1. **ROLL CALL**

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<tr>
<th>Position</th>
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<tr>
<td>Commission President</td>
<td>Steven Nakajo</td>
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<td>Commission Vice President</td>
<td>Andrea Evans</td>
<td>Present</td>
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<td>Commissioner</td>
<td>Michael Hardeman</td>
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<td>Commissioner</td>
<td>Franee Covington</td>
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<td>Commissioner</td>
<td>Ken Cleaveland</td>
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<td>Chief of Department</td>
<td>Joanne Hayes-White</td>
<td>Present</td>
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<td>Mark Gonzales</td>
<td>Deputy Chief – Operations</td>
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<td>Raymond Guzman</td>
<td>Deputy Chief – Administration</td>
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<td>ADCs</td>
<td>Ken Lombardi</td>
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<td>Kyle Merkins</td>
<td>Homeland Security</td>
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<td>Michie Wong</td>
<td>Bureau of Fire Prevention</td>
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<td>Raemona Williams</td>
<td>Division of Training</td>
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<td>Assistant Chiefs</td>
<td>Art Kenney</td>
<td>Division 2</td>
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<td>Thomas Siragusa</td>
<td>Division 3</td>
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<td>Staff</td>
<td>Mark Corso</td>
<td>CFO</td>
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<td>Clement Yeh</td>
<td>EMS Medical Director</td>
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2. **PUBLIC COMMENT**

   There was no public comment.

3. **APPROVAL OF MINUTES**

   *Discussion and possible action to adopt minutes from the Regular Meeting on Thursday, June 26, 2014*

   Commissioner Covington Moved to approve the Minutes as amended. Commissioner Cleaveland Seconded. Motion to Adopt Minutes of June 26, 2014 was unanimous.

4. **CHIEF OF DEPARTMENT’S REPORT**

   **REPORT FROM CHIEF OF DEPARTMENT**

   *Report on current issues, activities and events within the Department, including Fiscal year 2014-2015 budget.*

   President Nakajo welcomed Chief Hayes-White. Chief Hayes-White described the process of closing out the last year’s budget and reported they came in on the budget which is always a good thing. She expressed her appreciation of the diligence of everyone that has
budgets to manage but particularly to Mark Corso, the Department’s Financial Officer. She continued that she’s waiting on final approval from the Board of Supervisors on the current fiscal year budget but isn’t anticipating any changes.

She was happy to report that on the first Monday of the fiscal year, the Department took advantage of the budget and announced that 35 new members started the EMS Division and are currently in an eight week training academy. She stated although they are a needed resource, she believes there is a need for more as there has been an increase in ambulance delays to the scene. She advised that the Department is monitoring this issue closely and anticipates having some additional data for next month’s report.

Chief Hayes-White explained that they promoted 15 H-3 Level 1 EMT’s to the level 2, they all have their paramedic licenses and will require about three-weeks of training. She thanked everyone who did a great job to make this happen.

She continued with the welcoming of the 117th academy class which will start on August 25th and will include 40 people off the list that expired in April and they will be joined by 14 members from Station 49 on September 8th.

Chief Hayes-White thanked everyone who joined the Department for the Pride Parade and particularly Commissioner Cleaveland.

Chief Hayes-White touched on the fundraiser to take place at Candlestick Park, a flag football game between the SFFD and SFPD. The money raised from the SFFD will go the San Francisco Firefighters Cancer Prevention Foundation. She also made an announcement inviting everyone to the upcoming Firefighter Olympics that the SFFD is hosting and the great job Lt. Mike Day and Firefighter Larry Yup have done coordinating the event. Chief Hayes-White concluded her report.

President Nakajo thanked Chief Hayes-White and opened up for questions. Commissioner Cleaveland thanked Chief Hayes-White for her work and for being at the Pride Parade. He asked for clarification on the promotion of the class of H-3 Level 1 EMT’s and Chief Hayes-White confirmed 35 H-3 Level 1 EMT’s. President Nakajo asked if they were coming off a list and Chief Hayes-White confirmed they were coming off the Civil Service list that expired and DHR is planning on offering another exam in the near future but will not be similar to the NTN test and according to Chief Myers it’s a standardized written exam. It consists of recommendations to go with practice for EMT’s throughout the State of California. It includes elements of local policy and protocol and involves a skills examination, which are standardized EMT skills from the State EMS Authority. Chief Myers added there are scenario ethics based questions to see a person’s underlying motivations and things like that. He added that it’s a two part examination.

President Nakajo requested a breakdown of the 35 EMT’s currently in training. Chief Hayes-White explained that out of the 35, 16 are brand new FTE’s, the remaining 19 are 14 that are direct backfills for the 14 people that are in hiring and bringing over to the H-2 academy are already employees from Station 49.

President Nakajo inquired as to what are the components that are affecting the delay in ambulance response times and suggested that an additional researcher may be required as he thinks it is real important to get this kind of contemporary data. Chief Hayes-White suggested that to take an overall analysis that if it’s not a huge difference in call volume over the last few years, but in the last few months there’s been a spike in call volume, that may link it to why there’s more frequency to the ambulance delays. She continued that if it’s private ambulance companies that have been out of the system more in the last few months than they had been in the first few months of the year could also attribute to the delays. She stated they are trying to link why the Department is experiencing this.
Vice President Evans was curious to know how bringing in the new group of 16 affects the mandatory overtime situation out at Station 49 and will it alleviate some of the pressure. Chief Hayes-White explained not until after August 29, 2014, when they hit the streets, maybe sometime later in the year.

Commissioner Cleaveland asked if the Department has ever looked at the value of any air rights they may have above fire stations and suggested deputizing someone to look into this possibility. Chief Hayes-White thought that would be a good idea and explained air right proposals were looked at in 2008, specifically to Station 13 on Sansome Street.

Commissioner Cleaveland went on to inquire about the EMS task force. Chief Hayes-White explained the idea came from the Mayor’s Budget Office when they told us we were only getting 16 new hires and not 42. The task force will consist of the SFFD, Dr. Yeh, DEM, DPH, the Mayor’s Office, and the Controller’s Office. Commissioner Cleaveland announced that there will be a meeting at the Mayor’s Office next week to discuss the possible relocation of Station 49 and although very preliminary discussions are expected, it’s good the ball is starting to roll here. Chief Hayes-White acknowledged Chief Lombardi as being very instrumental in arranging the meeting and how he’s been working very closely with the Department of Real Estate.

REPORT FROM OPERATIONS
Report on overall field operations, the Bureau of Fire Prevention & Investigation, Airport Division, Emergency Medical Services and the Division of Emergency Communications and possible discussion on use of sirens and decibel levels and Department’s policy on recording devices at the work place.

President Nakajo welcomed Chief Gonzales.

President Nakajo invited Chief Gonzales to present his Operations Report. Chief Gonzales approached and presented his Operations Report for July 11th 2014 through July 8, 2014. He started with: one greater alarm during this period. It was a second alarm at 34 Ellington Avenue where the rear of the building was involved. He acknowledged that Chief Siragusa was in command of that fire and he and his crew did a good job. He further stated that the Red Cross was notified for four adults and one child that were displaced. He continued that there was an incident on June 26th at 8:48 hours at Bryant and Alameda. The PUC was testing the AWSS. They put high pressure to test it and it burst the line, which caused a sink hole. Chief Hayes-White and Assistant Chief Franklin responded.

Chief Gonzales touched on use of video within the Department and explained that no video cameras or other audio and/or video recording devices are allowed unless authorized by the Chief of the Department. There is a draft policy being developed and is currently being reviewed by the City Attorney.

Chief Gonzales commented on siren usage and said that it is an ongoing complaint that they deal with a lot. He acknowledged that he cares about the citizens but it is a safety issue. If they need to respond Code 3, they must use lights and sirens. They constantly remind the firefighters if they can ease up on the siren and air horn, please do so, but safety first. He stated that they want to be very respectful of the neighborhood but they also need to get to where they need to go in as safe a manner as possible. He reiterated that the first concern is the public safety and the safety of the firefighters.

Chief Gonzales further presented on the Bureau of Fire Prevention. He stated that the Warriors purchased the lot at 3rd and 16th Streets adjacent to the UCSF Campus. He touched on the Marina Project that will feature a 5.5 acre water front park and could include retail and office development. He continued that the BFP is participating in
rewriting DPW subdivision regulations which affects projects like the Park Merced and Treasure Island Redevelopments. A task force will be instituted at Plan Check to handle the Mayor’s Executive Directive 13-01, the fast tracking of affordable housing projects to meet the six-year goal providing 30,000 units to San Francisco’s affordable housing and new high-rise building construction inspections are being done by teams to meet simultaneous completion demands. Chief Gonzales continued that the Airport Prevention Unit has started cataloging hazardous material types and quantities for all buildings. He went on to The Bureau of Fire Investigation wherein he acknowledged Acting Captain Darmanin has assumed leadership of the Unit and will be reviewing and revising policies as needed and stated he is doing a great job. Chief Gonzales confirmed that the arson suspect has been arrested and it was because of the vital teamwork between the Bureau of Fire Investigation and the Police Department. He went on to say that Captain Darmanin has reestablished a partnership with the Alcohol, Tobacco and Firearm Unit which is a vital resource for the Arson Task Force. He advised that the Bureau of Communications is finishing the user interviews for radio replacement project. Chief Gonzales concluded his report stating they had supplemental coverage for the Pride Parade, the 4th of July and the Fillmore Jazz Festival.

President Nakajo thanked Chief Gonzales for his report and opened up for further discussion. Commissioner Cleaveland asked how they modulate the decibel levels on the sirens. Chief Gonzales stated it’s a matter of foot pressure. He stated that there are studies that people respond better when there is a difference in pitch. Commissioner Cleaveland asked if the use of cameras was an intradepartmental decision. Chief Hayes-White responded yes. She continued that the Department used to have a video unit with a full time lieutenant and he would produce videos. The footage that he captured at fire scenes was very valuable, but that funding was lost a while back. She also stated that they reached out to other urban sized Fire Departments to see what their policies looked like and didn’t think that any of the policies that were in existence allowed individual members, unauthorized, to have cameras in the workplace. Mainly because of the concern with social media being what it is and violation of people’s privacy as well as HIPPA violations. She also stated that the Department is not opposed to the technology, but there needs to be some proper controls placed on it. Commissioner Cleaveland suggested maybe a member could be deputized as a videographer to make sure some sort of history of fires is obtained and not to have to rely on the media to document things for us.

Vice President Evans followed up with an inquiry as to the timing of lights out of Station 1. Chief Lombardi provided information on how they control the light signals when heading out to a call by hitting a button in the station and once out of the station the button in the vehicle allows signal control. He went on to say this was to help clear traffic. Once the emergency vehicle cleared the intersection the light sequence would go back to normal. He further stated they are currently working on a GPS system that would turn every light to the bridge green giving cars somewhere to go, getting out of the way and once the emergency vehicle got through, it would go back to normal; it would control multiple intersections instead of one. He continued that this should also cut down on the siren noise out of Station 1 and 3.

Vice President Evans asked about the surplus from BFP. Mark Corso explained the revenues from Fire Prevention, in general offset some of the EMS revenues. There’s a portion that has been deferred due to the GEMT program being delayed. He continued that we do have a net deficit EMS revenue, so it’s treated as a general department revenue and then it would help offset some of those costs which is about two to three million dollars. A portion of that is due to delay and payments that were invoiced for but we’re not anticipating receiving until next fiscal year. Vice President Evans asked about GEMT revenue. Mr. Corso responded that the Department just recently received approximately 3.7 million dollars in GEMT revenue. Mr. Corso explained the revenues from Fire Prevention, in general offset some of the EMS revenues. There’s a portion that has been deferred due to the GEMT program being delayed. He continued that we do have a net deficit EMS revenue, so it’s treated as a general department revenue and then it would help offset some of those costs which is about two to three million dollars. A portion of that is due to delay and payments that were invoiced for but we’re not anticipating receiving until next fiscal year. Vice President Evans asked about GEMT revenue. Mr. Corso responded that the Department just recently received approximately 3.7 million dollars in GEMT revenue. There was a portion that was deferred and we’re still working with the State because they were delayed in getting funding from the Federal Government, so we’re looking at getting the deferred portion later this year.
Commissioner Hardeman asked about the greater alarms outlined in Chief Gonzales report and noticed the numbers were similar. Chief Gonzales attributed the low numbers to several factors such as fire prevention, smoke alarms and sprinkler systems.

Commissioner Covington also inquired about the video policy and what the process was if someone was seeking permission. Chief Hayes-White stated that if someone wanted to use a recording device they would have to go through the chain of command and write up the reason why and it would be evaluated by her office. Commissioner Covington stated it would be a good idea to reiterate the policy to those people who are in a trust position.

Commissioner Covington congratulated acting Captain Darmanin for assuming leadership of the Bureau of Fire Investigation. Commissioner Covington went on to ask about the CPR classes at the Airport. Chief Gonzales explained that Rescue Captains Molloy and Shore not only refresh the members on CPR, but they teach all the City Employees at the Airport.

President Nakajo summarized issues that were brought up. He stated he looked forward to feedback in regards to the analysis on the retention of class of 116 when it’s appropriate for Chief Williams to address that topic. He stated he wanted to make sure we are addressing the issues before the start of class 117.

President Nakajo acknowledged that with of the advocacy of Commissioner Covington and the Arson budget, he wanted to know how the Department will implement the Arson Investigators. Chief Hayes-White said that the budget is being finalized; the assumption is that the additional $325,000 will not be taken away. She asked the Fire Marshall to work with Chief Gonzales and staff at Arson to pick out the best way to utilize it. She continued that ideally the Department wanted two investigators working per shift, and that is not going to happen, but it’s better than what they had, it will cover two additional investigators. President Nakajo inquired as to any strategy or plan the Department has for asking the Board of Supervisors Budget Finance Committee for the shortfall of EMS personnel or budget. Mr. Corso responded that it was conceded and that’s where the request and the additional funding for Arson actually occurred, was during that process. That part of the process is complete. He added that they will revisit additional staffing for the unit and EMS during the budget proposal next year in February. It will be new and it will similar to past years where the Department will present in front of the Commission, usually in January as a first draft of the budget. President Nakajo asked where the Department is with Supervisor London Breed’s audit. Mr. Corso replied that in regards to EMS, it’s pretty much completed.

Commissioner Covington suggested a good use for air rights would be housing for the Department’s workforce. She also stated that it would be marvelous to have the Department of Real Estate look into the air right options with the Department’s current real estate.

Commissioner Cleaveland asked about the issue of access for fire trucks and engines. Chief Hayes-White responded that they’ve made a lot of progress with the other department heads, Planning, MTA, Building Inspection and DPW. She added they’ve come to agreement with the big projects coming up, Treasure Island, Park Merced and that there is going to be a need for a working group of the department heads or designees to come up with parameters. Every project has its own sort of nuances and depending on what’s being built, we definitely need to be in on the ground floor because we don’t want to be perceived as coming in the 11th hour and then changing it all. Chief Lombardi added that he and Chief Wong are jointly sitting down and working with the other agencies to handle a process that when a developer comes to the city it’s handled properly.
Commissioner Cleaveland inquired about the receipt of the new fire engines and fire trucks. Chief Guzman responded that there are six trucks on order. They should be here the first of the year. He continued that they should be getting the last of the engines in the next couple of weeks and we’re very close to getting our ambulances on order and we have a fireboat in process.

Commissioner Cleaveland asked why the Commission meetings aren’t televised. Chief Hayes-White stated that there were a couple of reasons. One, there is an expense to it as well as logistics. It was determined that it was more practical to have the Command Staff at Head Quarters as opposed to City Hall where SFGOV TV is set up. President Nakajo added that the Commission responded to an audit relating to this issue recently and spelled out the reasons the meetings are not televised. Commissioner Cleaveland expressed his desire to have HQ assessed for whether or not it can be linked to the city’s feed for public access and mentioned that the recent Grand Jury Report on Commissions addressed the terms of access to the public and getting the information out. He agreed that the Department should not be charged for this service. President Nakajo informed Commissioner Cleaveland that his point was well taken and that we’re all supportive of public access of information and he added that’s what our minutes are for and it being published on the website so the public can review those.

Commissioner Cleaveland asked where the new Arson Investigators will come from. Chief Hayes-White stated they will be coming from within. She continued that in 2013 a General Order was posted, requesting personal qualification forms or files to be sent through the Chain of Command to the Chief for review of people interested.

President Nakajo called for public comment on the Chief’s Report. Steve Engler approached. He thanked the Chiefs and Fire Marshal and the Acting Captain Darmanin to the Bureau of Fire Investigation. He stated he appreciated the Command Staff going to the Mayor’s Office and fighting to reinstate the Bureau of Fire Investigation. He gave an overview of what the Arson Unit does. President Nakajo thanked Mr. Engler.

5. **AGENDA FOR NEXT FIRE COMMISSION MEETING**  
*Discussion regarding agenda for the July 24, 2014 regular meeting*

- Arson – Bureau of Fire Investigation  
- PUC Presentation  
- Cancer Foundation Presentation  
- Assessment for getting Commission meeting televised  
- Grand Jury Discussion on Commissions in General

There was no public comment on Agenda Item 6.

7. **ADJOURNMENT**

Commissioner Covington moved to adjourn the meeting. Commissioner Cleaveland seconded. All were in favor. President Nakajo adjourned the meeting at approximately 6:00 PM.