraisal
- Amendments to the Disciplinary Process/Early Case Resolution
- AB 3115

There was no public comment.

9. ADJOURNMENT
President Cleaveland adjourned the meeting at 7:27 p.m.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, September 20, 2018 4:18 PM
Subject: General Order 18 A-65, Airport Relief List, H-2 Firefighter, H-3 Level III Firefighter/Paramedic, H-20 Lieutenant, H-30 Captain

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-65
September 20, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Airport Relief List, H-2 Firefighter, H-3 Level III Firefighter/Paramedic, H-20 Lieutenant, H-30 Captain
Reference: Rules & Regulations, Section 402
Enclosure None

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

1) The Airport Division is seeking members in the ranks of H-2 Firefighter, H-3-Level III Firefighter/Paramedic, H-20 Lieutenant and H-30 Captain who are interested in being added to the current Airport Relief List.

2) Members must submit a General Form request, addressed to the Deputy Chief of Operations, to be placed on the Airport Relief List. This General Form request should address meeting the Airport Division's desired qualifications listed below, and shall include requesting member's PQF. Future *permanent* Airport Division assignments will come from this Relief List.

3) Required H-2 Firefighter, H-20 Lieutenant, and H-30 Captain qualifications for placement on the Airport Relief List:
   - Current and valid EMT certification
   - Three years firefighting experience in SFFD

4) Required H-3 Level III Firefighter/Paramedic qualifications for placement on the Airport Relief List:
   - Current and valid State Paramedic License and San Francisco Accreditation
   - Three years firefighting experience in SFFD

5) Members placed on the Airport Relief List will be contacted by the airport administration, and arrangements will be made for reassignment. Members on the list will be allowed two Rights of Refusal for reassignment. If a member is offered a position at the Airport, and exercises a third refusal, that member will be removed from the Airport Relief List.

6) Training requirements before being assigned to SFO:

<u>H-2 Firefighter, H-20 Lieutenant, and H-30 Captain</u>

- Participate in, and obtain a passing score on, the 40-hour Basic Aircraft Rescue Firefighting (ARFF) course, including a Live Burn.

H-3-Level III Firefighter/Paramedic and H-2P Firefighter with Paramedic License

- Participate in, and obtain a passing score on, the 40-hour Basic Aircraft Rescue Firefighting (ARFF) course, including a Live Burn
- Attend and successfully complete the San Mateo County EMSA Policy & Procedures Orientation Class.

7) In recognition of the time and effort spent to provide appropriate training to members assigned to SFO and consistent with Federal Aviation Administration recommendations, once a member has completed said training, **those members who are assigned to SFO as a result of voluntarily signing up shall remain assigned to SFO for a minimum of two years**, absent extenuating circumstances.

8) Notwithstanding the above, any member assigned to SFO may change assignments before completing two years: (a) in the event the member receives a promotive opportunity; or (b) the member was assigned to SFO involuntarily.

9) All new members assigned to the Airport Division are encouraged to attend and participate in Bay Rescue training.

10) Firefighters and Firefighter/Paramedics must work a minimum of 54 twenty-four (24) hour watches at the Airport Division to be eligible to bid on a **permanent** spot during the Division's Annual Vacancy selection.

11) This General Order replaces G.O. 17 A-24. Questions regarding this General Order shall be directed to the Airport Division administration at (650)821-4602.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, September 26, 2018 5:55 PM
Subject: General Order 18 A-66, Seasonal Influenza Vaccine
Attachments: Seasonal Influenza Vaccine - Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-66
September 26, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Seasonal Influenza Vaccine
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" – HRMS Vaccination Declination Form
Attachment "B" – Influenza (Flu) Vaccine Information Sheet
Attachment "C" – HSS Benefit Fairs, Flu Clinics, and Open Enrollment (OE) Events

Officer Endorsement:
Section 1108 – R & R_____

1. The San Francisco Health Service System (HSS) will be holding a flu vaccine clinic on Tuesday, October 2, 2018 from 08:00-12:00 at SFFD Headquarters. All CCSF employees may attend the clinic. Open enrollment specialists will also be in attendance to answer any open enrollment questions.

2. Members should be aware that the San Francisco HSS will be conducting flu vaccine clinics at selected sites. Please refer to Attachment "C" for more information.

3. The SFFD flu vaccine will be available according to the schedule below, please note this schedule is subject to change depending on department needs:

Station	Dates	Times
49	October 1-5	06:00-09:30 & 16:00-19:00
9	October 9-12	08:00-12:00
20	October 15-19	08:00-12:00
38	October 22-26	08:00-12:00

*Locations such as the Fireboat, Division of Emergency Communications (DEC), Bureau of Equipment (BOE), Plan Check, and DOT-TI/Station 48 will be contacted individually to arrange a scheduled date and time.

4. The San Francisco Fire Department has ordered and received an initial shipment of seasonal influenza (flu) vaccine. The injectable flu vaccine will be offered initially through the Office of the Department Physician and is available immediately upon publication of this General Order. This season's flu vaccine

provides protection against seasonal influenza viruses. Please call the Office of the Department Physician at 415-558-3446 to schedule your appointment.

5. All members are strongly encouraged to obtain the flu vaccine. Immunization will produce protective antibodies in most people and is highly recommended by the San Francisco Department of Public Health (DPH), Centers for Disease Control (CDC), California DPH, and the Office of the Department Physician.

6. Members who received their flu vaccine from their group health plan or declined the flu vaccine, must complete the "Influenza Vaccine Record" on HRMS indicating they have either received this season's flu vaccine or do not wish to be immunized. Cal-OSHA's Aerosol Transmittable Diseases Standard mandates that a waiver of the seasonal flu vaccination be documented for those who decline vaccination. Refer to Attachment "A", HRMS Vaccination Declination Form, for instructions on how to complete the "Influenza Vaccine Record" on HRMS.

7. The injectable vaccine is composed of inactivated virus product and is approved for people 3 years of age and older, including healthy people with chronic medical conditions and pregnant women. Members who are pregnant or greater than 65 years of age should contact the Office of the Department Physician one week after publication of this General Order to schedule an appointment to receive the appropriate formulation of the flu vaccine.

8. For additional information, refer to Attachment "B", Influenza (Flu) Vaccine Information Sheet.

9. Both uniformed and civilian members may call the Office of the Department Physician at 415-558-3446 to schedule their appointment.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Monday, October 01, 2018 11:02 AM
Subject: General Order 18 A-67, Combined Charities Campaign 2018
Attachments: 18 A-67 Combined Charities 2018 - All Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-67
October 1, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Combined Charities Campaign 2018
Reference: Rules and Regulations, Section 402
Enclosure: Attachment "A" – Important Campaign Dates
Attachment "B" – Important Campaign Information
Attachment "C" – Suggested Charities List

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

1. The City and County of San Francisco is launching its annual Combined Charities Campaign on October 1, 2018.

2. This Workplace Giving Campaign offers all City and County employees the opportunity to make contributions to any 501(c)3 tax-exempt charitable organization either by submitting one-time donations (by check only) or by pledging bi-weekly donations through the payroll deduction process. See *Pledge Form Guidelines* on the back of the Pledge Form.

3. Bi-weekly donations through the payroll deduction system will be honored for a one-year period. **Pledge forms must be renewed annually**. If you participated in this Campaign last year you must submit a new pledge form in order to continue your charitable payroll deductions and to designate a recipient organization.

4. **This year an on-line pledge form has been added as an option to the triplicate form from previous years.** Log onto the newly created website heartofthecity.sfgov.org to access the online donation form. This process requires submission of a printed and signed form which is explained in the campaign materials attached to this General Order.

5. As an incentive to participate, the campaign will hold several virtual prize drawings. For each $26 annual donation, one drawing ticket will be submitted in the donor's name (i.e. $520. = 20 tickets). See *Important Campaign Dates* for details.

6. Station Captains shall designate a highly visible area in each workplace, easily accessible to all members, for the Campaign Pledge Forms, Brochures and important campaign information.

7. Station Captains shall designate a Station member to assist other members in completing Pledge Forms and answering questions. Training is available for the designee by contacting Mindy Talmadge at (415)558-3403.

8. All completed Pledge forms shall be forwarded to the Fire Department Campaign Coordinator, Mindy Talmadge at Fire Department Headquarters **no later than Wednesday, November 14, 2018**.

9. Questions? Call Mindy Talmadge at (415)558-3403.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, October 03, 2018 6:49 PM
Subject: General Order 18 A-68, Company Officers Academy
Attachments: 18 A-68 Company Officers Academy 2018 Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-68
October 3, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Officers Academy
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A" – Academy Curriculum
Attachment "B" – Training Schedule
Attachment "C" – Academy Overview
Attachment "D" – Unscheduled Officers

Officer Endorsement:
Section 1108 – R & R_____

1. The 2018 Company Officers Academy will take place from Monday, October 15, 2018 through Friday, November 9, 2018. Classes will be held at the Division of Training 19th and Folsom Facility. The Academy will follow the attached curriculum, Attachment "A".

2. Sessions will begin promptly at 0830 hours and conclude at 1730 hours.

3. Lieutenants who were appointed within the last three years shall attend on their Regular Day. See Attachment "B" for the Training Schedule. Company Officers shall bring their Motorola Portable radios and full PPE to every session.

4. To minimize the impact on operations, any member not assigned to the 31-day Tour (i.e., Days, CECC, LD, etc.) shall coordinate with their direct supervisor to schedule their attendance for each module. Supervisors shall have their applicable Officers schedule their attendance through HRMS at least one week prior to the start of that module. These Officers are listed on Attachment "D".

5. Members who have requests for changes to the Training Schedule must submit a General Form Report to the Director of Training through the chain of command. The Division of Training must receive any request at least one week prior to the start of that module.

6. Members are reminded to bring a bag lunch as this is an all-day training module. The facilities at the Division of Training (i.e., microwave, refrigerator, stove, etc.) are not available for use.

7. Current Company Officers who did not attend the 2009 Officers Academy, who are not scheduled for one or more of the modules, or who miss one or more of the modules shall be assigned online make-up sessions after the conclusion of the classroom sessions. These Officers are listed on Attachment "D".

8. Members who wish to attend the classroom sessions in an off-duty status in place of the online sessions may attend. Members interested in off duty attendance are to sign up through the HRMS appointment tab prior to the start of that module. Class size will be limited to 40 seats per day. No TC or overtime will be granted for off duty attendance.

9. Any questions relating to this General Order should be directed to the Division of Training at 415-970-2000.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, October 03, 2018 6:53 PM
Subject: General Order 18 A-69, San Francisco Fire Department Open House Day

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-69
October 3, 2018

From: Chief of Department
To: Distribution List "A"
Subject: San Francisco Fire Department Open House Day
Reference: Rules and Regulations, Sec. 402
Enclosures: None

Officer Endorsement:
Section 1108 - R. & R _____

1. In recognition of National Fire Prevention Week, October 7 - 13, 2018, each Fire Station will hold a "Fire Station Open House Day" on Saturday, October 13, 2018, from 1300 - 1700 hours. This year's theme is "Look. Listen. Learn. Be aware – fire can happen anywhere". The public will be allowed to enter and tour the public areas of all Fire Stations and receive fire safety information from Department members.

2. Fire safety information and promotional materials for distribution to the public during the Open House will be provided by the Bureau of Fire Prevention. Battalion Chiefs shall pick up boxed materials from the Chief's Office at Headquarters beginning on Thursday, October 11, 2018, and distribute them to the Stations within their Battalion. Each Fire Station shall set up a table on the apparatus floor to display these materials.

3. Apparatus doors will remain open for the duration of the Open House. In the event of a response to an incident during the Open House, Station members shall direct community members to vacate the Station and then secure the facility.

4. Stations should have an existing box of Fire Prevention materials, including an Open House Day banner. Officers are directed to display the Open House Day banners starting Sunday, October 7, 2018 and remove them after the Open House on Saturday, October 13, 2018.

5. Officers are directed to save all remaining educational fire safety materials, brochures, Open House Day banners, etc. and place them in the previously distributed educational materials storage box. This storage box shall be kept in a location that will be accessible for members to distribute literature to inquiring community members.

6. This event will be advertised to all local media via press release and to the public via the San Francisco Fire Department website.

SAN FRANCISCO FIRE DEPARTMENT
Public Information Office
10-03-2018

DISTRICT 04 SAFETY FAIR

San Francisco Fire Department Fire Prevention and Public Education District 04 Safety Fair

Commemorating the 29th Anniversary of the 1989 Loma Prieta Earthquake

WHAT San Francisco Fire Department (SFFD) District 04 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. (12-12:30AM)

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. (11:30-1145)

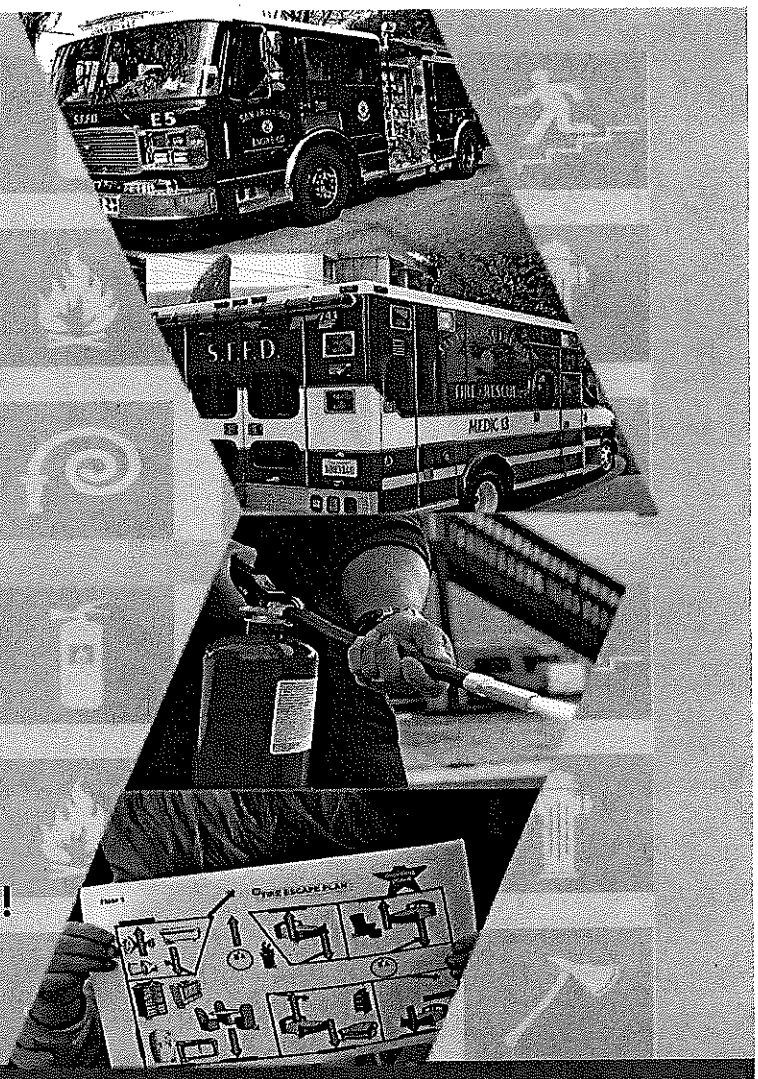
Fire Inspector Kato will be giving a 1-hour fire prevention and education presentation. (12:45AM to 1:45PM)

WHEN **Wednesday, October 17th, 2018**

TIME: 11 AM — 2 PM

WHERE Tzu Chi Foundation, 2901 Irving Street. San Francisco, CA 94122

FIRE SAFETY & EMERGENCY PREPAREDNESS FAIR



PLENTY OF FREEBIES AND RESOURCES!

FIRE PREVENTION AND EMERGENCY PREPAREDNESS IN YOUR HANDS

Wednesday, October 17, 2018

TIME : 11:00 AM — 2:00 PM

Tzu Chi Foundation

2901 Irving Street. San Francisco, CA 94122

Join us for this FREE event with Fire Prevention and Emergency Preparedness education material, demonstrations, and answers to inspection questions.
SFFD, EMS DEM, CYC members will teach Fire Safety, Disaster Preparedness, and Hands-only CPR on site.
Free Smoke Alarms will be available to San Francisco Homeowners while supplies last.

SFDEM SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

NERT NEIGHBORHOOD EMERGENCY RESPONSE TEAM

Alex Ana Pack Burn Foundation

SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION

CYC Motivating Youth to Succeed 激勵青年 邁步向前

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 2018 to September 2018

DATE: October 4, 2018

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from July 1, 2018 thru September 30, 2018.

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 Revenue: July to September 2018				
Fiscal Year 2018–2019				
Revenue Program	**Budgeted Revenue**	**Actual Revenue***	**% of Budget**	**Projected Year-End**
Plan Review Fees	8,710,000	2,397,998	27.53%	9,591,993
Construction Inspection Fees	2,031,250	631,831	31.11%	2,527,324
Fire Dept. Permits	1,002,000	187,546	18.72%	750,184
False Alarm Response Fees	220,500	18,750	8.50%	75,000
Waterflow Request Fee	212,500	68,250	32.12%	273,000
Referral Inspections	181,250	41,040	22.64%	164,160
Code Reinspection Fees	172,250	43,225	25.09%	172,900
Pre-Application Fees	150,000	56,985	37.99%	227,940
Medical Cannibas Dispensary Fees	45,500	0	0.00%	0
Fire Administrative Citation	0	2,000	0.00%	8,000
Miscellaneous Fees	11,500	5,895	51.26%	23,578
Revenue Programs Subtotal	**12,736,750**	**3,453,520**	**27.11%**	**13,814,081**
High-Rise Annual Inspection Fees*	1,950,000	0	0.00%	1,950,000
Annual Permit Renewal Fees*	1,990,000	373,154	18.75%	1,990,000
Fire Residential Inspection Fees	627,041	190,698	30.41%	762,792
Revenue Programs Total	**17,303,791**	**4,017,372**		**18,516,873**
Projected Surplus/Deficit			**107%**	**1,213,082**
	Revenue**	**Expenditure**	**Surplus/Deficit**	
Overtime Revenue/Expenditure	537,881	587,359	-49,478	
***as of October 3, 2018**				

* Full recovery of revenues is expected for the categories of Annual High-Rise Inspection and Annual Permit Renewal Fees. Revenues for these programs fluctuate throughout the year based on the method of collection by the Tax Collector's Office.

** Revenue shown in this column does not reflect the overtime surcharge collected by the Tax Collector for Annual Permit Renewal Fees, which covers a portion of the overtime expenditures. The estimated amount of Annual Permit Renewal Fees that should be allocated to this category is $204,160.

Description of Revenue Programs:

Plan Review—The BFP's Plan Review Section is located within the Department of Building Inspection at 1660 Mission St. The Section reviews plans to verify compliance with State Building and Fire Codes.

1. High-Rise Annual Inspection Fees-All high-rise buildings in the State are required to be inspected annually, as mandated by the California State Fire Marshal. This program is designed to recover 100% of its cost, but revenues fluctuate throughout the year.
2. Construction Inspection Fees-The plans reviewed by the plan check division generate construction inspections which are carried out by the district fire inspectors.
3. Annual Permit Renewal Fees-Fire Department Permits are required by the California Fire Code for special uses, such as hazardous materials, public assemblies, etc. The fees for these permits are charged annually and are collected by the Tax Collector's office after the initial filing fee is collected.
4. Overtime Fees-Many inspections and plan reviews are conducted on an overtime basis at the request of the applicant, who also pays for the service. Overtime for Place of Assembly Nighttime Inspection Surcharge is included in Annual Permit Renewal Fees.
5. Fire Dept. Permits-As stated above, certain uses require Fire Dept. Permits. This category is for the initial fees that are collected by the BFP when the permit is issued.
6. False Alarm Fees- The SF Fire Code requires that when the SFFD responds to excessive false alarm calls at buildings, the owners be charged a penalty fee. The BFP processes bills and payments, including the maintenance of records for such fees.
7. Referral Inspections-The BFP is responsible for inspecting occupancies requiring a fire department clearance as part of a federal, state, or local license.
8. Waterflow Request Fees- The BFP flows hydrants and performs analysis that provides fire protection contractors with the water supply information necessary to design fire protection systems. A fee is charged for this service.
9. Miscellaneous- This is a catch-all category for BFI subpoena revenue, photocopy revenues, and various consultation fees.
10. Pre-Application Fees-The plan review section meets with architects and engineers prior to the detailed design of buildings to discuss code issues specific to projects.
11. Re-Inspection Fees- During the course of the BFP's inspections, a Notice of Violation may be issued for fire hazards found. This fee is charged for each re-inspection until the condition is corrected.

b.) Non-Revenue Generating Services – Some of the services provided by the BFP are not fee generating in the same way our other programs are. These services are supposed to be paid for by local taxes, according to California law. Examples include: complaint inspections (fire hazard), public education presentations, telephone consultation, etc.

c.) San Francisco International Airport – SFFD BFP personnel provide fire prevention services to the airport, entirely under the SFO budget.

d.) Port of San Francisco – The Port Fire Marshal is the Fire Department's liaison to the Port and conducts construction and referral inspections, plan review, pier surveys, and issues permits along the Port's 7 ½ miles of waterfront jurisdiction. The Port Fire Marshal sits on the Joint Fire Operations Committee and is responsible for coordinating special events and activities of the Port with the Fire Department and other City Agencies.

2. **Bureau of Fire Investigation** – The monthly and year-to-date report for the BFI is included as an attachment.

CC: Fire Commission Secretary

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 09/01/2018 To 09/30/2018

		YTD 07/01/2018 To 09/30/2018			09/01/2018 To 09/30/2018		
		Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES	ACCIDENTAL	4	$805,000	$260,250	1	$25,000	$5,000
	INCENDIARY	13	$5,127,000	$299,670	2	$12,000	$10,500
	UNDETERMINED	1	$16,000	$5,000	1	$16,000	$5,000
STRUCTURE FIRES TOTAL		**18**	**$5,948,000**	**$564,920**	**4**	**$53,000**	**$20,500**
VEHICLE FIRES	INCENDIARY	13	$118,318		3	$5,480	
	UNDER INVESTIGATION	1	$6,594		1	$6,594	
VEHICLE FIRES TOTAL		**14**	**$124,912**		**4**	**$12,074**	
OTHER INCIDENTS		21	$97,537	$5,225	6	$4,337	
STRUCTURE FIRES	COMMERCIAL	12	$5,852,000	$552,070	3	$28,000	$15,500
	RESIDENTIAL	6	$96,000	$12,850	1	$25,000	$5,000
STRUCTURE FIRES TOTAL		**18**	**$5,948,000**	**$564,920**	**4**	**$53,000**	**$20,500**
GREATER ALARMS	2ND ALARMS	1			0		
	3RD ALARMS	1			0		
	4TH ALARMS	0			0		
	5TH ALARMS	0			0		
GREATER ALARMS TOTAL		**2**			**0**		
OTHER	ARRESTS	4			0		
	INJURIES	3			0		
	JUVENILE FIRE SETTERS	0			0		
	SUBPOENAS REQUESTED	48			12		