

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, October 24, 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 October 10, 2018.

4. CHIEF OF DEPARTMENT'S REPORT *[Discussion]*

REPORT FROM CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE

Report on current issues, activities and events within the Department since the Fire Commission meeting on October 10, 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.

5. 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.

6. RESOLUTION 2018-04 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2018-04, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend Fiscal Year 2017 Assistance to Firefighters Grant Program funding in the amount of \$2,733,591 from the Federal Emergency Management Agency for the purchase of defibrillator monitors and rescue tools for the Department.

7. RESOLUTION 2018-05 *[Discussion and possible action]*

Discussion and possible action regarding proposed Resolution 2018-05, recommending that the Board of Supervisors authorize the San Francisco Fire Department to accept and expend Fiscal Year 2018 Port Security Grant Program funding in the amount of \$399,562 from the Federal Emergency Management Agency for the purchase of a new rescue boat.

**8. 1823 SENIOR ADMINISTRATIVE ANALYST -- GRANT WRITER
CLASSIFICATION JOB ANNOUNCEMENT *[Discussion and possible action]***

Overview of Draft Job Announcement.

9. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on October 10, 2018.

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

Discussion regarding agenda for next and future Fire Commission meetings.

11. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, October 10, 2018

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416, San Francisco, California, 94102

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=31555

Vice President Nakajo called the meeting to order at 9:01 a.m.

1. ROLL CALL

Commission President	Ken Cleaveland	Present
Commission Vice President	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Arrived at 9:03
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Joanne Hayes-White	Present
Jeanine Nicholson	Deputy Chief --Administration	
Dan DeCossio	Bureau of Fire Prevention	
Andy Zano	EMS	
Tony Rivera	Support Services	
Khai Ali	Airport	
Joel Sato	Training Division	
Assistant Chiefs		
Jose Velo	Division 2	
Rex Hale	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	
Tony Boone	Director of Occupational Environmental Health and Safety	

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 Special Meeting/Retreat on September 25, 2018.
- Minutes from Regular Meeting on September 26, 2018.

President Cleaveland made some typographical error amendments. Commissioner Hardeman Moved to approve the above meeting Minutes as amended. Commissioner Alioto-Veronese Seconded. Motion to approve above Minutes was unanimous.

There was no public comment.

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

Firefighter John Choy, President of the Asian Firefighters Association introduced himself and stated that he is a firefighter on Rescue 1 at Station 1 and is in his 25th year in the Fire Department. He introduced the Asian Firefighters Association Executive Board that were in attendance which included Vice President Keith Onishi and Director Jonathan Honda. He acknowledged the members who were not in attendance, Treasurer Rick Hui, Secretary Chuey Kotake, Directors Rey Buzon, Brandon Tom and Mary Tse. He added that the Asian Firefighters Association is an employee group of the SF Fire Department and they are firefighters who want to be positive representatives of and for the Asian American community and that their mission is to create and maintain equality of opportunity for Asians and other minorities within the fire service throughout the city. He stated that they strive to be involved in constructive efforts and programs to maintain equitable hiring and promotional practices and are dedicated, along with other nonprofit organizations, to improve the quality of life for the minority members of the city. He touched on how the Consent Decree made the Department focus its recruitment and hiring of minorities and women. He mentioned that the Asian Firefighters Association continues to set up recruiting and fire safety booths at community events. He touched on events they have participated in over the years and stated that they currently have 415 members.

Chief Hayes-White acknowledged Firefighter Choy for stepping up into the role as the President of the Asian Firefighters Association and stated that since she's been with the Department, they have always been a real active part of the Department.

Commissioner Hardeman thanked them for their presentation and thought it was amazing that Firefighters Choy and Onishi have been at Station 1, which is very busy, for most of their careers. He also thanked them for not dwelling on the negatives and just talking about the positives.

Commissioner Covington thanked them for their presentation and stated that she was glad to hear more about the Asian Firefighters Association. She confirmed that you don't have to be a firefighter in order to join their association and that they have members from Oakland Fire and other counties. She mentioned that she was glad to hear about the success of their outreach in the community. Commissioner Covington confirmed that the Asian Firefighters Association donates \$50.00 to subsidize a portion of the tuition of any member who takes a class for a promotional opportunity. She mentioned that she has attended a number of the events that they have sponsored and she's always had a marvelous time and has enjoyed meeting so many members of the Department and that she really appreciates Firefighter Choy's leadership.

Vice President Nakajo thanked Firefighter Choy and the board members who attended the meeting. He invited Firefighter Onishi and Honda to come to the podium to be recognized and to say a few words about the Asian Firefighters Association and their participation. Firefighter

Honda explained that he was hired as an EMT working on ambulances out of station 49 and that during his tenure there, he had the privilege of working with Lt. Norm Caba, who was then the President of the Asian Firefighters Association and was extremely supportive and optimistic of having his Cox over to the Suppression side, which happened about six years ago. He added that the Asian Firefighters Association has been a critical role in his getting to where he is now and he would like to continue and reciprocate that mentorship process to say there is a flow path for people. Firefighter Onishi stated they try to encourage people to get involved with the Department and volunteer and be in the community. He added that he is involved with the Toy Program, the Cancer Prevention Foundation, and the Asian Firefighters Association. Vice President Nakajo added that one reason he went to the Asian Firefighters Association meeting was to get a message to the young guys about keeping it going. He was glad that the presentation included the history and Consent Decree and stated how important it was to hear that the Asian Firefighters Association is encouraging the firefighters to take various promotional exams.

President Cleaveland thanked Firefighter Choy for his leadership and confirmed that they do not work closely with the Black Firefighters Association in terms of the Youth Academy. President Cleaveland suggested that they work with the Black Firefighters Association to funnel youth that comes to them and wants a career in firefighting. He also confirmed that their dues are \$10.00 per month and that they are a nonprofit organization.

There was no public comment.

4 CHIEF OF DEPARTMENT'S REPORT *[Discussion]*

REPORT FROM CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE

Report on current issues, activities and events within the Department since the Fire Commission meeting on August 22, 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 26, 2018. Regarding the budget, she announced that they are finalizing the close out of the last fiscal year and that everything looks good, and they are on track for this current fiscal year. In regards to academies and DOT activities, she stated that they recently promoted 21 H-3 Level 1 EMTs that had paramedic licenses to become H-3 Level 2 paramedics as well as two H-2 firefighters that had paramedic licenses were also part of that bump up academy and they became fully cross-trained within the Department to ascent to H-3 Level 3 Firefighter/Paramedics. She touched on the upcoming officers training, stating that it will have a very healthy curriculum and will entail a lot of work for the Division of Training. She added that they are on track for hiring 24 new employees, H-3 Level 1 EMTs on October 22, 2018, for a six-week academy as well as on track for the 125th academy with 54 members which is anticipated to start the end of January of 2019. She touched on recent events and activities during the reporting period, including Fleet Week, Hardly Strictly Bluegrass Festival, and the Italian Heritage Parade. She added that Chief Nicholson attended the memorial ceremony in Sacramento where they honored Firefighter Perry Choy and Battalion Chief Terry Smerdel. Chief Hayes-White stated that she, Assistant Deputy Chief Rivera and Deputy Chief Nicholson attended a meeting on an update on ESER projects, specifically Stations 5 and 15 which both have delays.

Chief Hayes-White announced that on October 3, 2018, Assistant Deputy Chief Michael Cochrane received an award for his service to San Francisco at the Irish, Israeli and Italian

Society luncheon and she mentioned that she received the Brennan Award from the Saint Vincent De Paul Society, who does a lot of great work around homelessness, poverty, and domestic violence. She touched on other notable activities during the reporting period including the opportunity she got to fly in a naval helicopter over the city and Golden Gate and landed on the USS Bonhomme Richard and took that ship in under the Golden Gate Bridge where they had a great fireboat display.

Commissioner Hardeman commended Chief Cochrane on his recent recognition at the Triple I luncheon and was impressed with the speech of retired Chief Columbini describing the great attributes of Chief Cochrane. Commissioner Hardeman thanked the Chief for her report and notes how busy she is every month.

Commissioner Veronese stated he was sorry to have missed the Triple I luncheon. He also mentioned that he was at the Italian Heritage Parade and ran into many firefighters and paramedics along the route and congratulated Chief Cochrane, Chief Zanoft and the EMS Division as they did a great job at making sure that the people stayed safe. He asked if he could get a rough estimate as to how many people were in the city the weekend of October 6, with all the events that were taking place.

Vice President Nakajo confirmed that the 125th academy class is projected to start the latter part of January 2019 as well as the process that will take place in the next several months. He also congratulated Chief Cochrane and Chief Zanoft for their hard work during Fleet Week and other activities during the weekend of 10/5.

Commissioner Covington thanked Chief Hayes-White for her report and congratulated Chief Cochrane and Chief Zanoft for their great work over the Fleet Week weekend and added that she appreciates getting the briefings regarding the safety plan for large events. She asked Chief Hayes-White to share some of the things that she suggested for the webinar she participated in, where they covered topics such as “can’t we all just get along? How to stop bullying and promote positive firehouse behavior.” Chief Hayes-White responded that it was a discussion where four Fire Department Chiefs participated in a conference call for a Q and A and talked about how things have changed culturally as well as discussions on implementing proper policies to have everything transparent so that people have clear guidelines and expectations. She announced that the webinar can be found at <https://info.lexipol.com/webinar-fire-service-bullying>.

There was no public comment.

REPORT FROM OPERATIONS, DEPUTY CHIEF MARK GONZALES

Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, and Airport Division.

Chief Gonzales reported on activities for the month of September. He mentioned that there were no greater alarms during the reporting period. He announced that call volume went up. He touched on a few of the incidents that took place during the reporting period including a first alarm at 3331 Cabrillo, first alarm at 500 Fillmore, an adult male who was stranded on a rock and rescued at Glen Canyon and a bay rescue at Embarcadero South of an adult female.

He touched on Fleet Week, non-identifiable home addresses and EMS-6. He mentioned that Prevention did 13 neighborhood outreach events in September.

Commissioner Covington asked Chief Gonzales to talk more about anything that can be done to keep people off the cliffs, as his reports have been replete with cliff rescues. Chief Gonzales stated that more signage and more barriers would be helpful. Commissioner Covington confirmed that the Department does not charge to rescue someone on a cliff, they only charge if the person is transported to a medical facility by ambulance. She asked for statistics on how many cliff rescues the Department has done this year, including dogs.

Commissioner Veronese stated that he would like to renew his request to recommend that the Mayor's Office create a task force with other agencies to deal with cliff and surf incidents in the hopes of persuading people to stay away from cliffs and dangerous surf. He also suggested sharing our very good data regarding non-identifiable address calls for service with the Homeless Department and the Mayor's Office especially when it comes to budgeting. There was discussion on the process for the posting of the Grant Writer Position, and the approval rate for the pre-application process for ADU's.

Commissioner Hardeman commented on the San Francisco Disaster Council meeting; the 216 bike medic responses at the Airport and the great work done by the Department over the busy Fleet Week weekend.

Vice President Nakajo thanked Chief Gonzales for his report and asked for some of the command force to speak about specific items in his report such as the data outlined on the EMS portion, fire complaints, plan check, and large community development projects. He confirmed that not only does the Department have an infrastructure responsibility within the departments and support services, but they also have an eye on the Fire Department relationship to every major project in San Francisco. He touched on the Airport Division, including the recent crash drill which went extremely well.

Commissioner Covington commented on the draft Grant Writer Position announcement and stated she was happy to see that the position is going to be posted but noted the very heavy concentration of the minimum qualifications on the person having professional level analytical work as opposed to the person having much experience on the grant writing side. Mr. Corso explained that the classification they are looking for has certain Civil Service minimum qualifications that are citywide regardless of whether the role is a financial analysis or grant administrator, but has a standard minimum qualification as there is not a designated classification for a grant writer specifically within the system.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on September 26, 2018.

There was no public comment.

7. 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 the Guardians of the City
- Drone Policy update
- Update on Station 5 and 16 and update on location for a new training facility
- Cancer Prevention Foundation update
- Public Service Announcements thru SFGOV TV
- Strategic Plan update
- Chief's appraisal
- Amendments to the disciplinary process
- AB 3115 update
- 2019 meeting calendar

There was no public comment.

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.

President Cleaveland explained that when you are accepting a second job and you currently work for the Fire Department, you are supposed to go through personnel and let them know that you have applied for secondary employment. In this case, Dr. Terrazas works for the Department under the supervision of the Commission and the Commission has to ascertain whether or not this new additional employment will interfere with his duties as a Department physician and Dr. Terrazas confirmed that the commitment that he undertook is not going to interfere with his duties as the Department Physician and will take place during off hours and he is committed to four hours a month. Commissioner Veronese confirmed that Dr. Terrazas would not have a problem giving the Department or the Fire Commission notice if the company that he will be performing work for is involved in litigation where his name might be brought into the proceedings and he would resubmit his request for this secondary employment on a yearly basis as required.

Further Questions and answers were conducted concerning the secondary employment.

Commissioner Covington moved to approve secondary employment. Commissioner Hardeman seconded. The motion passed unanimously.

There was no public comment.

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.

There was no public comment.

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))

Item 10(d) was tabled and continued to the November 14, 2018 meeting.

Commissioner Alioto-Veronese made a motion to conduct item 10(b), and (c) in Closed Session. Commissioner Covington seconded, and the motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

The Commission went into closed session at 11:04 a.m.

Also present was Deputy City Attorney, Jennifer Stoughton, and Deputy City Attorney Brad Russi.

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).

The Commission reconvened in Open Session at 11:27 a.m. President Cleaveland reported that the Commission unanimously agreed to approve the settlement agreements for Items Number 10(c) and 10(d).

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]**

Commissioner Covington Moved to not disclose discussions held in closed session. Commissioner Hardeman Seconded. The motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

13. ADJOURNMENT

President Cleaveland adjourned the meeting at 11:29 a.m.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, October 12, 2018 6:09 PM
Subject: General Order 18 A-71, The Great California Shake Out – October 18, 2018
Attachments: 18 A-71 - The Great California Shake Out - October 19 2017 - Attach A.pdf

Attachment is printable

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-71
October 12, 2018

From: Chief of Department
To: Distribution List "A"
Subject: The Great California Shake Out – October 18, 2018
Reference: Rules and Regulations, Section 402
Enclosure: Attachment “A” – Emergency Recall Drill - Roster

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

1. There will be a City-wide Earthquake Drill on Thursday, October 18, 2018. All SFFD Stations and facilities will participate in this drill.
2. At 10:18 AM, all Companies that are in quarters will open all bay doors and move their apparatus out of the Station.
3. Company Officers will lead all members under their command in a review of manual operations of apparatus doors and procedures for manually starting emergency generators. Members will discuss and identify gas and electrical shut-off valves and evacuation routes from the facility.
4. Company Officers and supervisors of other uniformed members (BFP, BFI, DOT, EMS, DEC and BOE) will conduct a recall exercise and contact all off-duty members to confirm that the contact information on file is accurate. An updated Company Roster shall be forwarded to the Deputy Chief of Operations by Friday, October 26, 2018, that will include:
 - The valid contact number
 - The off-duty members contacted (either direct contact or a message was left)
 - If a message is being left for a member, the message shall include the details of the Drill and that the member is instructed to return the call to their Station by 1900 hours if possible, or after 1900 hours, to contact 415-558-3656 and leave a telephone message acknowledging receipt of the call.
 - The members that indicated they would be capable of returning to duty within 12 hours
5. Questions regarding this General Order should be directed to the Assistant Deputy Chief of Homeland Security at 415-558-3680.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, October 18, 2018 6:35 PM
Subject: General Order 18 A-72, Personal Protective Equipment Cleaning and Maintenance Program
Attachments: 18 A-72 Personal Protective Equipment Cleaning and Maintenance Program.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-72
October 18, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Personal Protective Equipment Cleaning and Maintenance Program
Reference: Rules & Regulations Section 402, General Order 12 A-55
Enclosure: Attachment "A" – Personal Protective Equipment Cleaning and Maintenance Policy

Officer Endorsement:

Sec 1108 – R. & R. _____

1. The Department has updated its Personal Protective Equipment (PPE) cleaning, maintenance and inspection program.
2. Members whose PPE requires routine cleaning should use the Washer/Extractors located at their Fire Stations. If your Fire Station does not have a Washer/Extractor, or it is out of service, follow the instructions outlined in Attachment "A" – Personal Protective Equipment Cleaning and Maintenance Policy.
 - a. Routine PPE cleaning will **not** be provided by the Independent Service Provider.
3. On an annual basis, PPE will be collected from Fire Stations and Department facilities on a pre-set schedule:
 - a. PPE will be inspected, tested, and repaired per NFPA standards
 - b. PPE will be packaged and returned to the location where it was picked up
 - c. Annual PPE collection will be scheduled based on a member's tour and shift. Turn-around time will be 72 hours which will allow for the PPE to be ready for the member's next shift.
4. This General Order replaces General Order 12 A-55 and becomes effective immediately.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Thursday, October 18, 2018 6:36 PM
Subject: General Order 18 A-73, Stress Unit Peer Support Training

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-73
October 18, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Stress Unit Peer Support Training
Reference: Rules and Regulations, Section 402
Enclosure: None

Officer Endorsement:
Sec.1108-R &R _____

1. The Fire Department is offering a "Basic Peer Support Training" class.
2. The purpose of this class is to train and engage peers in the SFFD in order to support the Stress Unit from within the field. It will serve to increase the awareness of Post-Traumatic Stress Disorder (PTSD), as well as increase mental health resiliency in the Department. It will also enable personnel to assist with Critical Incident Stress Debriefings.
3. This is a three-day course designed as a skills building module for individuals that are new to peer support work and have a desire to support the SFFD's Stress Unit.
4. The dates of the course are Monday, November 5 through Wednesday, November 7, 2018 at the Division of Training at Treasure Island, Classroom 2 from 0830-1700 hours. The cost of the course will be covered by the Department through a Federal grant. Members scheduled on their regular work day will be detailed, however will receive no compensation for off duty attendance. Members may not attend this training while working a trade (TRW). Members must attend all three days in order to complete the course and receive certification.
5. This course will provide a comprehensive review of peer support best practices along with in-depth discussions on some of the new concepts in this critical area. Presented from the practitioner's perspective through interactive discussion, practical exercises and specific case studies examining real challenges peer supporters have faced when working with others in emergency services.
6. Interested members in all ranks shall submit a General Form to the Deputy Chief of Administration by Monday, October 29, 2018.
7. This General Order shall be rescinded on December 31, 2018.

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*



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

RESOLUTION 2018-02

Peer Support Services/ Unit Resolution

Author: Commissioner Joe Alioto Veronese

DRAFT

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 harm's 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 identify best practices for a state of the art Peer Support Program for the members of the San Francisco Fire Department.

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

Within 120 days of the adoption of this resolution the Chief of the Department shall deliver to the Commission for consideration a memorandum setting forth minimum standards for a state of the art Peer Support Unit/ Services*.

*The memorandum should demonstrate that the Chief of the Department has considered the following, or in the alternative, an explanation: required personnel, budget, training, certifications, the elements of a peer support program, the protocols for response, debriefing process, attendance, locations of debriefings, follow-up, the identification of external and internal mental health resources, the identification of on-scene resources, the organizational chart of the peer support unit, any protocols to minimize the exposure of traumatic events to the extent possible, internal and external mental health benefits, the elements of an internal campaign to de-stigmatize post-traumatic stress injuries, peer support privileges/confidentiality and any other elements deemed appropriate by the existing Stress Unit leadership.

RESOLVED FURTHER, within 180 days of the adoption of this resolution the Chief of the Department shall deliver to the Commission for consideration a memorandum setting forth a plan of action for implementation of a state of the art Peer Support Unit/Services, as previously identified herein.

Adopted at the Regular Meeting of the San Francisco Fire Commission on _____, 2108

Ayes:

Nays:

Maureen Conefrey, Fire Commission Secretary

1823 Senior Administrative Analyst – Grant Writer

About the Fire Department:

The Mission of the Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous material incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness, and cultural diversity and is free of harassment and discrimination.

Brief description of position:

Under the direction of the Department's Deputy Director of Policy and Planning in the Fire Department's Policy and Planning Division, this position serves as the Fire Department's grant writer and assists with grant administration. This position is responsible for reviewing, analyzing and assessing the Department's various programs, goals and needs; researching and identifying funding opportunities and programs to match the Department's needs; generating proposals and all supporting documentation. This position also assists in the administration, monitoring and management of Department Federal, State and local grants and gifts.

Additional duties and functions of this position:

1. Solicits and writes proposals and reports for federal, state, and private foundation grant opportunities to assist with meeting the Department's needs. Persuasively communicating the Fire Department's mission and programs to potential funding entities.
2. Conducts grant research to identify potential avenues of funding for the Fire Department. Selects and recommends best grants/projects for application. Assembles and submits grant requests for review, including but not limited to, project proposals, scope of work, budgets, presentation and letters of support.
3. Coordinates the planning and preparation of grant proposals across one or more divisions within the Fire Department. Works with Department staff in identifying and gathering information on potential grant applications. Studies the variety of functions of the Department to assist in determining the related needs of the Department.
4. Monitors and reports on active Departmental grant programs and their activities considering performance benchmarks and timelines for the grantor. Maintains and organizes supporting documentation and grant records, as needed.
5. Develops and maintains specialized databases and systems for tracking prospective grant projects, grant proposals and applications, awards, and related grant information. Creates reports and analysis, as needed.
6. Processes the formal approval of grants, through the Fire Commission and Board of Supervisors, providing additional detail and information as requested.
7. Assists with coordinating / developing the infrastructure for the Department's Grants Committee; Compiles and vets various project recommendations and needs for grant funding, and working to align those grant projects with a corresponding funding source.
8. Corresponds with grantors for any reporting requirements and to update them on the status of their program investments. Prepares accurate and timely progress reports. Regularly updates supervisors on project status and any issues with overall progress or timelines of grants. Coordinates on-site visits for audits as needed.
9. Performs related duties and responsibilities, as assigned.

Minimum Qualifications:

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of full-time equivalent experience performing professional level analytical work as described in Note A; OR
2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR
3. Possession of a baccalaureate degree from an accredited college or university and four (4) years full-time equivalent experience performing professional level analytical work as described in Note A; OR
4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and three (3) years full-time equivalent performing professional level analytical work as described in Note A

SUBSTITUTION: Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

Notes on Qualifying Experience and Education:

A. Qualifying professional-level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions in Class 1823, where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization. Analytical experience equivalent to the duties of Class 1822 is considered qualifying.

B. Coursework applicable to a baccalaureate or higher degree in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions in Class 1823.

Desired Qualifications and Experience:

- Analytical skills that allow for interpretation of budgetary, financial, and related policy information; Strong writing skills for grant applications
- Excellent written and verbal communications skills to draft professional reports and correspondence as well as make presentations; Strong research skills
- Excellent interpersonal skills to work cooperatively and professionally with individuals at all levels of the Department, in addition to representatives from other City agencies

- Policies and procedures, standards and systems development experience; Creating and evaluating policies and procedures, developing systems, and facilitating complex processes for professional-level managers and staff.
- Ability to work independently and be able to manage multiple projects simultaneously, accounting for varying levels of priority for the projects; Strong organizational and project management skills
- Intermediate level user of Microsoft Office products, such as Word, Excel, and PowerPoint; Ability to learn new programs, database and software, as needed, for the performance of essential job duties.
- Three to five years of relevant grant writing/grant administration experience

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, October 19, 2018 9:04 AM
To: Conefrey, Maureen (FIR)
Cc: Hayes-White, Joanne (FIR)
Subject: Upcoming Dates for Department Functions

Hi Maureen,

Here are a couple of dates for the Commissioners calendars:

Veteran's Day Parade
Sunday, November 11, 2018
11:00 a.m.

Fire Station 16 Ribbon Cutting Ceremony
Friday, November 16, 2018
11:00 a.m.

Ambulance Deployment Facility Groundbreaking Ceremony
Wednesday, November 28, 2018
11:00 a.m.

Additional details will be forthcoming as it gets closer to the events.

Thanks,

Kelly Alves
Office of the Chief of Department
San Francisco Fire Department
698 Second Street
San Francisco, CA 94107
Phone: 415-558-3401 / Fax: 415-558-3407 / web: www.sf-fire.org

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SAN FRANCISCO FIRE FIGHTERS

- Local 798 -

1139 MISSION STREET, SAN FRANCISCO, CA 94103-1514

TELEPHONE (415) 621-7103 • FAX (415) 621-1578

WWW.SFFDLOCAL798.ORG

October 19, 2018

Chief Joanne Hayes-White
San Francisco Fire Department
698 Second Street
San Francisco, CA 94107

Re: Medic to Follow Documentation

Chief Hayes-White,

Local 798 has recently received correspondence from the Local Emergency Medical Services Agency (LEMSA) regarding the increase in "Medic to Follow" dispatches. The October 2, 2018 letter (attached) stated the following:

"The EMS Agency (EMSA) and Department of Emergency Management (DEM) have noticed a significant increase in medic to follow dispatches, otherwise known as "phantom medics", in which the EMS system has no available ambulances for pending 911 calls."

"Medic to follow" or "phantom medic" dispatches have been a topic of discussion in our last 3 Labor Management meetings, with Local 798 expressing our grave concern about the lack of available ambulances for medical emergencies. At our October 15, 2018 meeting you provided documentation that "medic to follow" dispatches are increasing at an alarming rate, occurring 33 times in September and 19 times by October 15th. These numbers demonstrate an EMS system that is grossly overworked and understaffed. According to the EMSA:

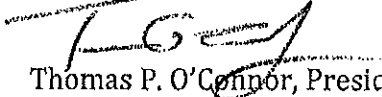
"While a medic to follow might not result in a late call per EMSA policy 4000, sustained low ambulance levels have the potential to be catastrophic should even a small mass casualty incident or worse occur."

Local 798 has been adamant in the need for more personnel to answer the ever-increasing number of EMS calls. Pre-hospital care should not be at crisis levels on a



daily basis, nor should SFFD Paramedics and EMT's be forced to burden this workload without sufficient staffing. Local 798 requests a response as to how the administration will address this critical issue. It is the position of Local 798 that this is not the time for an "analysis" or "EMS Workgroup" when the answer is crystal clear: more personnel are needed to answer more EMS calls.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. O'Connor', written over a horizontal line.

Thomas P. O'Connor, President
San Francisco Firefighters Local 798

Cc: Fire Commission
Mayor London Breed



Date: October 9, 2018

To: Andy Zanoff, San Francisco Fire Department

From: James Duren
EMS Administrator
Department of Public Health

Re: Exception Reports for Medic to Follow Dispatches

The EMS Agency (EMSA) and Department of Emergency Management (DEM) have noticed a significant increase in medic to follow dispatches, otherwise known as "phantom medics", in which the EMS system has no available ambulances for pending 911 calls. This has been noticeable especially on weekends. As part of our EMS system monitoring, this trend is extremely concerning. While a medic to follow might not result in a late call per EMSA policy 4000, sustained low ambulance levels have the potential to be catastrophic should even a small mass casualty incident or worse occur. In an effort to understand the effects of staffing on the 911 system, the EMS Agency is actively determining the factors behind the recent increase. This includes, but not limited to, reviewing the Exclusive Operating Agreement (EOA) to ensure the San Francisco Fire Department (SFFD) is meeting its requirement of 80% of all EMS 911 calls. Until a full awareness of the factors behind the sudden increase in medic to follow dispatches, the EMSA is requesting that an exception report must be completed by the SFFD Rescue Captain stationed in DEC for every medic to follow dispatch. The following information shall be included:

- Number of SFFD in-service ambulance units in the EMS system at the time of the medic to follow dispatch
- Time and date of phantom medic dispatch
- Whether or not the phantom medic dispatch resulted in a late response interval
- Response interval from dispatch of medic to follow until dispatch of committed transport unit (unit that transports patient or completes AMA)
- Compelling reasons for medic to follow dispatch

Please send the report to exceptionreport@sfph.org within 24 hours of the dispatch. Should you have any additional questions, please contact me at the EMS Agency at 415-487-5000.


James Duren
EMS Administrator