

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

FIRE COMMISSION REGULAR MEETING

DRAFT MINUTES

Wednesday, December 12, 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=32009

Vice President Nakajo called the meeting to order at 9:00 a.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 arrived at 9:06 a.m.
Acting Chief of Department	Mark Gonzales	Present
Chief of Department	Joanne Hayes-White	Arrived at 9:38 a.m.
Jeanine Nicholson	Deputy Chief --Administration	
Dan DeCossio	Bureau of Fire Prevention	
Tony Rivera	Support Services	
Michael Cochran	Homeland Security	
Khai Ali	Airport	
Joel Sato	Training Division	
Assistant Chiefs		
Robert Postel	Division 2	
Lorrie Kalos	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Tony Boone	Director of Occupational Environmental Health and Safety	

2. PUBLIC COMMENT

Steve Aker, Fire Chief for Sonoma Valley Fire and Rescue Authority presented a plaque to the SFFD in recognition for their service a bit more than a year ago when their community faced the Nuns Fire and SFFD was one of the first agencies to send a Strike Team and performed admirably, heroically and were instrumental in saving the downtown area of the community of Glen Ellen. He added that they wanted to show their appreciation and acknowledge the service of the fine men and women of the SFFD that came up and helped them in their time of need. He also introduced retired SFFD firefighter Bill Norton, Board member Brian Brady and Administrative Battalion Chief Jim Comiski.

John Choy, president of the Asian Firefighter's Association, talked about the transfer of member Doug May from Station 2 in Chinatown to the Airport and that they should reconsider the transfer as FF May is bilingual and serves the community at Station 2 well.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on November 14, 2018.

Commissioner Covington Moved to approve the above meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

- Minutes from Regular Meeting on November 28, 2018.

Commissioner Covington Moved to approve the above meeting Minutes. Commissioner Hardeman Seconded. Motion to approve above Minutes was unanimous.

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 November 28, 2018, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White returned from the event downstairs where they were recognizing the one-year anniversary of Mayor Edwin Lee's death and she asked that she be able to submit her report in writing. She announced some very sad news regarding an active employee that was traveling into work today and was killed in an auto accident. She sent condolences to his loved ones and his family.

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 October. He stated that there was one greater alarm during the reporting period. It was on November 9, 2018, in Golden Gate Park at the Polo Fields. He mentioned that all units did a good job, with Chief Hale as the incident commander. The fire was determined to be incendiary. He touched on other notable incidents, including a first alarm at 1335 Laguna, with no injuries and another first alarm at 745 Capitol, also with no injuries. He described a careful technical rescue where a woman was trapped under a car, she was saved and will survive, and her family was grateful for the Department's work. He stated that on November 8, 2018, they sent out mutual aid responses, some to LA and some to Butte County and they all did a great job. He read off some of the social media responses that have been received over the reporting period. His complete report is attached:

https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/ops_0.pdf

Commissioner Covington thanked Chief Gonzales for his thorough report and asked how many ambulances are anticipated to be delivered to Station 49 and when and how the design was finalized. Chief Rivera responded that they currently are in the process of ordering 15 new ambulances for the EMS Division and they expect delivery of 10 of the units in mid to late February and five additional units within 60 to 90 days thereafter. He added that they had the apparatus committee, EMS Division leaders, and many of the rescue captains involved in the process of looking at what would work in terms of the City's unique topography and the types of medical calls they respond to, and they reached out to other fire departments and private ambulance companies and they were able to find an existing ambulance based on the platform, which is a Ford E-35 Chassis. He added that the vehicle will have a smaller overall footprint and will not be as tall as the current vehicles and will be much narrower and not as long. There will also be a 350-degree camera for the driver which will allow them to navigate through the streets, where they will be able to see pedestrians and bicyclist around the vehicle.

Commissioner Covington asked about an update on security measures at the new Ambulance Deployment Facility and suggested incorporating surveillance at that property which will have all kinds of medicines and other drugs to assist the population. She asked for further explanation on the change in the fentanyl deployment. Chief Molloy explained how and who administers pain medication on the ambulances, and that they are currently are using morphine. He added that the medical directors for the city and the EMS Agency want them to switch over to fentanyl as they see it as a much better medication for the patients, and the Department is in the process of switching over, doing training and is now on the ambulances. He added that they have deployed fentanyl to patients who are having pain on a scale over six per the county policy.

Commissioner Hardman thanked the Chief for his report and stated he was sad to hear the news of the member killed in the car accident. He took the opportunity to congratulate outgoing president Tom O'Connor and thanked him for all his advice and his stepping forward to lead Local 798. He also mentioned that he was at an electrical inspector's luncheon where he ran into Chief Pruitt, who was the most popular guy in the room, and he represented the Fire Department very well. He also touched on the EMT graduation at the City College Theater and the bike medics at the airport.

Commissioner Veronese wants to make sure that the Department is on top of the Prop C money since 38 percent of the calls are going to homeless people and that the department should be getting some of that money and he would like to get further updates on that. He confirmed that the opening of Station 16 and Station 5 are way behind schedule and would like updates on those delays and asked if there is anything the Commission can do to get it finished sooner. Chief Hayes-White stated that they will be completed before her retirement, but hopefully well before. Commissioner Veronese was happy seeing a reduction in calls to 9-1-1- from the top 20 frequent callers, which means that EMS-6 is working and is being effective. He mentioned that he still thinks DPH should be doing more in dealing with the homeless issues. Commissioner Veronese confirmed that the issue with SFMTA regarding bike protected parking on upper Market Street has been resolved. Chief Hayes-White added that the Department has a liaison that works directly with SFMTA and that person is Captain Chad Law.

Vice President Nakajo confirmed that on Chief Gonzales' report on page 7, where it says "suppression members will work in an overtime capacity on ambulances", does not reflect a

staffing shortage, it's due to members who are on vacation and have called in sick. He also confirmed that the 125th academy class will start on January 28, 2019, and not everyone has been selected for the class at this time.

President Cleaveland asked the Fire Marshal for an update on the number of arson cases that are currently pending. Fire Marshal DeCossio responded that he prefers to call them fire investigations and they currently have 56 open investigations, and not all are incendiary. President Cleaveland asked Chief Molloy about the dangers of fentanyl v. Morphine. Chief Molloy responded that both are opioids and they administer them as pain medications and the dose they give is considerably less than what people are taking and overdosing on. He added that whenever you give an opioid, you have to continue to monitor the patient and monitor their vital signs to make sure everything stays stable and that they are regulated by the dose that they give, just enough to take the pain away or to help ease the pain to make them more comfortable. He confirmed that the fentanyl is kept secured on the apparatus.

5. DISCUSSION OF DESIRABLE QUALITIES FOR THE NEXT SAN FRANCISCO FIRE CHIEF. THIS IS AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC AND SFFD TO PROVIDE INPUT TO THE COMMISSION REGARDING THE NEXT FIRE CHIEF

[Discussion]

Shon Buford, Treasurer of Local 798, stated he would like the commission to pick a chief from within the department, as 798 believes that there are a lot of qualified candidates from within the department who would be able to serve well as the chief. He added that they are also asking that the commission move forward with this process in a nice pace to where hopefully, the new chief will be able to work within the budget process.

Stephen Martinpinto thanked the Chief for her service to the city and mentioned that she has accomplished a lot in her tenure. He added that as she passes the torch onto the next chief, he would like to see that there is an emphasis on an adequate training facility, maximizing the talents of the people in the department, and someone that would continue to improve the promotion system.

Katherine Alba, 20-year firefighter of the Fire Department thinks one of the greatest qualities she would like to see in the next chief would be someone that has come up through the ranks from the SFFD. She doesn't think there is a need to go outside of the department to find a chief.

John Choy, a 25-year member of the department would like to see the next chief come from within the SFFD, not someone from the outside. He added that the next chief needs to have gone through SFFD experiences and need to support the Cancer Foundation and understands San Francisco Firefighters and the challenges they face daily.

Sig Wallin, a retired member of the SFFD would strongly encourage to promote a chief from within.

Bryant Rubenstein, 29 years with the SFFD stated that when Mayor Breed was asked what her ideal candidate for chief would be, she responded that it would be someone from within the department and Chief Rubenstein shares that response along with most of his colleagues that the desire should be someone who has come up through the ranks, paramedic, firefighter,

lieutenant, captain, served as a BC or an AC for a number of years, and has demonstrated their ability to lead from within the department so that they would then take that to the next level and lead the Department.

Lt. Steve Maguire congratulated Chief Joanne Hayes-White on her career. He added that qualifications he would like to see in the next chief maybe someone who is of Latino origin and someone from within the Department.

Firefighter Adam Wood thinks that it's important, just as it has been over Chief Hayes-White's tenure, to have a chief that comes up from the ranks of the SFFD, and who is familiar with the Department and the City and someone who can work well with Local 798.

Commissioner Veronese acknowledged Chief Demmons for being present at the meeting and asked him if he would like to talk about qualifications for the next chief.

Chief Demmons commented that he thinks the most important criteria is that the next chief care about each and every person under their command and to hold all members accountable that do not do their job the way they should. He also commented on the unique attributes of San Francisco, including overhead wires, topography, and equipment. He also mentioned that there is a wealth of talent in the San Francisco Fire Department. He thanked all the members of the SFFD for what they do each and every day, on and off duty, to help the citizens.

Commission Veronese thanked all the speakers for attending the meeting and for stating their desires for the next fire chief. He also suggested that the current Chief can perhaps submit a list of questions she thinks would benefit the commissioners during the interview process.

Vice President Nakajo acknowledged Chief Demmons and thanked him for his presence and his remarks. He also thanked all the speakers that came forward and gave their input on what they want to see in the next fire chief. He touched on his experience when they hired from outside the department. He added that he thinks it's important that the commission inform the public as to what the process is and that they are up against a pretty aggressive calendar.

Commissioner Hardeman acknowledged Chief Demmons and stated that he recently had lunch with retired Chief Tobacco a couple of weeks ago seeking his advice, as well as many people's advice on their opinion, on what they want to see in the new chief and one common response was to hire someone from within. He invited Captain Joe Driscoll to speak. Captain Driscoll stated that looking for a new chief is not about numbers other than you want to calculate how many people survive and quoted a person who was very good at leading and was very successful in a number of missions he accomplished both in training, as well as real life, was "it is 10 percent planning and 90 percent execution". He added that the key thing the Chief of Department needs is command, and if you do not understand command in the Fire Department, you cannot lead. Commissioner Hardmen confirmed that the commission will interview candidates and send names to the Mayor, but the Mayor has the final decision on naming the new fire chief.

Commissioner Covington was pleased that so many people showed up today to express their views on the next fire chief and she thanked President Cleaveland for putting the item on the agenda again after concerns were expressed at the last meeting that there was a poor turn out for the topic. She added that it is important that people have the opportunity to have a full,

open, and transparent process and to have their voices heard. She acknowledged Chief Demmons and the other stars that came and spoke.

President Cleaveland complimented everyone who came and spoke and thought it was very important input that was needed. He thanked former Chief Demmons for taking the time to come and bring his big smile to the Commission meeting as well as his thoughts.

6. CANCER PREVENTION FOUNDATION PRESENTATION *[Discussion]*

Tony Stefani, President of the Cancer Prevention Foundation to present an update on the Cancer Prevention Foundation and recent studies conducted.

Tony Stefani, who spent the majority of his career at Station 1, first as a lieutenant at Rescue 1, and then as a captain at Rescue 1. He mentioned that in 2000 when he was diagnosed with a rare form of cancer, transitional cell carcinoma in his right renal pelvis, it basically ended his career. During his treatment and recovery, another firefighter came down with the transitional cell carcinoma at Station 1, followed by a third, a fourth, and then finally a fifth member all over a five-year period. He said his urologist at UCSF said that there was a definite problem that needed to be looked at so he approached the administration, Chief Hayes-White as well as Local 798 with the idea of putting a nonprofit Cancer Foundation together dedicated to the early detection and prevention in cancer in both active and retired San Francisco firefighters and it has been in existence since 2006. He talked about the surveys that were sent and the challenges they faced, such as not knowing how many retired firefighters had succumbed to this insidious disease. He touched on the funding received, the setup of the 501(3)(c) account, and the voluntary screening they have put in place including various findings and results. He also touched on the dangers of flame retardant chemicals and the toxicity of those chemicals and how they are causes of cancer seen in firefighters. He mentioned that they have gone before the state legislative committees trying to work at the root of the problem to help eliminate some these chemicals. He talked about the Chicago Tribune's in-depth investigative study and report on the chemical industry and how they had fabricated an organization called Citizens for Fire Safety, and how they deceived the general population, as well as fire chiefs throughout the United States in order to keep their five-billion-dollar industry in business by continually using flame retardant chemicals. He added that it exposed these companies and brought some favorable changes. He talked about the 2010 study conducted by the National Institute of Occupational Safety and Health which looked at the causes of death of firefighters dating back 50 years. He touched on the breast cancer study, wildland fire exposure study and the necessity for firefighters to be better protected in these situations. His presentation is attached:

Adam Wood touched on a couple of Department specific developments that are going on, including the long-term study involving San Francisco, Chicago, and Philadelphia that was extended through the renewal of the Zadroga Act in New York.

Public Comment: Firefighter John Choy stated he had the pleasure of working with Tony Stefani when he was a captain on Rescue 1 at Station 1 on the Sea Watch and he cannot stress how important the Cancer Foundation is. He mentioned that he was diagnosed with testicular cancer and that the Foundation is at the forefront basically fighting for the lives of the firefighters.

Commissioner Veronese thanked Tony Stefani for his presentation and John Choy for sharing his personal information with the commission. He added that Cancer is an issue that is very close to him as his father died of cancer at 49 years of age. He asked if the Department could be doing more in using resources so that the Foundation wouldn't have to go out and find private money and suggested that once the Grant Writer is on board, they can apply for federal and state money. Tony responded that the Department at this point is doing enough, including standard operating procedures for decontamination and the overhaul process. Commissioner Veronese suggested that we ask the Boston Fire Department to come and make a presentation on what a state of the art procedures are for decontamination. Tony provided the following website where they can accept donations: <https://www.sffcpf.org/>.

Commissioner Covington thanked Mr. Stefani for his presentation and mentioned that they hear of these things in bits and pieces, and it's very good to have a complete overview of the health challenges that members of the Department face on a daily basis. She also confirmed that Local 798 gave \$100,000 so the foundation could be founded, and that they received approximately \$50,000.00 through the Combined Charities that the City and County of San Francisco offers to their employees as a tax-exempt contribution directly from their paychecks. Mr. Stefani added that Dr. Rachel Morello-Frosch from UC Berkeley wrote a 106-page grant proposal to the California Breast Cancer Foundation for the biomonitoring study that is currently in place and the grant was accepted and funded for \$600,00.00 and Local 798 also contributed \$20,000 a year toward that grant, as well as the SFFCPF contributed an extra \$10,000 a year toward the grant. Commissioner Covington asked the Department Occupational Hygienist, Tony Boone, to give the commission some ideas as to what it is that the Department is doing well and where future needs may lie. Mr. Boone stated that Mr. Stefani hit the nail on the head with the decon policy. He added that they are working feverishly to get the decon policy approved but it must be spread universally, and that process takes a while. Chief Rivera spoke about how the station exhaust extractors work, which is to divert the exhaust from the vehicle during startup and when the vehicle comes back from a call. Commissioner Covington stated that she wants people to be cognizant of the fact that this is a serious problem and it is getting serious attention, that there is a lot being done, even though a lot of people may not be aware of that.

Chief Hayes-White applauded the efforts of retired captain Tony Stefani and the San Francisco Firefighters Cancer Prevention Foundation and as Commissioner Covington said, work is being done, but there can always be more work and more funding and studies. She thanked Chief Rivera and his staff at Support Service for the phenomenal job in those efforts, including switching over to renewable diesel in 2015. She added that many of the gas-powered tools have been replaced with electric tools, cordless to be mindful of the continued exposures the members face. She indicated that they do have an overhaul policy that went into effect in 2016 and is still in place as well as wash extractors, many of which have been grant funded. She added that it's a three-way partnership between the Union, the Cancer Prevention Foundation, and the Department because their members are the greatest asset and resource and they want to protect them to the extent that they can and keep them safe in the workplace.

Commissioner Hardeman thanked Tony for his report and thought he did a fantastic job with the chronology of the history of the Foundation.

President Cleaveland thanked Mr. Stefani and the Foundation for making the presentation today. He asked for clarification on the NAC antioxidant that is not available as an antidote. Tony explained that NAC or N-Acetyl Cysteine is an antioxidant and it can be bought in any health food store and that he would send the report on how it works at the cellular level. They had a brief discussion on the IRB (Institutional Review Board) approval to put a study in place. President Cleaveland asked if the current turnout coats are treated with a fire retardant that is toxic. Chef Rivera responded that Support Services has been working with the Cancer Foundation and that the current turnouts that were just awarded to Honeywell for the SFFD do have the PFOA's that are at issue. He added that they are sealed within the garment itself, and they have annual testing that is required for all firefighters to turn in their equipment to be tested by the vendor and if any of the interior or the moisture barrier of the turnout is found to be in a condition where there could be some type of seepage or leakage or exposure to the member that garment is immediately taken out of service and the member is then issued a new replacement piece. White They are also working with Honeywell at a possible alternative for the moisture barrier in future contracts with the SFFD. He mentioned that they have to purchase all of their turnouts based on the NFPA standard and that standard requires moisture barrier qualification.

There was no public comment.

7. DRONE POLICY UPDATE [Discussion]

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

This matter was tabled at the call of the Chair.

9. COMMISSION REPORT [Discussion]

Report on Commission activities since last meeting on October 24, 2018.

Vice President Nakajo asked that when Commissioners Covington and Veronese present their retreat feedback if they could add an item on the importance of AWSS throughout the Richmond and Sunset District to their priority list.

There was no public comment.

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

Discussion regarding agenda for next and future Fire Commission meetings.

- Update on study for the training facility.
- Institutionalizing the relationship between SFFD and the Reserves, Youth Academy and City College
- Station 49 gate
- Drone policy

There was no public comment.

10. CORRESPONDENCE RECEIVED SINCE LAST COMMISSION MEETING

- Unsigned letter from the United Employees Group.

There was no public comment.

11. PUBLIC COMMENT ON ITEM 12

Public comment on all matters pertaining to Item 12 below, including public comment on whether to hold Item 12(b) and (c) in closed session.

There was no public comment.

12. POSSIBLE CLOSED SESSION REGARDING UNLITIGATED CLAIM AND PERSONNEL MATTERS

a. VOTE ON WHETHER TO CONDUCT ITEMS 12(b) and (c) IN CLOSED SESSION [Action]

The Commission may hear Item 12(b) and (c) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

Commissioner Covington made a motion to conduct item 12(b) and (c), in Closed Session. Commissioner Hardeman seconded, and the motion was unanimously approved. (4-0; Cleaveland, Nakajo, Hardeman, Covington)

The Commission went into closed session at 11:47 a.m.

Also present was Deputy City Attorney, Brad Russi, and Claims Adjuster Remy Weiland.

b. CONFERENCE WITH LEGAL COUNSEL –UNLITIGATED CLAIM

Conference with legal counsel to discuss existing unlitigated claim pursuant to Government Code Section 54956.9(a), (c), (d), and Administrative Code Section 67.10(d)(1) and possible recommendation to the Board of Supervisors for settlement approval or to take other action.

[Action item]

Unlitigated Claim

California State Automobile Association v. City and County of San Francisco

c. CASE NO. 2018-01: COMMISSION DELIBERATIONS AND POSSIBLE ACTION ON EMPLOYEE SUSPENSION APPEAL [Action item]

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

- Section 3901 - Unauthorized Use of Department Name
- Section 3902 - Unauthorized Use of Uniform
- Section 3905 - Familiarity with the Rules
- Section 3914 - Unauthorized Visit to Places of Amusement
- Section 3923 - Acts Detrimental to the Welfare of the Department

13. 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 12:07 p.m. President Cleaveland stated that there was nothing to report.

14. 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]**

Vice President Nakajo Moved to not disclose discussions held in closed session. Commissioner Hardeman Seconded. The motion was unanimously approved. (4-0; Cleaveland, Nakajo, Hardeman, Veronese)

15. **ADJOURNMENT** President Cleaveland adjourned the meeting at 12:08 p.m. in honor of the late Mayor Ed Lee who died one year ago today.

SAN FRANCISCO FIRE COMMISSION

DRAFT MINUTES FROM FIRE COMMISSION SPECIAL MEETING

Wednesday, December 19, 2018, 11:00 a.m.

698 Second Street, Room 102, San Francisco, California 94107

Item No.

1. ROLL CALL

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

Also Present: Maureen Conefrey, Commission Secretary; Brad Russi, Deputy City Attorney; Scott DeWolfe, Department of Human Resources and Anna Biasbas, Department of Human Resources

2. PUBLIC COMMENT ON ITEM 3

Public comment on all matters pertaining to Item 3 below, including public comment on whether to hold Item 3(B) in closed session.

President Cleaveland called for public comment. There was no public comment.

3. POSSIBLE CLOSED SESSION RE. PUBLIC EMPLOYEE APPOINTMENT [Discussion and Possible Action]

A. Vote on whether to conduct item 3(B) in closed session. [Action]

Commissioner Hardeman made a motion to conduct items 3(b) 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.
The Commission took a lunch recess from 12:10 to 12:49.*

B. **Public Employee Appointment: Chief of the San Francisco Fire Department.** This item may be held in closed session pursuant to Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).

C. If closed session is held, reconvene in open session.

The Commission reconvened in Open Session at 1:50 p.m.

4. **REPORT ANY ACTION TAKEN IN CLOSED SESSION**, as specified in California Government Code § 54957.1(a)(5) and San Francisco Administrative Code § 67.12(b)(4). [Discussion and possible action]

President Cleaveland announced that the Commission selected 11 candidates out of the 36 that were qualified according to the Department of Human Resources to be interviewed for the position of the Chief of the San Francisco Fire Department.

5. **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 Veronese Seconded. The motion was unanimously approved. (5-0; Cleaveland, Nakajo, Hardeman, Covington, Veronese)

6. **ADJOURNMENT**

President Cleaveland adjourned the meeting at 1:52 p.m.

FIRE COMMISSION

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

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



698 Second Street
San Francisco, CA 94107
Telephone 415.558.3451

Maureen Conefrey, *Secretary*

ANNUAL STATEMENT OF PURPOSE

2019

It is the responsibility of the Fire Commission to ensure that the San Francisco Fire Department effectively implements its Mission:

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 materials 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.

To this end, the Fire Commission will:

1. Set policy and support the administration to accomplish the mission of the department;
2. Support the administration's efforts to enhance and support the collaborative work of department membership and public stakeholders in the delivery of fire suppression, fire prevention and emergency medical services with the focus upon the common public good.
3. Encourage and support the administration to develop and implement systems to improve fiscal responsibility to enhance the budgeting process while maintaining and protecting essential public services including fire protection, fire prevention and emergency medical services.
4. Encourage and support the administration to develop an effective physical fitness and wellness program to promote the health, safety and welfare of the members of the department and the public.
5. Encourage and support the administration to develop as part of its overall strategic planning effective career development and promotion opportunities for the membership;
6. Actively encourage and support recruitment and education in the communities to bring highly qualified applicants to the Department who truly reflect the City's rich diversity;
7. Continue to work with the administration and City Attorney's Office to review and, where necessary, revise official Departmental Policy and Procedures; and

8. Contribute to the common good by conducting open meetings regularly and convening such additional meetings as deemed necessary to inform and educate the general public of the work of the Fire Commission and the San Francisco Fire Department.

Adopted at the Regular Meeting of the San Francisco Fire Commission on January 9, 2019.

Ayes:

Nays:

Maureen Conefrey, Commission Secretary

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 19, 2018 6:00 PM
Subject: General Order 18 A-95, 2019 Daily Drill Schedule
Attachments: 18 A-95 2019 Daily Drill Schedule - Attachments.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-95
December 19, 2018

From: Chief of Department
To: Distribution List "All"
Subject: 2019 Daily Drill Schedule
Reference: Articles 10, 11, and 23, Rules and Regulations
Enclosures: (A) Drill Schedule Overview
(B) Drill Schedule Instructions
(C) Daily Drill Schedule
(D) Drill List, Training Bulletin List
(E) Engine Drafting Drill Schedule
(F) Engine Drill Schedule
(G) Truck Drill Schedule
(H) Saturday/Sunday Battalion Chief's Drill Schedule
(I) Weekday Battalion Chief's Drill
(J) Division Chief's Weekly Evening Exercise
(K) Saturday Auto Extrication Drill
(L) 5" Hose Drill
(M) Alternate Drill Topics
(N) Rescue Systems Drill
(O) Technical Rescue Drill
(P) SCBA Knowledge/Skills Performance Evaluations
(Q) Surf Rescue Drill
(R) Fireboat/Marine Safety Drill
(S) ICS 214 Form
(T) Division 2 Weekend Drill Schedule
(U) Division 3 Weekend Drill Schedule
(V) Human Resources Management System (HRMS) Instructions

Officer Endorsement:
Sec. 1107 – R. & R. _____

1. Company Officers shall conduct Station drills each day from 1000-1200 hours. If a drill cannot be conducted during these hours due to Department business, then the drill shall be held between 1330-1530 hours.

2. All Officers, Firefighters, Paramedic/Firefighters and Incident Support Specialists assigned to suppression shall participate in Station drills. All members shall be in the proper uniform and utilize appropriate safety equipment during manipulative drills. Safety shall be stressed at all times.
3. Journal entries shall contain an adequate description of each drill performed, emphasizing the time, subject covered, the text, lesson plan, equipment employed, and training deficiencies, if any.
4. Scheduled manipulative practices must be repeated often enough to maintain proficiency. However, Company Officers have an option, on occasion, of selecting an alternate drill or of devising an evolution encompassing a number of drills when it is more pertinent to their Companies' work activities. Drills of a specialized nature may be requested through the Battalion Chief. Assistance in scheduling may be obtained from the Division of Training.
5. Special attention is directed to Enclosure (H). Battalion Chiefs shall conduct Saturday and Sunday drills at the Division of Training drill yard or other locations with Companies in their districts and/or Companies that regularly respond into their district as scheduled by the Division Chief. Enclosure (H) contains a list of suggested drill topics for Battalion drills. Assistance in coordinating specialized drills may be obtained from the Division of Training.
6. Most reports shall now be submitted through HRMS; hard copies shall no longer be sent to the Division of Training. Please see specific instructions for each drill for exceptions. HRMS Instructions are included in Enclosure "V".
7. Company Officers are reminded that they are responsible for the efficiency and effectiveness of their Companies.
8. Company R1 inspections afford a unique opportunity to identify problem buildings or areas and pre-plan an effective attack. Take this opportunity to involve the entire crew in a situation you may very well face someday. These are the places to drill and practice; the places where various problem fires may occur.
9. The Division of Training would like to reiterate the importance of these drills. Drills are the foundation of our operations and ensure the safety of our members. The Division of Training is receptive to ideas and suggestions for the improvement of our training and drill program. Department Officers and members are encouraged to submit their suggestions by General Form to the Director of Training.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 19, 2018 6:01 PM
Subject: General Order 18 A-96, Company Based Modular Training Program-2019
Attachments: 18 A-96 Company Based Modular Training 2019.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-96
December 19, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Program-2019
Reference: Rules and Regulations, Sec. 402
Enclosures: Attachment "A"-Training Schedule Overview
Attachment "B"-Training Calendar

Officers Endorsement:
Sec 1108 – R & R _____

1. The San Francisco Fire Department Company Based Modular Training Program is utilized to accomplish In-Service training for the Department. This program has improved accountability, reduced scheduling conflicts, and increased the total amount of in-service training hours per member.
2. Prior to each Company Based Training Module, a General Order or an e-mail will be distributed Department-wide, and will provide the subject matter, and a detailed schedule of groups due for training. Please refer to Attachment "A" for an overview of the Training Schedule. Module topics may be changed based upon needs of the Department. Company and Chief Officers are reminded to view the Fire Calendar on a daily basis for updates, deletions, or changes to the Training Schedule.
3. All-day training modules will commence at 0900 hours and conclude at 1700 hours. During split modules, the AM Session will commence at 0900 hours and end at 1200 hours while the PM Session will commence at 1330 hours and end at 1630 hours.
4. Due to the 31-day tour, there are certain tours that are not covered in the training cycle, therefore it is the members' responsibility to attend with another Group. Battalion Chiefs are to identify the members of his/her Battalion that have NOT received the training and remind these members to attend.
5. Division Chiefs and their Incident Support Specialists are expected to attend **and** participate in all training sessions, and will be responsible for ensuring that all personnel assigned to their Battalion arrive for training promptly. Division and Battalion Chiefs may be directed to teach and/or direct drills for his/her Battalion.
6. Trades will not be allowed on training days, with the exception of a trade between two members on their mutual training days (flip/flops), or upon the approval of a Division Chief.

7. All Companies due for training must be placed out of service by the Company Officer or Battalion Chief no later than 0815 hours or 1215 hours to ensure adequate travel time to the training site. Companies that arrive late will be required to sign in on a "late roster" which will be forwarded to the Deputy Chief of Operations. Additionally, Officers of Companies arriving late must submit a General Form addressed to the Deputy Chief of Operations explaining their tardiness. This General Form will be completed prior to leaving the training site.
8. The training site will depend on the course content, but typical sites include:
 - Division of Training - 19th and Folsom Facility
 - Division of Training - Treasure Island Training Facility
 - BART, MUNI stations
 - Ocean Beach
9. Division Chiefs will be responsible for determining "cover-ins" to maintain coverage while groups are in training. Personnel from units who are out of service shall be utilized. A group in training will be placed back in service whenever the Division of Emergency Communications (DEC), in consultation with the Director of Training, determines that too many units are out of service citywide. If necessary, the training group could be deployed to an incident as a task force as stated in Article 2310 of the Rules and Regulations.
10. Normal Station drills and other In-Station Company Based Training will not be affected by this training program. Please refer to G.O. 18 A-95 for specific information related to the 2019 Daily Drill Schedule.
11. No changes will be made to the schedule without prior notification and approval of the Director of Training.
12. All members shall report to training sessions in Class B-1 Station uniform. Class B-1 uniform requirements include Class B uniform with the addition of the uniform cap and tie.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 19, 2018 6:02 PM
Subject: General Order 18 A-97, Company Based Modular Training Module 1 – American Heart Association CPR Instructor Renewal Course

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-97
December 19, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 1 – American Heart Association CPR Instructor Renewal Course
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R

1. The Division of Training will offer American Heart Association (AHA) Cardio-Pulmonary Resuscitation (CPR) Instructor training beginning January 7, 2019.
2. The CPR Instructor course is open to all uniformed members. Members must attend CPR Instructor training in an off-duty status and Time-Coming (TC) will not be granted.
3. Members wishing to become CPR Instructors or renew their CPR Instructor certificate must attend one of the 3-hour CPR Instructor courses listed below. Training will be held at the Division of Training's Treasure Island Training Facility (TITF).

Monday January 7, 2019	CPR Instructor Renewal	0900-1200 hours
Tuesday January 8, 2019	CPR Instructor Renewal	0900-1200 hours
Wednesday, January 9, 2019	CPR Instructor Renewal	0900-1200 hours
Thursday, January 10, 2019	CPR Instructor Renewal	0900-1200 hours

(Class size will be limited to 18 students)

4. First time BLS Instructors must complete the ACLS Instructor Essentials Online Course Prior to attending the ACLS Instructor renewal course. The course is available online at <https://elearning.heart.org/course/26>. New BLS Instructors must present their BLS Instructor Essentials Online Course Completion Certificate to the TITF EMS Training Staff the day they attend their BLS instructor Course.
5. Per AHA requirements, instructor candidates are required to teach a minimum of FOUR classroom provider courses every two years. BLS Instructors interested in maintaining the SFFD as their AHA Training Center are responsible for scheduling and teaching these courses through the DOT EMS Staff in an off-duty status. AHA BLS Instructor cards will be issued after the completion of this requirement.

6. Members interested in attending the BLS Instructor course should sign up on the appointments tab in HRMS.
7. Questions regarding this General Order shall be referred to the Division of Training, 415-318-4501.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 19, 2018 6:02 PM
Subject: General Order 18 A-98, Company Based Modular Training - Module 2 – American Heart Association CPR Training

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-98
December 19, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training - Module 2 – American Heart Association CPR Training
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 – R & R _____

1. California Code of Regulations-Title 22, and the California Health and Safety Code state that all sworn members of every California Fire Department shall be trained to administer First Aid and Cardio-Pulmonary Resuscitation (CPR). ALL EMTs and First Responders, regardless of assignment, must attend CPR training
2. Company Based Modular Training – Module 2 - American Heart Association CPR training, will begin Monday, January 14, 2019 and conclude on Thursday, May 2, 2019.
3. Members due for training will be detailed on the Fire Calendar before their scheduled training date by the Division of Training. St. 49 H3L1 EMTs and members assigned to Dispatch will sign up for their training date and time via scheduling tab on HRMS.
4. Classes will be held at the Division of Training Treasure Island Training Facility (TITF), Monday-Thursday. Sessions commence at 0900 and 1300 and will be four hours in duration.
5. Classes from April 8th through April 11th will be held in the Commission Room at Fire Headquarters. Headquarters personnel shall contact 415-318-4506 to schedule their attendance.
6. Members are to arrive promptly and follow all provisions stated in General Order 18 A-96 Company Based Modular Training Program-2019. Only members that are on approved leaves and cannot attend the training during this Module will be accommodated upon return to duty.
7. Questions regarding this General Order shall be referred to the Division of Training, 415-318-4501.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 26, 2018 5:48 PM
Subject: General Order 18 A-99, Fuel at SFFD Locations
Attachments: 18 A-99 - Attachment A - SFFD Fueling Locations and Capacity.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 18 A-

99

December 26, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Fuel at SFFD Locations
Reference: Rules and Regulations, Section 402
Enclosure: Attachment "A" - SFFD Fueling Locations and Capacity

Officer Endorsement:
Sec.1108-R &R _____

1. All Company Officers assigned to Stations with in house fuel tanks shall check fuel levels on a daily basis.
2. Attachment "A" includes a list of all SFFD fueling locations and the capacity of tanks.
3. Company Officers are responsible for placing timely orders for fuel deliveries through the Bureau of Equipment, 25th Street, at 415-558-3514.
4. Fuel levels in the tanks shall not drop below ½ full. The Department must keep adequate fuel on hand in case of a disaster or other unforeseen circumstances. In addition, when levels in fuel tanks get very low, it can compromise the pump mechanism and cause damage to SFFD apparatus.
5. Battalion Chiefs shall do spot checks at least once a month to ensure compliance. Assistant Chiefs shall also ensure compliance.
6. The Senior Officer from any Company/Station that allows the fuel level to drop below ½ shall be required to complete and forward a General Form to the Deputy Chief of Administration explaining the failure to comply.
7. Operational fuel tanks at Stations 5 and 16 will be available upon completion of Station reconstruction.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Wednesday, December 26, 2018 5:48 PM
Subject: General Order 18 A-100, Position in SFFD Stress Unit

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-100
December 26, 2018

From: Chief of Department
To: Distribution List "A"
Subject: Position in SFFD Stress Unit
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:

Sec. 1108 – R. & R. _____

1. The Department is advertising for a position in the SFFD Stress Unit. The Unit consists of uniform personnel that serve to assist Department employees in time of crisis.
2. The duties and responsibilities include but are not limited to:
 - o Critical Incident Stress Management (CISM)
 - o Diffusing situations in the workplace
 - o Responding to employees in need at all hours of the day and night
 - o Interacting with other City agencies and Departments
 - o Provide orientation to new employees of the Department
 - o Ability to maintain confidentiality
3. The schedule of a Stress Unit member is a non-suppression, 40-hour work week with weekend and evening assignments as needed.
4. Desirable qualifications and skills:
 - o Experience with addiction recovery programs
 - o Commitment to helping others
 - o Excellent communication skills
 - o Management training
 - o Critical Incident Stress Debriefing training
 - o Background or training in counseling
 - o Peer support experience
5. Interested members in the rank of H-20 Lieutenant or below are encouraged to submit a General Form and updated Personal Qualification Form (PQF) to the Chief of Department by close of business on Friday, January 11, 2019.

6. Any questions regarding the position can be directed to Deputy Chief Jeanine Nicholson, at 415-558-3258.

Joanne Hayes-White
Chief of Department

THOMAS P. O'CONNOR JR.
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SECRETARY
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STEPHEN V. GIACALONE
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ADRIENNE R. SIMS
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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

December 31, 2018

San Francisco Fire Commission
698 Second Street
San Francisco, CA 94107-2015

Dear Fire Commissioners,

It has come to our attention that you, the San Francisco Fire Commission has begun your selection process to identify potential candidates for Chief of the Department, and that you will recommend who you believe to be the top three to four candidates to Mayor London Breed so she can interview them for consideration to become the next Chief of Department. The purpose of this letter is to inform you of our concern that both you, the San Francisco Fire Commission, and the Department of Human Relations, may have unnecessarily rushed the selection process, deviating from your own stated practices and desired qualifications.

According to the application for Chief of Department:

The ideal candidate for Chief of the San Francisco Fire Department will possess a track record of demonstrated leadership, proven accomplishments and superior performance in the operation of fire services at a senior level in a fire department that serves an urban population of at least 350,000 residents. The candidate must be a strong, visionary and decisive leader with excellent communication skills and the ability to work effectively within a diverse department. Experience in an urban, ethnically diverse community is essential. A commitment to diversity in recruitment, selection and promotion must be demonstrated in his or her prior work assignments.

Further, the application states that the ideal candidate will have demonstrated expertise in the following areas:

- Fire suppression, with an emphasis on dense construction, maritime, and aviation;
- Fire prevention and investigation;
- Emergency medical services including paramedic and transport services;
- Heavy rescue, hazardous materials, and management of mutual aid responses to multi-casualty events;
- Seismic safety and planning;
- Fiscal management in the development and oversight of an annual budget;
- Oversight of capital improvement projects;



Personnel management with support for racial, gender, and cultural diversity in recruitment and promotion;
Development and maintenance of a work environment that supports an integrated workforce free of harassment, intimidation, and hostility;
Establishing communication channels within the Department and with city, state, and federal agencies, and with the general public.

Although we understand that the position for Chief of Department is exempt from the City and County of San Francisco's civil service system, we at Local 798 firmly believe that there are many qualified internal candidates that merit consideration for the position. While this is a closed selection process, it has come to our attention that several of our highest ranking and most experienced Field Suppression Chiefs have applied but have not progressed to the Commission interview process. As an experienced union officer, I personally find this to be very disturbing since these Field Suppression Chiefs most certainly possess the expertise and experience that the application clearly requires. It is my belief that their many accomplishments should have placed them in the 'better to best' category of applicants as defined by Director Mickie Callahan which would allow them to proceed to the Commission interview process.

Of further concern, Local 798 believes that the application also identified several qualifications that many of our Highest Ranking and Most Senior Field Suppression Officers possess and/or work experience would represent an equivalent to:

A master's degree in business administration, public administration, fire science, organizational leadership, fire protection engineering, human resources management, construction management, hospitality management, management information systems or a closely related field.

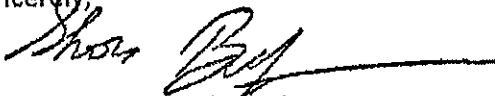
Experience serving in the sworn rank of Battalion Chief or higher in a Fire Department in a large metropolitan area [over 350,000 residents].

Experience managing emergency medical services.

Although it is our desire to welcome the best candidate into the Chief position so that he or she has ample time to select their command staff and participate in the current budget process, we are as extremely concerned that the selection process is thorough, fair, and that the final three or four candidates that you will refer to Mayor Breed for her interview possess the necessary leadership abilities to successfully lead this department into the future.

The Executive Board of Local 798 would appreciate the opportunity to discuss these matters with you and can be available to do so at your earliest convenience. Thank you for your attention to this matter and we look forward to a fruitful discussion with you in the near future.

Sincerely,



Shon Buford, President-Elect
San Francisco Fire Fighters Local 798

Dr. Valerie M. Street J.D.
412 Webster Street
San Francisco, Ca. 94117

December 20, 2018

Honorable San Francisco Fire Commissioners:

Stephen Nakajo

Michael Hardeman

Francee Covington

Ken Cleaveland

Joe Alioto Veronese

Re: Recommendation of Assistant Chief, Division 3, Nicol P. Juratovac—To Become Fire Chief for the City and County of San Francisco.

Honorable Commissioners:

My name is Dr. Valerie M. Street and I am a program manager with the Alameda County EMS Division.

Our division is proud to say we are the **FIRST governmental** in-house EMT program in the nation preparing **under-represented minority men** for careers in EMS. To date we have the largest number of graduates serving in the Bay Area fire services.

It is in that capacity our program has worked with Assistant Chief Juratovac for over 6 years. She has been not only a supporter of our efforts to strengthen minority participation in all aspects of EMS, but she has been a leader, mentor and an advocate for our students as they have moved forward in their careers.

Assistant Chief Juratovac has consistently gone "**beyond the call of duty**" to encourage not only our graduates but many other students including those in her capacity as instructor at SF City College.

Professionally speaking and being truthful, her credentials are superior and unmatched in the current San Francisco Fire Department. Not only is Nicol a master trainer and trained in every aspect of fire command, she is teacher, leader, fire subject matter expert, as well as, versed in all aspects of law.

Fire Commissioners, as a 42-year long resident of San Francisco and knowing Nicol as long as I have in the field, I can attest to her personal integrity, character, loyalty and faithfulness to her duty and to the San Francisco Fire Department.

We are **solely in need** of the kind of leadership, vision and above all, **honor** that Assistant Chief Juratovac will bring to the San Francisco Fire Department in the 21st Century, which will be century of major change and challenge in San Francisco including climate.

Fire Commissioners, we need visionary leadership to meet the challenge of change and you now have in your hands the opportunity to be a part of that movement toward a better future for San Francisco.

I urge you to endorse and support the appointment of Assistant Chief Nicol P. Juratovac as the city's next esteemed Fire Chief for the City and County of San Francisco.

Yours truly,

A handwritten signature in black ink that reads "Dr. Valerie A. Street". The signature is written in a cursive, flowing style with a large initial "D" and "V".



BY FIREFIGHTERS, FOR FIREFIGHTERS

BATTLEGROUND TO FIREGROUND

\$85 – registration & refreshments (volume discounts available)

Marines Memorial Club & Hotel, 609 Sutter Street, San Francisco, CA
Friday, February 1, 2019 0830 – 1730 hrs. (Social Event to follow)

2nd ANNUAL SFFVA FIRE LEADERSHIP SYMPOSIUM



Firefighter Jason Brezler, FDNY- Rescue Company 2

Jason specializes in leadership development, character development, and optimal human performance. He calls upon his extensive operational experience in Iraq, Afghanistan, and New York City to prepare leaders from public safety organizations, business corporations, athletic teams, and academic institutions to perform at their best. Jason serves as a FDNY Special Operations Firefighter in Rescue Company 2 in Brooklyn. Prior to becoming a firefighter, Jason began his career as an officer in the U.S. Marine Corps. He has led Marines on several deployments in Iraq and Afghanistan where he was decorated for his combat service. *In his presentation, Firefighter Brezler will discuss Optimizing Human Performance and the Moral Imperative of Mission-Oriented Leadership. He will explore human performance under stress, risk tolerance, and resiliency.*

Colonel Kerry Moores & Major Larry Moores, both U.S. Army (Ret.)

Colonel Kerry Moores served as an Air Defense Artillery Officer in Ansbach, Germany in various leadership and training positions. Among her many deployments, she deployed to Baghdad, Iraq for Operation Iraqi Freedom as part of the Multi-National Security Training Command-Iraq. Major Larry Moores served with distinction in combat with two different Army Ranger Battalions. He was a member of the 1/75 Ranger Regiment in 1983 during Operation Urgent Fury, resulting in the rescue of 600 U.S. medical students in Grenada. As an officer in 1993, he deployed to Mogadishu, Somalia as a member of Task Force Ranger in Operation Gothic Serpent. This included the Battle of Mogadishu. *In their presentation, the husband and wife duo will focus on leadership in extreme environments, the importance of subordinate leadership and unit training fundamentals building a solid foundation. They will also discuss historical missions that relied heavily on solid leadership and the similarities between military missions and first responders.*



**** PROFITS GO TO MILITARY & FIREFIGHTER CHARITIES TO FIGHT PTSD & SUICIDE ****

Information & Registration: www.firenuggets.com/?classes

APPROVED FOR POSTING

James Hays White

SFFVA ANNUAL LEADERSHIP SYMPOSIUM

Brothers and Sisters,

Our San Francisco Firefighter Veterans Association will be hosting it's Annual Leadership Symposium on February 1, 2019, at the Marines Memorial Club, 609 Sutter St., in downtown San Francisco. This 1-day event is beneficial to all ranks and members. The guest speakers will be Firefighter Jason Brezler FDNY Rescue 2, Colonel Kerry Moores U.S. Army (Ret.), and Major Larry Moores U.S. Army (Ret.). All of our speakers share common denominators with their distinct life experiences: selfless service in the Armed Forces and a strong value system that has been consistent throughout their respective careers.

Firefighter Jason Brezler, FDNY- Rescue Company 2

Jason has specialized in leadership development, character development, and optimal human performance for over 10 years and frequently addresses leaders and organizations across North America. He calls upon his extensive operational experience in Iraq, Afghanistan, and New York City as he prepares leaders from public safety organizations, business corporations, athletic teams, and academic institutions to perform at their best. Jason serves as a FDNY Special Operations Firefighter in Rescue Company 2 in Brooklyn and previously served in Squad Co. 252 and Ladder Co. 58 in the Bronx. He is also the principle architect of the FDNY's performance initiative, and the Founder and President of Leadership Under Fire.

Prior to becoming a firefighter and creating the Leadership Under Fire Team, Jason began his career as an officer in the U.S. Marine Corps. He has led Marines on several deployments in Iraq and Afghanistan where he was decorated for his combat service and continues to serve as a Major in the Marine Corps Reserves.

In his presentation, Firefighter Brezler will discuss Optimizing Human Performance and the Moral Imperative of Mission-Oriented Leadership. He will explore human performance under stress, risk tolerance, and resiliency.

Colonel Kerry Moores, U.S. Army (Ret.) & Major Larry Moores, U.S. Army (Ret.)

Husband and wife, Larry and Kerry Moores have an extensive family history of serving in the Armed Forces. Colonel Kerry Moores has had an impressive military career filled with many accomplishments to say the least. She is a distinguished military graduate of the Loyola University of Maryland with a Bachelor of Science in Mathematics, and upon graduating in May 1993, she was commissioned through ROTC into the U.S. Army as a Second Lieutenant in the Air Defense Artillery. Kerry served as an Air Defense Artillery Officer in Ansbach, Germany in various leadership and training positions. Following completion of the Air Defense Artillery Officer Advanced Course and Combined Arms Service and Staff School she was deployed to Kuwait and Saudi Arabia with the Army Air and Missile Defense Command responsible for training and operations. She also deployed to Baghdad, Iraq for Operation Iraqi Freedom as part of

the Multi-National Security Training Command-Iraq, and her final deployment serving as the Current Operations Chief to Djibouti, Africa. Mrs. Moores is currently working for the Department of Defense as a Senior Analyst for the Joint Staff, developing future concepts and implementation.

Major Larry Moores was inducted into the Ranger Hall of Fame in 2017 for his consistently outstanding service as both an Officer and NCO. During his 21-year career, Major Moores served with distinction in combat with two different Ranger Battalions. He was a member of the 1/75 Ranger Regiment in October 25, 1983 during Operation Urgent Fury, in the invasion led by the United States, of the Caribbean island Nation of Grenada in the rescue of 600 U.S. medical students. As part of that operation, he conducted a combat search and rescue mission to rescue a downed 160th SOAR pilot then continued on to the objective in the raid on the Calivigny Barracks. In 1991 he began the next phase of his career by attending and graduating from Officer Candidate School (OCS). Ranger Moores was assigned as a Platoon Leader in Bravo Co. 3/75 Ranger Regiment. He deployed to Mogadishu, Somalia as a member of Task Force Ranger in Operation Gothic Serpent August 1993- October 1993. This included the Battle of Mogadishu which was the most brutal urban warfare the U.S. military had experienced since the Vietnam War. He served as the Ground Reaction Force Platoon Leader responsible for all convoy escorts, blocking force for mission inserts, and setting up combat search and rescue for any downed aircraft. His steady leadership and courageous actions during that battle resulted in Ranger Moores receiving a Bronze Star with Valor device.

*"I consider Larry Moores to be one of the most courageous and competent leaders I've ever worked with. I would follow him in combat again today if he asked it of me."
Major Jeff Struecker, U.S. Army Chaplain (Ret.), Squad Leader-Task Force Ranger*

In their presentation, the Moores will focus on leadership in extreme environments and the importance of subordinate leadership and unit training fundamentals building a solid foundation. They will also discuss historical missions that relied heavily on solid leadership and the similarities between military missions and first responders.

The Leadership Symposium is an opportunity for our members to meet and learn from exceptional people who have their own stories of service, hard-ship, and perspective. It is our intent to inspire our fellow brothers and sisters to become better Firefighters, Company Officers, and Chief Officers and implement the "take-aways" in our daily lives. Remember, leadership is not limited to the officers ranks, everyone can set the example to follow! Also we would like this opportunity for all service members past and present to come together. Thank you Local 798 for your continued support.

Respectfully,
Matt Hutchinson, Vice-President
San Francisco Firefighters Veterans Association



12/11/18 DRAFT FOR REVIEW

I. Purpose and Scope:

This policy is intended to provide the San Francisco Fire Department (SFFD) personnel or authorized contractor assigned to the operation of SFFD owned Unmanned Aerial Systems (UAS – also known as “drones”) with the required procedures to establish safe, efficient and lawful operations of a SFFD UAS. SFFD seeks to ensure that UAS operations are conducted consistent with all applicable laws and in accordance with the City and County of San Francisco (CCSF) Citywide Employee Drone Policy. The use of UAS can enhance the safety of the public and First Responders by facilitating increased situational awareness and improving incident command decisions at emergency scenes and/or disaster incidents.

This Policy is subject to a one-year evaluation period. After the evaluation period, a Drone Oversight Committee composed of representatives from the Mayor’s Office, the City Administrator, and Committee on Information Technology (COIT) will review the drone programs of all participating City Departments, including the SFFD, and provide recommendations to COIT on potential revisions to this Policy as necessary, to keep SFFD UAS operations consistent with the SFFD’s mission to protect the lives and property of the people of San Francisco.

II. SFFD UAS Program and Authorized Use:

The mission of the SFFD UAS Program is to facilitate saving lives and property, enhance Firefighter safety and improve emergency response actions by providing aerial reconnaissance and observation to the Incident Commander to support strategic and tactical decisions at emergencies, major incidents and/or disasters. The SFFD will use uniformed personnel or an authorized contractor to operate the UAS.

The SFFD’s use of UAS is strictly limited to the following specific authorized use cases:

Emergency Incident Response:

- Structure and wildland fires: Data and aerial imagery, including thermography for victim location, fire involvement, roof integrity/structural integrity assessment, personnel accountability, exposure vulnerability, rate of spread, confirmation of extinguishment, etc.
- Hazardous Materials Incidents: Data and aerial imagery, including thermography to assist in determining the incident type (i.e. spill, leak, vapor release), product/agent being released, amount/quantity and extent of spread, determining operational zones (hot, warm, cold zones), and areas of evacuation or shelter in place.
- Natural or Manmade Disasters: Data and aerial imagery, including thermography to conduct surveys and assessments of victims, life safety, collapsed structures, damage and risk assessments, severity of damage to define and prioritize affected areas and to identify access routes into damaged areas.



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- Surf, Cliff and Bay Rescues: Data and aerial imagery, including thermography to search for victims in the water, cliffs or other remote locations, to determine location, extent of injuries, access routes to the victim, deliver or drop personal floatation devices, radios, medical supplies and equipment.
- Data and aerial imagery, including thermography to conduct surveys and assessments of victims, life safety, collapsed structures, damage and risk assessments, severity of damage to define and prioritize affected areas and to identify access routes into damaged areas.

- Training:

- Data and imagery, including thermography to increase personnel accountability and safety, and to assist with operational critiques of strategy and tactics to facilitate after action reports and lessons learned.
- To conduct remote pilot and aircrew training and proficiency.

All SFFD UAS missions and training flights shall be thoroughly documented in the SFFD UAS unit log book and the COIT SharePoint site. All accidents shall be immediately reported to the appropriate supervisor with a General Form according to SFFD Policy, and to the Federal Aviation Administration (FAA), as required by FAA Regulations and legal requirements.

III. Safety:

Drones must be operated in a safe manner. City drones should not be operated in a way that causes personal injury or property damage. Drones may not have features (e.g., lights, coloring) or be used in a way that distracts drivers or other aircraft. Drones may not be equipped with a firearm or other weapon.

The Pilot in Command (PIC) is critical to safe and successful operation of a UAS. The Visual Observer (VO), when available, can assist in situational awareness and hazard mitigation. They shall assess the operational area for any obstacles, hazards or safety concerns that may interfere with the safe operation of a UAS. The PIC shall perform a risk assessment of the mission profile and any hazards or risks associated with the mission and whether those hazards or risks can be mitigated. The PIC shall have the authority and responsibility to determine if it is safe and operationally sound to proceed. PIC's are authorized to evaluate and accept or decline any mission or portion due to safety or experience concerns.

Specifications: Each SFFD UAS must have a global positioning system (GPS). The software and/or firmware used to operate the drone must be up to date and maintained.

Failsafe Mode: Drones that lose GPS signals should be set to return to home/origin. Additionally, drones that lose signals to their remote operator, or when low power is detected, or when the drone is flown out of remote control range should be set to return to home/origin. Should a UAS



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experience any of the above issues, the UAS will be placed out of service until deemed functional.

All UAS Team members will comply with all limitations, restrictions and requirements as listed in FAA, Part 107, Remote Pilot Certification or the City and County of San Francisco Certificate of Waiver or Authorization (COA). Training: SFFD UAS operators must obtain Part 107 Remote Pilot Certification from the FAA and must comply with all other FAA requirements.

The UAS shall be operated in accordance within manufacturer's specifications and applicable FAA limitations and restrictions

When available, the VO shall utilize a distance from the UAS that will adequately maintain visual observation on the UAS and maintain safety for first responders and civilians. The VO shall be responsible for keeping the take-off and landing areas clearly marked and clear of all persons for safety.

All radio communications required by the FAA will be complied with.

The Remote PIC will supervise the mission and the VO during UAS operations. The PIC is ultimately responsible and must decide if it is safe to fly. The PIC will report to the Incident Commander upon arrival at an emergency incident to receive an incident briefing and an official mission tasking. The SFFD UAS Team when assigned to an incident, shall work under the direction of the Incident Commander.

The SFFD PIC, when there are multiple unmanned aircraft vehicles or manned aircraft in the affected area, shall serve as the "Air Boss" and deconflict the airspace. If manned aircraft are present, all UAS operations will stop and/or give priority to those manned aircraft unless authorized by the COA or FAA waivers.

If a UAS aircraft loses its connection/link or the UAS has fly-away, the PIC shall immediately notify the Incident Commander, the Dispatch Center and make all required FAA notifications.

IV. Notice of Operations:

The SFFD UAS Program seeks to be as transparent and open as possible in its implementation. The following protocols will be followed during SFFD UAS Program deployments to the extent possible during emergencies and threats to public safety.

- A. The Chief of Department or his/her designee, the Incident Commander or his/her designee, such as the SFFD UAS PIC or a hired contractor, will be responsible for notifying the San Francisco Department of Emergency Communications (Dispatch Center) when UAS's are being deployed.
- B. When reasonably feasible, the SFFD PIO will pre-announce UAS operations in the affected areas on social media and through local news media outlets and notify the public of all drone flights by publishing flight summary data on the open data portal 24



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hours in advance of operations. The Department's notifications shall include flight summary information and the type of data to be collected.

- C. Where pre-notification is not possible due to emergency authorized uses, flight summary information must be submitted within 48 hours after operation of the UAS.
- D. The SFFD will place "S.F.F.D." logos on all UAS equipment for identification.
- E. All SFFD UAS Team members will wear high visibility clothing that clearly identifies their role as SFFD UAS PIC or VO.
- F. When possible, notification will be made to residents in the immediate area of SFFD UAS operations through signage in readily viewable public areas prior to deployment. However, incidents involving an imminent threat to public safety may require UAS operations to begin with little or no notice to the public.
- G. When required by the FAA, or when UAS operations are within a 5-mile radius of an airport, a UAS aircrew member will make the proper notifications and/or request a Temporary Flight Restriction (TFR) to the FAA and/or to the affected Air Traffic Control Tower where the SFFD will be conducting UAS operations. Prior to UAS operations, SFFD PIC or VO will check for any TFR's and a Notice to Airman (NOTAM) will be filed electronically or by telephone as required by the FAA Certificate of Waiver or Authorization (COA).
- H. All SFFD UAS operators must submit flight information to the Open Data portal, access to this system must be granted by SFFD's Management Information Systems (MIS) Division. Once permission is granted, the Open Data portal can be accessed via here: <https://sf.gov/sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>
- I. Noise: In non-emergency/training situations, SFFD shall employ its best efforts to ensure that noise from drones does not interfere with the quality of life of residents or visitors. All Operators shall comply with the Noise Ordinance of the San Francisco Police Code Article 29-Regulation of Noise, while operating drones within the City, unless exigent circumstances exist to protect life and property.

V. Privacy:

Personal Identifiable Information ("PII") is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.



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The SFFD's use of drones shall be limited to the authorized uses outlined above in Section II. Should PII be incidentally collected through the use of drones that is not related to the authorized purpose, SFFD shall either remove PII from the raw footage or discard the raw footage within one-year of collection. Exceptions to this one-year limit must be supported with documentation and a clear rationale, and maintained by SFFD staff to be reviewed by COIT and the Drone Oversight Committee.

Should information be incidentally collected that could be used to identify persons or private information, the SFFD will remove all personally identifiable information from raw data footage, unless written consent is obtained by the individuals in the data and imagery.

Data and imagery that contains PII will not be distributed unless exigent circumstances exist to protect life and property, or as required by law.

The SFFD does not conduct surveillance activities and this Policy seeks to ensure that safeguards and sanctions are in place to protect the privacy, civil rights, and civil liberties of all individuals.

VI. Data Security and Retention:

The SFFD shall restrict access to any raw (i.e., unprocessed) drone footage that contains PII to authorized City staff (i.e., authorized employees and contractors) only. Distribution of raw drone data containing PII to other City Departments shall be for the purpose of cleansing and processing data only. In all other circumstances, the SFFD shall not exchange raw drone data containing PII between City Departments, or disclose such data to the public, except for exigent public safety needs or as required by law.

In accordance with the SFFD Records Management Policy, data and video footage collected during drone operations will fall into one of the following categories:

1. Permanent Records: Records that are permanent or essential shall be retained and preserved indefinitely:
Examples include: Possible crime scenes
2. Current Records: Records for which operational necessity, ready reference, convenience or other reasons are retained in the office space and equipment of the SFFD:
Examples include: Training and Operational updates
3. Storage Records: Records that are retained offsite. Typically, current or permanent records that have ceased to have immediate operational value, but which have a retention/lifecycle period that requires continued custodianship.
Examples include: Possible crime scenes



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Upon completion of each UAS mission, the recorded data and imagery shall be downloaded to the SFFD MIS storage system and then reviewed and evaluated by the MIS staff. All retained data and imagery shall be maintained or destroyed in accordance to the City and County of San Francisco Citywide Employee Drone Policy, SFFD Records Management Policy and in compliance with applicable laws and regulations.

Captured data and imagery will not be stored in other digital unauthorized locations without the express permission of the Chief of Department. All captured data and imagery shall be kept for a minimum of 90 days as an official CCSF record. All captured data and imagery shall be reviewed by the SFFD MIS Division to ensure that the data and imagery are consistent and serve the purposes of the authorized use as defined in Section II. If the data and imagery is found to not serve the authorized uses, that data and imagery shall be purged and deleted from the MIS storage system and conform to SFFD Records Management Policy.

Files shall be securely stored by the SFFD MIS and in accordance with approved CCSF Citywide Employee Drone Policy, the SFFD Records Management Policy and retained no longer than necessary for purposes of training, emergency scene documentation, risk/damage assessment or other approved need.

This SFFD Drone Policy must be reviewed and signed by all SFFD drone operators, hired contractors, and any individuals with access to drone data that may contain Personal Identifiable Information.

Compliance: All City UAS operators must submit flight information to the Open Data portal at the following website: <https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>

Ownership:

All data and imagery obtained by a SFFD employee (on or off-duty) with a SFFD owned UAS or any UAS contractor hired by the SFFD, are the sole property of the SFFD.

Custodian:

All data and imagery obtained and stored on any memory device attached to a UAS shall be deleted upon transfer to the approved secure storage device.

The SFFD's MIS Division shall be the custodian of captured data and imagery taken by a SFFD UAS. This is a separate group within the SFFD which will serve as a check and balance to provide independent oversight and transparency.

SFFD personnel shall not edit, alter, erase, duplicate, copy, share, transmit or otherwise distribute in any manner UAS data or imagery without authorization and approval of the Chief of Department or his/her designee. The exception is to pixelate, block out or edit out personal identifiable information of a private citizen as provided in this policy to protect the civil rights and civil liberties of individuals.



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SFFD UAS Program members who obtain or have access to obtained data and imagery are responsible for the lawful and appropriate use of that information. Failure to abide by the restrictions and use limitations of that information may result in the suspension or termination of individual user privileges, disciplinary sanctions, or criminal prosecution.

Access:

All access to UAS data and imagery must be specifically authorized by the Chief of Department or his/her designee, and all access shall be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

Redaction:

If SFFD personnel believe PII was captured, they shall notify the Incident Commander after the operation or upon post incident review of the data and imagery. The SFFD's MIS personnel will review the data and imagery to determine whether the relevant portion of the video should be edited, deleted, pixelated or blocked out in a manner consistent with the City and County of San Francisco Drone Policy.

Data and imagery obtained during EMS, Search and Rescue operations or subject to HIPAA compliance, shall be deleted or encrypted, edited, pixelated or blocked out and stored on a secure SFFD MIS storage device.

Sharing:

The SFFD Compliance Officer will also review all data or imagery prior to release for public information requests or for official SFFD business purposes. MIS staff and the SFFD Compliance Officer will be trained in all applicable SFFD and City and County of San Francisco Drone and Data Retention Policies.

The SFFD UAS shall not be operated to obtain data for law enforcement purposes unless legally required to do so. Stored data that includes PII shall not be shared with or disseminated to law enforcement or any other person or entity unless legally required to do so.

Acquisition, transfer and dissemination of data and imagery shall be documented in the SFFD UAS logbook and all other records required by local, state or federal law.

No personal use or sharing of UAS data and imagery is allowed. SFFD members will not store, transfer or utilize SFFD electronic data or imagery for personal use. SFFD members will not post, transmit, store or otherwise disseminate confidential or sensitive information including data, imagery, or sound relating to work assignments without the express permission of the Chief of Department or his/her designee.

Requests for copies of the stored data and imagery shall require a written request from the requestor, per the City and County of San Francisco Public Information Request Policy and will



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be reviewed prior to release by SFFD MIS staff and the SFFD Compliance Officer and/or the City and County of San Francisco Attorney General's Office.

Copies of SFFD data and imagery will not be made available unless the person requesting the copy is authorized to view the recording and does not otherwise have access to the SFFD data and imagery. This may include public information requests after the recordings have been reviewed and redacted by the SFFD.

VII. SFFD UAS shall not be utilized under any of the following conditions:

- A. Operations that would violate FAA Regulation, Part 107, or issued COA, or any other FAA regulation, including operations within restricted airspace without authorization such as areas of Temporary Flight Restrictions (TFR), restricted airspaces such as near airports (specifically within 2 miles of approaches or within a 5-mile radius of any airport until communications have established with the airport Air Traffic Control (ATC) tower, or general air traffic via radio if required.
- B. No-Fly Zones: In accordance with the CCSF Citywide Employee Drone Policy, drones may not be used within five miles of an airport or in any FAA no-fly zone unless approved by the appropriate authority. City drone operations must comply with FAA rules. Drones may not hover over trolley, streetcar, or light rail line wires, above rail, bus and parking control facility yards, unless authorized by the SFMTA.

Drones are not authorized within 500 feet of historical landmarks without authorization from building management or owners. San Francisco historical landmarks are defined by Article 10 of San Francisco's Planning Code. (e.g. City Hall, the Ferry Building). A full list is available here: http://sf-planning.org/sites/default/files/FileCenter/Documents/5081-PresBulletin09LANDMARKS_revMAR2015.pdf

Drones may not fly over San Francisco Port properties that are subject to the Maritime Transportation Security Act of 2002 without the permission of the Port and/or terminal operator. Port officials will provide City agencies with a list of regulated maritime facilities.

- C. During manned aircraft operations within the same local airspace. For the safety of the aircrew and National Air Space (NAS) in general, all UAS shall yield the right of way to manned aircraft. The exception to this rule is if a TFR has been established and the



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manager of the TFR airspace has established altitudes and rules in which UAS and manned aircraft can operate within the same airspace. Even with a managed TFR, the UAS shall yield to the manned aircraft to avoid collision.

- D. Weather conditions that would likely cause the loss of pilot control of the UAS. Operations are limited to daylight only, unless a FAA Waiver is granted for night operations.
- E. The UAS shall not be used if it has been tagged for maintenance, repairs, or otherwise grounded.
- F. The UAS shall not be operated more than 400 feet Above Ground Level (AGL) or as designated in an issued COA.
- G. The UAS shall not be operated where the PIC or designated VO cannot maintain Visual Line of Sight (VLOS) at all times.
- H. The UAS shall not be operated in any situation that would violate the Rules and Regulations of the San Francisco Fire Department or in violation of local, state, or federal laws including activities considered harassment, acts detrimental to the welfare of the Department or actions deemed to be unsafe.
- I. Emergency Operation Exemption: During emergency operations in which drone operation is critical to life safety, life saving, hazard mitigation, or property protection, the SFFD will be exempt from prior notification to the Port, MTA, and historic building owners. All other exemptions granted to the above conditions will be in accordance with FAA waivers and the COA for flight over people, night operations, altitude, visual line of sight, and airport restrictions.

VIII. **Contractor Provisions:** If entering into a contract with a third party to operate drones, the contract shall include the following requirements:

Data ownership and handling – “City Data” includes without limitation all data collected, used, maintained, processed, stored, or generated by or on behalf of the City, including as the result of the use of the services provided by a contractor. If entering into a contract with a third party to operate drones, the contract must specify that the City retains ownership and rights to City Data, including derivative works made from City Data and the licensing applied to the data.

Contractors must handle City Data pursuant to the same Privacy and Data Security requirements that apply to CCSF employees.



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Unauthorized use prohibited - Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an operator to discipline, including termination of the relevant contract, as well as applicable monetary fines and penalties.

Insurance required - Contractors must provide proof of liability insurance commensurate with current department insurance requirements for contractors.

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