

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, January 9, 2019 - 9:00 a.m. – 12:00 p.m.

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

AGENDA

Item No.

1. ROLL CALL

President	Ken Cleaveland
Vice President	Stephen A. Nakajo
Commissioner	Michael Hardeman
Commissioner	Francee Covington
Commissioner	Joe Alioto Veronese
Chief of Department	Joanne Hayes-White

2. GENERAL PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction and does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on December 12, 2018.
- Minutes from Special Meeting on December 19, 2018.

4. PRESENTATION FROM THE UNITED FIRE SERVICE WOMEN

[Discussion]

Presentation from members of the United Fire Service Women.

5. OVERVIEW OF THE CITY'S BUDGET INSTRUCTIONS AND PROCESS FOR FY 19/20-20/21 *[Discussion]*

Discussion and overview of the City's budget instructions and process for FY 19/20-20/21.

6. REPORT ON FY 2019-2020 CAPITAL AND INFORMATION TECHNOLOGY BUDGET REQUESTS *[Discussion and possible action]*

Report from the Department's Deputy Director of Finance and Planning on the Department's FY 19/20-20/21 Capital and Information Technology (IT) budget requests.

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

REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department since the Fire Commission meeting on December 12, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public, and facility updates.

REPORT FROM OPERATIONS

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

8. DRONE POLICY UPDATE *[Discussion and possible action]*

Update from Assistant Deputy Chief Michael Cochrane on the Drone Policy.

9. FIRE COMMISSION ANNUAL STATEMENT OF PURPOSE 2018 *[Discussion and possible action]*

Discussion and possible action to adopt the 2019 Annual Statement of Purpose.

10. MEMORANDUM OF UNDERSTANDING BETWEEN CITY COLLEGE OF SAN FRANCISCO AND THE SAN FRANCISCO FIRE DEPARTMENT *[Discussion and possible action]*

11. FIRE COMMISSION ELECTION OF OFFICERS *[Discussion and possible action]*

- a. Nomination and election of Commission President.
- b. Nomination and election of Commission Vice-President.

12. CORRESPONDENCE RECEIVED *[Discussion]*

- Letter dated 12/20/18 from Dr. Valerie M. Street J.D.
- Letter dated 12/31/18 from Local 798, Shon Buford, President Elect

13. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on December 12, 2018

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

Discussion regarding agenda for next and future Fire Commission meetings.

15. PUBLIC COMMENT ON ITEM 16

Public comment on all matters pertaining to Item 16 below, including public comment on whether to hold Item 16(b) and (c) in closed session.

16. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS

a. VOTE ON WHETHER TO CONDUCT ITEMS 16(b) and (c) IN CLOSED SESSION *[Action]*

The Commission may hear Item 16(b) and (c) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

b. CASE NO. 2018-04: COMMISSION DELIBERATIONS AND POSSIBLE ACTION ON EMPLOYEE SUSPENSION APPEAL *[Action item]*

The appeal is from a ten-calendar day suspension for violation of the Rules and Regulations as follows:

- Section 3909 – False Reports
- Section 3921 – Inattention to Duty
- Section 3929 – First Alarm Areas
- Section 3941 – Use of Department Vehicles

c. CASE NO. 2018-05: COMMISSION DELIBERATIONS AND POSSIBLE ACTION ON EMPLOYEE SUSPENSION APPEAL [Action item]

The appeal is from a ten-calendar day suspension for violation of the Rules and Regulations as follows:

- Section 2808 – Welfare of Subordinates
- Section 3909 – False Reports
- Section 3921 – Inattention to Duty
- Section 3941 – Use of Department Vehicles

17. 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).

18. 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]*

19. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

NOTICE OF COMMISSION PROCEDURES

Commission Meeting Schedule and Location

The Fire Commission will meet regularly on the 2nd and 4th Wednesday of each month at San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. The second Wednesday in Room 416 at 9:00 a.m. and the fourth Wednesday in Room 400 at 5:00 p.m.

Commission Office

The Fire Commission Office is located at 698 Second Street, Room 220, San Francisco, CA 94107. The Fire Commission telephone number is (415) 558-3451; the fax number is (415) 558-3413. The web address is <http://sf-fire.org/fire-commission-home>. Office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday.

Language Access

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Secretary at (415) 558-3451, or fire.commission@sfgov.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

Information on Disability Access

The hearing rooms in City Hall are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex. For more information about MUNI accessible services, call (415) 701-4485.

To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at least two business days before the meeting at (415) 558-3451 to make arrangements. Late requests will be honored, if possible.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings

are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at Fire Commission meetings. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic device.

Documents for Public Inspection

Documents referred to in this agenda, if not otherwise exempt from disclosure, are available for public inspection and copying at the Fire Commission Office. If any materials related to an item on this agenda are distributed to the Fire Commission after distribution of the agenda packet, those materials, if not otherwise exempt from disclosure, are also available for public inspection at the Fire Commission Office, 698 Second Street, room 220, San Francisco, during normal office hours.

Know Your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the sunshine ordinance task force. You may contact the Sunshine Ordinance Task Force Administrator, as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, Phone: (415) 554-7724, Fax: (415) 554-5784, E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's Web site at <http://www.sfgov.org>.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and Web site: <http://www.sfgov.org/ethics/>.