

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting
Wednesday, April 10, 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	Stephen A. Nakajo
Vice President	Francee Covington
Commissioner	Michael Hardeman
Commissioner	Ken Cleaveland
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 March 27, 2019

4. **SAN FRANCISCO FIRE RESERVES TO PRESENT PLAQUE IN APPRECIATION OF CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE**

Commander Phil Buckley of the San Francisco Fire Reserves to present Plaque in honor of Chief Joanne Hayes-White's service to the SFFD.

5. **PRESENTATION FROM THE DIVISION OF REAL ESTATE ON THE DEVELOPMENT OPPORTUNITY AT 530 SANSOME/STATION 13**

John Updike, Senior Project Manager, to provide a briefing on Development Opportunity for Station 13.

6. **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 March 27, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

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.

7. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on March 27, 2019.

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

Update from Assistant Deputy Chief Michael Cochrane on the language changes to the Drone Policy since it's adoption on January 9, 2019.

9. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS

[Discussion]

Discussion regarding agenda for next and future Fire Commission meetings.

10. ADJOURNMENT

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, March 27, 2019 – 5:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400, San Francisco, California, 94102

The Video can be viewed by clicking this link:

http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=32779

President Nakajo called the meeting to order at 5:01 p.m.

1. ROLL CALL

Commission President	Stephen Nakajo	Present
Commission Vice President	Francee Covington	Present
Commissioner	Michael Hardeman	Present
Commissioner	Ken Cleaveland	Present
Commissioner	Joe Alioto Veronese	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Jeanine Nicholson	Deputy Chief – Administration	
Khai Ali	Airport	
Michael Cochrane	Homeland Security	
Dan De Cassio	Prevention	
Tony Rivera	Support Service	
Andy Zanoloff	EMS	
Joel Sato	Division of Training	
Assistant Chiefs		
Rex Hale	Division 2	
Steven Bokura	Division 3	

2. PUBLIC COMMENT

There was no public comment.

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

Discussion and possible action: to approve meeting minutes.

- Minutes from Regular Meeting on March 13, 2019.

Vice President Covington asked the Commission Secretary to expand on the Fort Mason landslide as described by Chief Juratovac and add that the SFFD is the lead agency in these types of incidents.

Commissioner Cleaveland Moved to approve the above meeting Minutes as amended. Commissioner Hardeman Seconded. Motion to approve above Minutes as amended was unanimous. There was no public comment.

4. UPDATE ON SFFD TRAINING FACILITY [Discussion]

Charles Higuera, Deputy Director of the Department of Public Works to provide an update on a new training facility.

Charles Higuera, the Bond Program Manager for the Earthquake Safety and Emergency Response Bond programs 2010 and 2014 presented the attached PowerPoint on the update of the SFFD Training Facility: https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/2018_0322_FTF%20Update%20to%20Fire%20Commission%20DRAFT%20-%201.pdf

He stated that the project has been the product of great collaboration with the Fire Department and went through each of the slides, along with Mr. Matt Jasmin showing the progress being made throughout the last few years in regard to defining the mission. He added that the catalyst for the project is in large part, the departure from Treasure Island owing principally to the development anticipated for the island. Mr. Jasmin touched on the three studies that have been done over the past three years, including the study for space and use inventory of existing functions at the two current facilities as well as a training inventory study and the study with McClaren, Wilson & Lawrie to identify the facility needs, the current uses, square footage required for program areas for both the site and specific buildings for a 50-year plus facility. He added that the total acreage required and identified in their report is about 7.7 acres, assuming it would be on a single site and single level. He described the training props they could expect to see at a new training facility.

Vice President Covington thanked them for their presentation and appreciated their forward thinking regarding the training props as well as location and the preferred characteristics, including having it all at one site. She also mentioned that she was glad they were looking at property near the shoreline that is reasonably adjacent to San Francisco. She added that it is very important that they have a place for the next generation of firefighters to be trained in a facility that accommodates what's happening in the real work now.

Commissioner Veronese thanked them for their presentation and stated that we know what we want, but what are they doing about it. Mr. Higuera stated that it is the top priority of the Department of Real Estate to find alternative sites and to pursue those, to some eventual acquisition. He added that they cannot disclose what those potentials are because in the world of real estate, it is very important to keep things close to the vest, especially in regard to the city's interest as they don't want to see themselves at a disadvantage to someone who would maybe seek to undermine what they are seeking to acquire in regard to land. Commissioner Veronese asked if there is a future bond anticipated to fund the project and Mr. Higuera answered that it is his understanding that ESER 2020 is meant to be the funding mechanism for the project. He added that he is reasonably confident that the Department of Real Estate will find a property that will be suitable for the purpose that they have described in the presentation.

Commissioner Cleaveland thanked them for their presentation and stated it is something they've all looked forward to with great anticipation. He confirmed that they have looked into Port property down at the southeast part of San Francisco. He also suggested that this might be an opportunity to find space for the antique vehicles and needed space for a museum.

Commissioner Hardeman thanked them for their report and appreciated all the graphics. He confirmed that the only times they have available for outside agencies to use the Treasure Island facility would be in between recruit classes, and over the last couple of years, there has been very little time to allow other people to use the facility, except on weekends. He stated that he didn't think offering the training facility to outside agencies as a bargaining chip was a good idea, because of the limited time it is available.

President Nakajo thanked them for their presentation and confirmed that the ESER Bond is scheduled for 2020 and it will contain other projects as well as the training facility. Mr. Higuera broke it down as follows: 150 million for the fire training facility, 125 million for fire stations, 121 million for police facilities, 125 million for the Emergency Firefighting Water System, nine million for the 9-1-1 call center renovation and 70 million for the seismic upgrade of select post-disaster relief type facilities. He confirmed that they will utilize the Treasure Island as long as they can and hopefully until the new facility is up and running, and then slowly move all the operations over to the new facility. President Nakajo stated he hopes for a smooth and orderly transition.

There was no public comment.

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

REPORT FROM CHIEF OF DEPARTMENT, JOANNE HAYES-WHITE

Report on current issues, activities and events within the Department since the Fire Commission meeting on February 13, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Hayes-White reported on events and activities since the last meeting on March 13, 2019. She mentioned that the budget continues to be in discussions with the mayor's budget office and she acknowledged the efforts of the commissioners volunteering to assist with meeting with various members of the Board of Supervisors when the time is appropriate before the mayor submits her balanced budget on June 1, 2019. Regarding academies, she mentioned that the 125th class is in their ninth week with 45 members, down from the 54 they started with. She announced that they anticipate the 126th academy class to start sometime in September with 54 members. Relating to activities since the last meeting, she stated she attended the St. Patrick's Day parade, a labor-management meeting, a department head meeting and a going away gathering for her assistant, Kelly, whose last day was on March 20, 2019. She mentioned that Deputy Chief Gonzales and Assistant Deputy Chief Cochran attended the funeral for retired Battalion Chief Jack Bogue and she and Deputy Chief Gonzales attended the funeral of retired Incident Support Specialist David "Doc" Lavelle. She asked President Nakajo to consider adjourning the meeting in the memory of retired firefighter Bob Territo.

Commissioner Cleaveland confirmed that the graduation date for the 125th Academy class is scheduled for June 14, 2019, at the Scottish Rite Hall.

Commissioner Hardeman stated how proud he was to have two women Chiefs of the Department sitting in the room and acknowledged it was women's month and the city should pat themselves on the back for this accomplishment.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF JEANINE NICHOLSON

Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, Homeland Security, Training within the Department and update on Department's Strategic Plan.

Chief Nicholson reported on events for the month of February. She parsed out her report to her assistant deputy chiefs. She stated that she is in the middle of a transition and has been working on putting a team together and announced that she has chosen Battalion Chief Victor Wyrsh as her Deputy Chief of Operations and Division Chief Jose Velo as her Deputy Chief of Administration. She also acknowledged and thanked Chief Gonzales for his tireless efforts of the last years as CD-2. Chief Velo thanked her and stated that he is truly humbled and honored that he was selected for the position. Assistant Deputy Chief Anthony Rivera gave an overview on Support Services which included an update on Station 5, which is moving right along and looking at having construction completed in April, with a possibility of a ribbon cutting ceremony shortly thereafter. He touched on the Ambulance Deployment Facility, and Station 35. He mentioned that they have received six new fire engines, and they have six more on order, as well as five new trucks and 15 ambulances, of which 2 are currently being outfitted to go into service. He touched on the Bureau of Equipment, and the Clothing Depot. Chief Cochrané reported on Homeland Security and thanked Chief Zanoft for his work at the Jeff Adachi memorial, and St. Patrick's Day parade. He also acknowledged Lt. Baxter for all his work. He talked about Fleet Week planning and active shooter training with the SFPD. He mentioned that they are going over radio failure procedures and the tsunami plan which is being updated. He stated that the Fire Department Operations Center is completed and that the Drone Policy is with the City Attorney's Office with minor language changes. Chief Sato presented on the Division of Training and mentioned that the 125th academy class is in their 9th week and the in-service staff has been busy expanding their Class A, ordinary combustibles prop. He stated that the H-8 class that graduated a few weeks ago are now doing their field ride outs.

Director Mark Corso gave an update on the strategic plan and mentioned that conversations are ongoing with the work of the plan and priorities. He mentioned that the plan is broken into five sections, covering operations, community preparedness, community programs and partnerships, health and wellness infrastructure, and recruitment staffing and training and that each of those sections has a number of goals within them and strategies for achieving those goals. He described the goals and progress for each of the sections. He added that as they go through the transition, they will be discussing with Chief Nicholson and her new deputies about the strategic plan overall and eventually forming sub workups of the plan.

Commissioner Cleaveland thanked Mr. Corso for his update and stated that every department in the city needs to have a very good and vibrant strategic plan and asked if Mr. Corso would provide the report in written form so the commissioners could further study it and digest it and compare it to the strategic plan that was put together about 3 years ago. He also asked if there is any possibility to add language to the Strategic Plan that deals with storing and maintaining the antique apparatus and equipment in the possession of the SFFD. Mr. Corso responded that there is a section that deals with facilities in the Strategic Plan and he could look into adding additional language to it. Commissioner Cleaveland asked for clarification on alternative destinations. Chief Zanoft explained that it is a pilot project right now that has not been launched and the idea is that patients would be able to be transported to facilities that are more

appropriate to their medical needs. Commissioner Cleaveland asked if the Grant Writer is on board yet and Mr. Corso responded not yet, they are looking at opening it up for a longer period to see if there's additional interest, as there wasn't a high volume of direct grant writing experience in applications that were received.

Commissioner Veronese supported reopening the grant writer position soon rather than later and confirmed that the process allows for direct recruiting as it is an exempt position so there's no Civil Service exam. He suggested that the Department should consider going to LinkedIn and doing their own digging and finding good grant writers. He asked Chief Cochrane if there were any estimates on when the Department will be flying drones. Chief Cochrane stated he doesn't have an exact date, but he met with the City Attorney and she gave them some additional language and it should be coming back to the Commission for approval soon and then it goes to Cal OES for approval then they can order it. There was discussion on what engines and trucks had ALS on them and Chief Nicholson acknowledged that those issues will be up for discussion during her transition into Chief of Department and she would have more information at a later date. He also acknowledged her fine choice of Chief Wyrsh and Chief Velo and stated both those are obviously big shoes to fill in both positions.

Commissioner Hardeman congratulated Chief Nicholson on her newly announced appointments. He mentioned that because Mr. Corso has his hands full with the budget, he didn't think there was a hurry to work on the strategic plan as well. Mr. Corso explained that the budget and strategic plan are somewhat related, they both identify future and current initiatives and the strategic plan is meant to be an evolving document.

President Nakajo congratulated Chief Nicholson on her choices of Chief Velo and Chief Wyrsh, and that he is looking forward to working with them. He thanked Chief Gonzales for all of the years and dedication that he's provided to the Department. He acknowledged all of the command staff that presented during Chief Nicholson's report as well as Clothing Depot employee Nick Song, who does an outstanding job in terms of all of the requests he receives pertaining to uniforms. He also appreciated the Strategic Plan update from Director Corso.

There was no public comment.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on March 13, 2019

Commissioner Hardeman recognized the very well put together SFFD museum at Station 10 and the Presidio and stated he misspoke at a previous meeting at a lack of a huge museum, like the one they have in San Diego. He stated he regrets the criticism he made. He acknowledged Kelly, the Chief's Assistant and mentioned how fantastic she is that whenever you needed to get some information, she was always there to help, and she will be missed. He also mentioned that he attended the wonderful fundraiser dinner for the Cancer Prevention Program and he thanked Commissioner Veronese for inviting him. He stated that he marched in the St. Patrick's Day parade.

Commissioner Covington stated she also attended the fundraiser, Art of Fire event at the Palace Hotel vetted by Commissioner Veronese. She added that it was so nice to see so many members of the Department and the honorees that received the white helmets. She also

acknowledged the photos that were on display by the talented Mike Mustacchi, who passed away and is missed by many.

Commissioner Veronese thanked the individuals that were participants of the Peer Support meeting that he attended and thanked Chief Hayes-White for allocating the assets and people to that unit. He added that it was a very fruitful meeting and they are slowly making progress. He thanked Tony Stefani who put on an amazing event for the Cancer Prevention as well as to all the honorees. He acknowledged the great speech Chief Nicholson gave at that event. He also acknowledged the amazing job Andrea Callen did as the executive director of the event.

There was no public comment.

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

Discussion regarding agenda for the next and future regular meetings.

- Fire Reserves to Honor Chief Joanne Hayes-White
- Drone Policy
- Station 5 video
- MOU w/ Guardian of the City
- Resolution for Fire Reserves to be considered when hiring for H2 positions
- New DEM Director to present an update

There was no public comment.

8. ADJOURNMENT President Nakajo adjourned the meeting in the memory of retired member Bob Territo at 6:42 p.m.

Conefrey, Maureen (FIR)

From: FireChief, Secretary
Sent: Friday, March 22, 2019 4:07 PM
Subject: General Order 19 A-17, H-39 Captain, Special Operations Training Captain Position

SAN FRANCISCO FIRE DEPARTMENT

GENERAL ORDER

File Code 19 A-17
March 22, 2019

From: Chief of Department
To: Distribution List "A"
Subject: H-39 Captain, Special Operations Training Captain Position
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:
Sec. 1108 – R&R _____

1. The Department is advertising for the position of H-39 Special Operations Training Captain at the Division of Training. This position reports to the Director of Training.
2. Duties and responsibilities include, but are not limited to, the following:
 - Act as liaison between the following SFFD committees or individual program managers to assist in annual specialized training: BART, Muni, High Rise, Technical Rescue, PG&E, Surf Rescue, SCUBA, Wildland and Hazardous Materials.
 - Act as liaison to various outside agencies, including EMS, fire, rescue, law enforcement, military and industry for the delivery of joint training in specialized training disciplines.
 - Assure the effective delivery of training through all mediums including electronic internet delivery methods.
 - Manage the mandated SCBA mask fitting program
 - Act as a liaison between the SFFD and Department of Motor Vehicles regarding probationary member licensing
 - Create, prepare, revise, and maintain appropriate training materials including Department training manuals, lesson plans, training bulletins, brochures, and forms
 - Design and development of performance evaluations systems, forms, and procedures
 - Research, compile, and produce appropriate training systems, literature, and material
 - Design and develop specialized workshops, seminars, and training programs for Department members
 - Prepare and present classroom lectures
 - Prepare, develop and implement driver training and safety programs
 - Manage the maintenance of the Division of Training vehicle fleet
 - Manage the Division of Training Facility at 19th & Folsom
 - Identify and assess current and future training needs of the Department
 - Meet regularly with appropriate management staff to develop goals and objectives; report performance and discuss assigned areas of responsibility
 - Participate in special projects as assigned: develop proposals, budgets, timelines and action plans

- Apply Departmental policies in consistent and uniform manner
- Plan, develop, implement, and coordinate specialized training of in-service companies and units
- Identify and assess training needs in the Operations Division by evaluating post incident reports and discussing operations with Company and Chief Officers
- Participate in the development of performance standards
- Act as a liaison with outside Departments for other training related issues
- Serve as a Department Safety Officer
- Generate computerized simulations and presentations
- Develop video training systems
- Provide video/photographic support as needed by the Department and ordered by the Director of Training

3. Desired Skills:

- Hazardous Materials Specialist Certification
- Rescue Systems 1, 2 & 3 Certifications
- Low Angle Rope Rescue Operational Certification
- Surf Rescue Qualified
- SCUBA Certified
- Confined Space Rescue Technician Certification
- Trench Rescue Certification
- Rope Rescue Technician Certification
- Instructor status in any of the above special ops disciplines
- Comprehensive working knowledge of all aspects of field operations
- Commitment to and enthusiasm for training
- Familiarity with common software applications
- Excellent organizational, interpersonal and written communication skills
- Teaching experience
- Fire Officer certification
- CFSTES Fire Instructor 1A & 1B; Training Instructor 1A & 1B or Instructor I
- ICS 100, 200, 300, 400
- S-404 Safety Officer
- Familiarity with simulator software
- Participation in the Fire Department Operations Center (FDOC) Incident Management Team

4. Application Process: Provisions stated in G.O. 00 A-08 apply for this position. All Permanent Captains and members who are on the H-30 Captain's eligible list should submit a General Form Report and updated Personal Qualification Form (PQF) to the Director of Training prior to close of business on Monday, April 8, 2019.

Joanne Hayes-White
Chief of Department

Commission, Fire (FIR)

From: Aguas-Aclan, Kathy (FIR)
Sent: Monday, March 25, 2019 3:09 PM
Subject: General Order 19 A-18, Company Based Modular Training Module 4-2019 Wildland Training Classes
Attachments: GO 19 A-18 Attachment "A".pdf

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 19 A-18
March 25, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 4-2019 Wildland Training Classes
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A"-California Incident Command Certification System Requirements

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

1. In preparation for the 2019/2020 Fire Season, the Department is offering the Annual Wildland/Urban Interface Fire Behavior and Safety Class. Completion of this class is required for all members, including Certified Strike-Team Leaders, in order to be placed on the 2019/2020 Fire Season Mutual Aid Responders list. Please refer to General Order 14 A-42 *Strike Team Deployment Process; Update* to regarding deployment responsibilities.
2. Six classes will be offered, April 15-17 and May 20-22, 2019. Each class consists of a three-hour (0900 to 1200 hours) classroom orientation, followed by a four-hour (1300 to 1700 hours) "hands-on" tactical training.
3. Training sessions will be held at the Division of Training (19th and Folsom), and will begin promptly at 0900 hours. Members are reminded to make lunch arrangements prior to attending class.
4. In addition to this class, members must read a Green Sheet regarding the Ranch Fire that occurred in August 2018. The Green Sheet will be emailed to each member's Department email address to read before attending class.
5. Please see Attachment "A" for a full list of California Incident Command Certification System requirements.
6. The Department's Wildland/Urban Interface Manual is available at each Fire Station. Members may also view the manual on AO reports. Additional copies are available for purchase at the Division of Training's 19th and Folsom Facility.

7. There will be 40 openings for each class. Up to 20 members will be allowed to attend on-duty for each class. **Members may not attend this training while working a trade (TRW).** Compensation will not be paid to members attending class in an off-duty status.
8. Members who are interested in attending class April 15, 16, or 17, 2019 and who are currently (2018/2019) Red Card certified may sign up beginning March 25, 2019 through noon on April 1, 2019. Members who are not currently Red Card certified may sign up beginning April 2 through noon on April 8, 2019.
9. Members who are interested in attending class May 20, 21, or 22 and who are currently Red Card certified may sign up April 29, 2019 through noon on May 6, 2019. Members who are not currently Red Card certified may sign up beginning May 7, 2019 through noon May 13, 2019.
10. Interested members are to sign up via the “Appointments” tab on the Fire Station Application. This tab is located to the right of the calendar on the home page.
 - Go to the Home page
 - Click “Appointments”
 - Click “Add”
 - Select the location of the training: Division of Training
 - Select Appointment Type: Annual Wildland 2019
 - Select the date desired for attendance
 - Click on “Create”A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.
11. Members will be selected in the following order:
 - Members who are currently Red Card certified by seniority
 - All other members by seniority
12. Members may sign up for more than one day in case their Regular working day is already filled and they are available other days. Members are only required to attend one day.
13. Probationary members may attend this training, however, will not be placed on the 2019/2020 eligible list, be able to sign up for deployment, or receive their gear or red card until successful completion of probation.
14. Members attending training shall bring all SFFD issued Wildland PPE including lace up boots.
15. Class attendance acceptance Notifications will be distributed via Outlook.
16. Any questions relating to this General Order should be directed to the Division of Training at 415-970-2000.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: Aguas-Aclan, Kathy (FIR)
Sent: Wednesday, March 27, 2019 4:16 PM
Subject: General Order 19 A-19 DMV Requirements for H-2 Firefighters and H-3 Firefighter/Paramedics

SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 18 A-19
March 27, 2019

From: Chief of Department
To: Distribution List "A"
Subject: DMV Requirements for H-2 Firefighters and H-3 Firefighter/Paramedics
Completing Probation
Reference: Rules & Regulations Section 402, Vehicle Operations Manual Section 1 & 2
Enclosure: None

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

1. The Class C Driver License with Firefighter Endorsement is the minimum level of license that suppression members below the rank of Battalion Chief must possess to operate Fire Department apparatus. H-3 Probationary Members are already qualified to drive the ambulance Code 3. H-2 Probationary Members currently on probation from the San Francisco Fire Department Fire Academy are not permitted to drive Code 3. Members who have completed probation, but do not possess the proper license and requirements from Department of Motor Vehicles (DMV), are not permitted to drive Code 3.
2. Upon completion of the probationary period, members shall have 60 calendar days to complete their DMV requirements as required by the San Francisco Fire Department. Members shall pick up their DMV Employment/Training Verification Letters from the Division of Training and submit them in person to DMV. DMV will issue the members a temporary license and DL-88 card at that time. Those documents shall be submitted to the Division of Training in person.
3. Members with a current license and proper endorsements from another Fire Department must bring in their license and/or DL-88 card in person to the Division of Training administrative assistants.
4. Any member who fails to obtain the proper DMV requirements as required by the San Francisco Fire Department within the 60 calendar days shall submit a General Form to Deputy Chief of Administration, including the reason for the failure. The member shall be given an additional 7 calendar days to obtain the proper DMV requirements. Failure to comply may result in disciplinary action.
5. Members without the proper license on record with the Department will also have the notation "ND" next to their name on HRMS Projections and will not be allowed to occupy a Driver or Tiller spot or be eligible for the premium.

6. All Chiefs and Company Officers are responsible for ensuring that members assigned to driver positions on Fire Department apparatus possess the proper and current license and endorsements from the DMV.
7. Class C licenses require the Firefighter Endorsement. The Firefighter Endorsement is noted as "RSTR 50" on the California Driver's License.
8. Class A and B licenses do not require the Firefighter Endorsement.
9. Any questions regarding this shall be referred to the Division of Training at (415) 970-2000.

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: Aguas-Aclan, Kathy (FIR)
Sent: Friday, March 29, 2019 2:37 PM
Subject: General Order 19 A-20, Company Based Modular Training Module 5 – Surf Rescue Recertification
Attachments: GO 19 A-20 Attachment "A".pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19 A-20
March 29, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 5 – Surf Rescue Recertification
Reference: Rules & Regulations, Section 402
Enclosure: Attachment "A"-List of Members Due for Recertification

Officer Endorsement:
Section 1108 - R & R

1. Surf Rescue personnel are required to re-certify their skills every two years. The Department is offering recertification classes at China Beach, April 22 through 25, 2019, from 0900-1200 hours each day.
2. Recertification is a one-day class that consists of: donning a wetsuit and rescue equipment in two (2) minutes, a 500-yard swim within twelve (12) minutes, and proficiency in various surf rescue scenarios.
3. Members are required to bring full rescue equipment (wetsuit, booties, fins, and hood). Members shall not arrive in the wetsuit as the donning of the suit is now a timed event.
4. Members will only be allowed to use the following swimming strokes: freestyle, breast, or side.
5. Attachment "A" lists those members who must recertify to maintain their Surf Rescue assignment. Fire Stations 14, 16, 18, 19, 23, 34, 35 and 51; Rescue Squad 1, Rescue Squad 2 are designated Surf Rescue Companies. Members who own spots at these companies and do not recertify will be placed Vacation Relief at the discretion of the Department.
6. Any member who does not demonstrate proficiency in the necessary skills will be required to participate in, and successfully complete, a full Surf Rescue certification class.
7. Members who are currently Surf Rescue certified and are not presently assigned to Surf Rescue Companies may request to attend one of the sessions. Members may view their certifications/expiration on their home page in HRMS.

8. Interested members are to sign up via the “Appointments” tab on the Fire Station Application. This tab is located to the right of the calendar on the home page.

- Go to the Home page
- Click “Appointments”
- Click “Add”
- Select the location of the training: Alternative Location
- Select Appointment Type: Surf Rescue Recert 2019
- Select the date desired for attendance
- Click on “Create”

A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.

7. **Members may not attend this training while working a trade (TRW).** Compensation will not be paid to members attending class in an off-duty status. The deadline to sign up is 1200 hours on Wednesday, April 17, 2019.

8. Class attendance acceptance notifications will be distributed via Outlook.

9. Questions regarding this General Order should be referred to Battalion Chief Robert Styles (Battalion 7/8 Swing), Firefighter Daniel Murphy (Truck 5), or Firefighter Katherine Alba-Swanson (Engine 18).

Joanne Hayes-White
Chief of Department

Conefrey, Maureen (FIR)

From: Aguas-Aclan, Kathy (FIR)
Sent: Friday, March 29, 2019 2:58 PM
Subject: General Order 19 A-21, Company Based Modular Training Module 6 – Surf Rescue Initial Certification

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 19 A-21
March 29, 2019

From: Chief of Department
To: Distribution List "A"
Subject: Company Based Modular Training Module 6 – Surf Rescue Initial Certification
Reference: Rules & Regulations, Section 402
Enclosure: None

Officer Endorsement:
Section 1108 - R & R

1. All members who are interested in bidding into a designated Surf Rescue Company are required to participate in, and successfully complete, the Surf Rescue Swimmer Course. **Members must be Surf Rescue certified prior to bidding into Surf Rescue Companies during the next Vacancy Bid.**
2. There will be two (2) five-day Surf Rescue courses offered, May 6-10 and May 13-17, 2019. Class will be held from 0830 to 1300 hours each day with 20 spots available for each class. Attendance is mandatory for the full five days of the course.
3. Priority in selecting members for the Surf Rescue certification class will be as follows:
 - 1) Permanent Members of Surf Rescue Companies who were unsuccessful in the one-day Recertification class
 - 2) Permanent Members of Surf Rescue Companies who do not have the Surf Rescue Swimmer Course
 - 3) All other members by rank and seniority
- 4) A qualifying swim will be held at 0830 hours on the first day of each course at the Koret Center Pool, University of San Francisco, located at Turk and Parker Streets. Members must complete a 500-yard swim within 12 minutes, using the breaststroke, freestyle, or sidestroke without stopping. Any member who is unable to complete the swim in the allotted time will not be allowed to continue the course.
- 5) Permanent Officers who are assigned to E16, T16, E35, RS1 and RS2 must be Surf Rescue certified.
- 6) Permanent Officers who are assigned to Fire Stations 14, 18, 19, 23, 34, and 51 are strongly encouraged to complete the 5-day Surf Rescue course, but at a minimum, **must** attend a one-day ICS Surf Rescue Course. This course will be held May 10 and May 17, 2019 at Ocean Beach (Stairwell 15) from 0830 to

1300 hours. Permanent Officers must be Surf Rescue certified or ICS Surf Rescue certified prior to bidding into these Companies during the next Vacancy Bid.

7) Interested members are to sign up via the “Appointments” tab on the Fire Station Application. This tab is located to the right of the calendar on the home page.

- Go to the Home page
- Click “Appointments”
- Click “Add”
- Select the location of the training: Alternative Location
- Select Appointment Type: Surf Rescue Course 2019/Surf ICS Course 2019
- Select the date desired for attendance
- Click on “Create”

A members’ status will initially be shown as “enrolled”. Once selected to attend the course, the status will change to “currently attending”.

8. **Members may not attend this training while working a trade (TRW).** Compensation will not be paid to members attending class in an off-duty status. The deadline to sign up is 1200 hours on the following dates:

- Surf Course May 6-10, 2019—Deadline: Wednesday, May 1, 2019
- ICS Surf Course May 10, 2019—Deadline: Wednesday, May 8, 2019
- Surf Course May 13-17, 2019—Deadline: Wednesday, May 8, 2019
- ICS Surf Course May 17, 2019—Deadline: Wednesday, May 15, 2019

9. Class attendance acceptance notifications will be distributed via Outlook.

10. Questions regarding this General Order should be referred to Battalion Chief Robert Styles (Battalion 7/8 Swing), Firefighter Daniel Murphy (Truck 5), or Firefighter Katherine Alba-Swanson (Engine 18).

Joanne Hayes-White
Chief of Department

SAN FRANCISCO



FIRE DEPARTMENT

**DIVISION OF FIRE PREVENTION &
INVESTIGATION**

MEMORANDUM

TO: Chief of Department, Joanne Hayes-White

FROM: Fire Marshal Daniel E. de Cossio, DFPI

SUBJECT: Activity Report for the Division – July 2018 to March 2019

DATE: April 3, 2019

REFERENCE: Rules and Regulations, Section 2209

This is the activity report for the Division of Fire Prevention and Investigation for the period from March 1, 2019 thru March 31, 2019.

A handwritten signature in blue ink, appearing to read "Daniel E. de Cossio", written over a horizontal line.

Daniel E. de Cossio

1. BUREAU OF FIRE PREVENTION

a.) **Revenue Generating Programs** - The Bureau of Fire Prevention collects fees for services based on California state laws and regulations. For most of the services we provide, we are permitted to charge fees to recover costs. Table 1 outlines budgeted fees and revenues for the Division of Fire Prevention and Investigation and provides a percentage of where we are in relation to where we should be at this time.

Table 1 – Revenues for the Division of Fire Prevention and Investigation (Source—PeopleSoft)

BFP Revenue: July 2018 to March 2019				
Fiscal Year 2018–2019				
Revenue Program	Budgeted Revenue	Actual Revenue*	% of Budget	Projected Year-End
Plan Review Fees	8,710,000	7,473,557	85.80%	9,964,743
Construction Inspection Fees	2,031,250	1,908,952	93.98%	2,545,270
Fire Dept. Permits	1,002,000	714,387	71.30%	952,516
False Alarm Response Fees	220,500	118,750	53.85%	158,333
Waterflow Request Fee	212,500	174,000	81.88%	232,000
Referral Inspections	181,250	141,790	78.23%	189,053
Code Reinspection Fees	172,250	112,271	65.18%	149,694
Pre-Application Fees	150,000	166,717	111.14%	222,289
Medical Cannabis Dispensary Fees	45,500	0	0.00%	0
Fire Administrative Citation	0	8,000	0.00%	10,667
Miscellaneous Fees	11,500	17,401	151.31%	23,201
Revenue Programs Subtotal	12,736,750	10,835,825	85.08%	14,447,766
Annual Permit Renewal Fees*	1,990,000	215,329	10.82%	1,990,000
High-Rise Annual Inspection Fees*	1,950,000	1,190,767	61.06%	1,950,000
Fire Residential Inspection Fees	627,041	393,921	62.82%	525,228
Revenue Programs Total	17,303,791	12,635,842	73.02%	18,912,994
Projected Surplus/Deficit			9.3%	1,609,203
	Revenue**	Expenditure	Surplus/Deficit	
Overtime Revenue/Expenditure	1,788,816	1,940,548	(151,732)	

*as of xxx, 2018

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

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

Description of Revenue Programs:

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

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

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

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

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

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

San Francisco Fire Department Bureau of Fire Investigations

Summary Report From 03/01/2019 To 03/31/2019

YTD 07/01/2018 To 03/31/2019

03/01/2019 To 03/31/2019

	Count	Property Loss	Contents Loss	Count	Property Loss	Contents Loss
STRUCTURE FIRES	19	\$21,070,100	\$1,895,701	0		
ACCIDENTAL						
INCENDIARY	31	\$8,800,100	\$1,382,520	3	\$359,500	\$50,150
UNDER INVESTIGATION	2	\$1,827,000	\$370,000	0		
UNDETERMINED	5	\$1,621,000	\$430,500	1	\$1,100,000	\$250,000
STRUCTURE FIRES TOTAL	57	\$33,318,200	\$4,078,721	4	\$1,459,500	\$300,150
VEHICLE FIRES	2	\$13,500		0		
ACCIDENTAL						
INCENDIARY	33	\$297,704		2	\$19,000	
UNDER INVESTIGATION	1	\$10,000		0		
UNDETERMINED	8	\$34,782		2	\$13,600	
VEHICLE FIRES TOTAL	44	\$355,986		4	\$32,600	
OTHER INCIDENTS	63	\$8,362,304	\$2,034,350	7	\$56,085	\$100
STRUCTURE FIRES	30	\$17,073,600	\$2,314,220	2	\$358,500	\$50,100
COMMERCIAL						
RESIDENTIAL	27	\$16,244,600	\$1,764,501	2	\$1,101,000	\$250,050
STRUCTURE FIRES TOTAL	57	\$33,318,200	\$4,078,721	4	\$1,459,500	\$300,150
GREATER ALARMS	7			2		
2ND ALARMS						
3RD ALARMS	3			0		
4TH ALARMS	0			0		
5TH ALARMS	0			0		
GREATER ALARMS TOTAL	10			2		
OTHER	16			2		
ARRESTS						
DEATHS	4			0		
INJURIES	24			1		
JUVENILE FIRE SETTERS	0			0		
SUBPOENAS REQUESTED	137			13		



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 promulgated by the Committee on Information Technology (COIT). 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 shall become final upon signature of the Chief of Department, final approval of the Fire Commission, and operative upon receipt of all FAA exemptions and waivers for relevant activities as set forth herein. This Policy will be effective for a one-year evaluation period that shall begin on its operative date. 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 City departments participating in the City drone program, including the SFFD, and provide recommendations to COIT on potential revisions to Citywide Employee Drone Policy and to this Policy as necessary. SFFD shall revisit this Policy from time to time, to ensure SFFD UAS operations remain consistent with the SFFD’s mission to protect the safety, 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.

In accordance with the Citywide Employee Drone Policy, the SFFD’s use of UAS is strictly limited to the following specific authorized use cases:

- Disaster Response: Assessment and District Surveys
 - o Examples include: 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.



- Emergency Response: Building Fire Reconnaissance

- Examples Include: 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.

- Search & Rescue: Aerial or water borne drones.

- Examples include: 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.

- Training: Assessment and evaluation of emergency response

- Examples include: 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.

SFFD shall maintain an up-to-date UAS log book of all SFFD UAS flights. All SFFD UAS missions and training flights shall be documented in the SFFD UAS unit log book. In addition, pursuant to the Citywide Employee Drone Policy, all SFFD drone operators must submit flight information to the Open Data portal here:

<https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>.

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 in accordance with other applicable laws and rules.



III. Protocols for Safe Operation:

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 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 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 approved COA or FAA waivers referenced herein.

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 a UAS will be deployed.
- B. Where feasible, the SFFD Public Information Officer will pre-announce UAS operations in the affected areas on social media and through local news media outlets, and shall notify the public of intended drone operations at the site of operations through signage in readily viewable public areas. The Public Information Officer shall also, where feasible, notify the public of all drone flights by publishing flight summary data on the open data portal 24 hours in advance of operations. The Department's notifications shall include flight summary information and the type of data to be collected (Appendix B of COIT Policy). However, incidents involving an imminent threat to public safety within SFFD's emergency authorized uses may require UAS operations to begin with little or no notice to the public.
- C. Where pre-notification is not possible due to emergency authorized uses, flight summary information shall be submitted to the open data portal 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 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).
- G. All SFFD UAS operators must submit flight information to the Open Data portal as specified above. Access to this system must be granted by SFFD's Management Information Systems (MIS) Division to all UAS operators. Once permission is granted, the Open Data portal can be accessed via here: <https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>
- H. Noise: In non-emergency 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.

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 contain 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

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 are found to not serve the authorized uses, those 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. Nothing in this Policy shall modify or reduce any due process rights provided pursuant to an employee's collective bargaining agreement.

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 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.

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 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 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. Exemption for SFFD Emergency Operations:

During emergency operations in which drone operation is critical to life safety, life saving, hazard mitigation, or property protection, pursuant to an approved FAA 107 exemption and COA waiver approval, the SFFD will be exempt from the requirement to provide prior notification of UAS operation to the Port, MTA, and historic building owners.

Pursuant to valid FAA 107 exemption and COA waiver approvals, SFFD shall where necessary for an emergency response engage in UAS operations that may involve: flight over people, night operations, maximum altitude restrictions, visual line of sight, and airport restrictions. Each of these waivers is incorporated by reference herein.

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.

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.



Promulgation Statement:

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 accomplish this mission, The San Francisco Fire Department must ensure its operations are performed efficiently with minimal disruption and superior situational awareness especially during an emergency. This document provides planning and program guidance for implementing the San Francisco Fire Department Unmanned Aerial System (UAS) Program.

This plan has been developed in accordance and with guidance from the San Francisco *Committee on Information Technology (COIT) City Wide Employee Drone Policy* as well as the Federal Aviation Administration (FAA) applicable directives and guidance.

Joanne Hayes-White

Chief of Department

The San Francisco Fire Department



APPENDIX A. COIT City-wide Drone Policy





Citywide Employee Drone Policy

Committee on Information Technology

The following Drone Policy is hereby adopted by the City and County of San Francisco's Committee on Information and Technology (COIT), and will apply to all City employees and City contractors.

PURPOSE AND SCOPE

The City and County of San Francisco ("City") is dedicated to embracing technologies that help improve its services while protecting the privacy and safety of its residents. The use of drones in the public interest is expected to benefit residents and visitors to the City through the more efficient use of City resources. The term "drone" means an unmanned aircraft flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or other any additional equipment.

This Drone Policy ("Policy") is intended to guide officers, employees, and contractors of participating departments with pre-approved drone programs. 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 COIT will review the drone programs of all participating departments and provide recommendations to COIT on revisions to this Policy, as necessary.

This Policy applies to all to departments participating in the City's drone program, including boards and commissions, employees, contractors, and volunteers. Elected officials, employees, consultants, volunteers, and vendors while working on behalf of the City are required to comply with this Policy.

POLICY STATEMENT

The City's Drone Policy requires each participating department to adopt a policy that reflects the requirements iterated in this document. Departments may add requirements to their drone policies, but may not remove any requirement in this document, or use drones for any reason outside the "use cases" identified for each department. All department policies must be approved by COIT staff before any authorized use.

The departmental drone policy must be reviewed and signed by all drone operators in participating departments, and any individuals with access to drone data that may contain Personal Identifiable Information. Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an officer or employee to discipline, up to and including termination of employment or removal from office, as well as to applicable monetary fines and penalties. Nothing in this Policy shall modify or reduce any due process rights provided pursuant to the officer or employee's collective bargaining agreement.

Citywide Employee Drone Policy

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COIT Policy Dates

Approved: May 5, 2017

Next Review Date: May 2017 - June 2018



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AUTHORIZED USE CASES

The authorized use of drones is limited to the following Department use cases.

Department *Authorized Use*

Controller's Office	<ul style="list-style-type: none"> - <i>Disaster Response & Recover</i>: Aerial review of areas affected by disasters or emergencies.
Fire Department	<ul style="list-style-type: none"> - <i>Disaster Response</i>: Assessment and District Surveys - <i>Emergency Response</i>: Building Fire Reconnaissance - <i>Search & Rescue</i>: Aerial or water borne drones. - <i>Training</i>: Assessment and evaluation of emergency response operations.
Public Utilities	<ul style="list-style-type: none"> - <i>Construction Management</i>: Inspection of project sites for contract and environmental compliance. - <i>Environmental Monitoring & Documentation</i>: Vegetation type and health, wildlife, streams/reservoirs. - <i>Inspections</i>: Surveys and assessments of SFPUC properties and assets.
Port	<ul style="list-style-type: none"> - <i>Disaster Response & Recovery</i>: Inspections during and after a disaster. - <i>Inspections</i>: Surveys and assessments of Port properties. - <i>Marketing</i>: Capture video and still photographs.
Recreation & Parks	<ul style="list-style-type: none"> - <i>Construction Management</i>: Inspection of SFRPD project sites for contract and environmental compliance. - <i>Disaster Response & Recovery</i>: Inspection of properties, facilities, and assets during and after disasters. - <i>Emergency Response</i>: Park Rangers rapid response to emergencies on park land. - <i>Environmental Monitoring</i>: Flora and fauna type and health, spills and leaks, erosion. - <i>Inspections</i>: Surveys and assessments of SFRPD properties, facilities, and assets. - <i>Mapping</i>: Digital elevation models, land use maps, 3D models, contours. - <i>Marketing</i>: Capture videos and still photographs. - <i>Search & Rescue</i>: Reconnaissance and assist during an emergency, both for water and land operations.



Citywide Employee Drone Policy

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POLICY REQUIREMENTS

The privacy and safety of San Francisco residents, businesses, and visitors are the top priorities of this Policy. Department policies must be consistent with this Policy and must comply with all City, State, and Federal laws and regulations, and with all state and federal Constitutional guarantees.

To review Federal Aviation Authority (FAA) requirements for the registration and use of drones by the City, please refer to: <https://www.faa.gov/uas/>

Specifications

Each City drone must have a global positioning system. The software and/or firmware used to operate the drone must be up to date and maintained.

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 that lose GPS signals should be set to hover in place. Additionally, drones that lose signals to their remote operator or when low power is detected should be set to return to home/origin.

Training

Drone operators must obtain remote pilot certifications from the FAA and must comply with all other FAA requirements.

Notification

Departments shall notify the public of intended drone operations at the site of operations through signage in readily viewable public areas. In addition, Departments shall notify the public of all drone flights by publishing flight summary data on the Open Data portal 24 hours in advance of operations. Department notifications shall include flight summary information and the type of data to be collected (See Appendix B for the City's Flight Summary Form).

NOTE: Pre-notification is not required when drones are used for emergency authorized uses. In those situations, flight summary information must be submitted within 48 hours after the operation.

Prohibited Zones

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.



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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 Port properties 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.

Privacy

Departments must have an authorized purpose to collect information using a drone, or use drone-collected information. Should information be incidentally collected that could be used to identify persons or private information, Departments must remove all personal identifiable information from raw data footage.

Data Security

Departments are advised not to maintain archives of raw, unprocessed drone data once the business purpose is accomplished. Departments must restrict access to any raw drone footage it retains to authorized staff. Distribution of raw drone data is restricted to authorized departments for the purpose of cleansing and processing data only. In all other circumstances, the City may not exchange raw, unprocessed drone-collected data between departments or disclose such data to the public except for exigent public safety needs or as required by law.

Departments may store raw data up to a maximum of one year. Exceptions to this standard must be supported with documentation and a clear rationale, and maintained by department staff to be reviewed by COIT and the Drone Oversight Committee.

Compliance

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

ROLES AND RESPONSIBILITIES

1. Departments participating in the drone evaluation years are required to adopt a policy that reflects the requirements iterated in this document. The departmental drone policy must be reviewed and signed by all drone operators in participating departments, and any individuals with access to drone data that may contain Personal Identifiable Information.



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2. Drone Advisory Committee will review and evaluate Department authorized use cases and provide recommendations to COIT on the continued use of drones. The Drone Advisory Committee will be composed of representatives from the Mayor's Office, the City Administrator, and COIT.

DEFINITIONS

Personal Identifiable Information

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.

Raw Drone Data

Information collected by a City drone that has not been processed and cleaned of all personal identifiable information. The distribution and use of raw drone data is tightly restricted.

QUESTIONS

All questions regarding this policy should be directed to the employee's supervisor or to the director. Similarly, questions about other applicable laws governing the use of drones or the issues related to privacy should be directed to the employee's supervisor or the director, although the supervisor or director may determine that the question must be addressed to the COIT Drone Oversight Committee. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

REFERENCE

The FAA has developed regulations on the use of drones. For more information, please refer to their website at: <https://www.faa.gov/uas/>



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Appendix A: DEPARTMENT DRONE PROGRAM AND AUTHORIZED USE

[Participating Departments are required to adopt a policy that reflects the requirements iterated in this document. The following serves as a template to establish a department's drone program and pre-approved use cases.]

A. Participating Department Name: *[Insert department name here]*

a. Specifications

- i. Each City drone must have a global positioning system. The software and/or firmware used to operate the drone must be up to date and maintained.

[Insert additional/specific departmental information here]

b. Safety

- i. 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.
- ii. Drones that lose GPS signals should be set to hover in place. Additionally, drones that lose signals to their remote operator or when low power is detected should be set to return to home/origin.

[Insert additional/specific information related to departmental use cases here]

c. Training

- i. Drone operators must obtain remote pilot certifications from the Federal Aviation Administration (FAA) and must comply with all other FAA requirements.

[Insert additional/specific departmental information here]

d. Notification

- i. The department shall notify the public of intended drone operations at the site of operations through signage in readily viewable public areas. In addition, the department shall notify the public of all drone flights by publishing flight summary data on the open data portal 24 hours in advance of operations. The department's notifications shall include flight summary information and the type of data to be collected (See Appendix B for the City's Flight Summary Form).
- ii. NOTE: Pre-notification is not required when drones are used for emergency authorized uses. In those situations, flight summary information must be submitted within 48 hours after the operation.

[Insert additional/specific information related to departmental use cases here]

e. No Fly Zones



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- i. 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.
- ii. 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.
- iii. 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)
- iv. Drones may not fly over San Francisco Port properties 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.

[Insert additional/specific information related to departmental use cases here]

f. Privacy

- i. The department must have an authorized purpose to collect information using a drone, or use drone-collected information. Should information be incidentally collected that could be used to identify persons or private information, the department shall remove all personal identifiable information from raw data footage.

[Insert additional/specific information related to departmental use cases here]

g. Data Security

- i. COIT has advised the department to not retain archives of raw, unprocessed drone data once the business purpose is accomplished. The department must restrict access to any raw drone footage it retains to authorized staff. Distribution of raw drone data is restricted to authorized departments for the purpose of cleansing and processing data only. In all other circumstances, the City may not exchange raw, unprocessed drone-collected data between departments or disclose such data to the public except for exigent public safety needs or as required by law.
- ii. [Include this sentence if the department's data retention policy does not explicitly cover information collected by a drone]
- iii. The department may store raw data up to a maximum of one year. Exceptions to this standard must be supported with documentation and a clear rationale, and maintained by



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department staff to be reviewed by COIT and the Drone Oversight Committee.

[Insert additional/specific information related to departmental use cases here]

h. Compliance

- i. All City drone operators must submit flight information to the open data portal here:

<https://sfgov1.sharepoint.com/sites/ADM-Drone/SitePages/Home.aspx>

[Insert additional/specific information related to departmental use cases here]



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Appendix B: CCSF Drone Reporting Forms

All specific information regarding the City & County of San Francisco's authorized use of drones will be available on the Open Data Portal (<https://datasf.org/opendata/>). The following forms preview information collected on each Department's authorized uses and flight summary information.

CCSF Drone Policy - Department Authorized Uses

Drone Descriptive Title (max 50 characters)	
Department:	<input type="checkbox"/>

In the following section, please fill out this form and the following questions for EACH PROPOSED AUTHORIZED USE.

-- AUTHORIZED USE CASE

Please describe the specific operation how your department will use drones.
 Please focus your answer on the operational details -- who will use drones and for what purpose.

--

In what locations will you use drones?
 Please provide specific details on anticipated locations. Within the City, please describe typical flight locations (e.g. neighborhoods, parks, etc.). Outside the City, please list the counties where flights will be conducted.

--

In a given month, how frequently do you anticipate using drones?

--

Please describe how your department will use data to support a clear business objective.

--

What are all the types of data drones will collect?
 Please list all types of data any drone might collect, including data collected for a specific business purpose and any other data your drones will collect as part of normal operations.

--

In any scenario, will personal identifiable information be collected?	
---	--

What privacy risks do you anticipate by using drones?

--



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Please provide additional details on your data policies regarding information collected by drones:

<i>Please identify your business practices for the type of data collected</i>	Type of Data	Data Retention Policy <i>Please cite the location for your policy and authorization source.</i>	Please describe business process to protect privacy and filter out un-needed data.
Business Use Data <i>This data is intentionally collected to support a specific operations</i>			
All Other Data <i>Please identify and describe your practices to for unintended data.</i>			

At the end of the one-year evaluation period, COIT will conduct a Return-on-Investment analysis on the City's use of drones.

How will your department evaluate impact drone data will have in improving your business? Please be specific.

What alternative options are available instead of using drones?

Save & Close

Submit

Flight Summary Form

Department *

Authorized Use new *

Drone Make & Model *

FAA provided drone registration number *

Street Address (Area Surveyed)

Please enter the address with the full number, name and type, for example: 1 South Van Ness Avenue

FAA provided commercial pilot certificate number *

City (Area Surveyed)

County (Area Surveyed) *

Zip Code (Area Surveyed)

Location

Specify location Or Use my location
location data will be sent to Bing Maps. [Learn More](#)

Start Time *

End Time *

Type of Data Collected *

- Images
- Video
- SolaId
- Infrared
- LiDAR
- Specify your own values:

Privacy Risks *

Please summarize privacy risks associated with this flight.

Privacy Risks - Mitigation *

What actions will be taken to mitigate privacy risks?