

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION MEETING
MINUTES**

Thursday, January 22, 2015 – 4:00 p.m.

698 Second Street, Room 102

President Nakajo called the meeting to order at 4:05 PM.

1. ROLL CALL

Commission President	Stephen Nakajo	Present
Commission Vice President	Andrea Evans	Present
Commissioner	Michael Hardeman	Present
Commissioner	Francee Covington	Present
Commissioner	Ken Cleaveland	Present
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Raymond Guzman	Deputy Chief – Administration	
ADC s		
Ken Lombardi	Support Services	
Jeff Myers	EMS	
Raemona Williams	Division of Training	
Shane Francisco	Homeland Security	
Assistant Chiefs		
Robert Postel	Division 2	
Thomas Siragusa	Division 3	
Staff		
Mark Corso	CFO	
Clement Yeh	EMS Medical Director	
Jesusa Bushong	Department Personnel Officer	

2. PUBLIC COMMENT

Michael Petrelis, Sunshine advocate was not able to make the meeting but submitted the following to be included in the minutes: “I wish I could watch today's meeting on SFGov TV's web site tomorrow, but you are not yet airing and archiving the meetings. You are expanding transparency by making audiotapes of meetings available on the web, which is laudable, and hope to soon see meetings also on the web. Please put the matter of spending money to get your meetings on SFGov TV up for a vote at the commission before the end of February. Taxpayers need to see and hear your meetings using all new media platforms. Regards, Michael Petrelis”.

Kevin Smith offered his assessment for the ongoing Chief’s appraisal with the Commission.

Keith Baraka also offered input into the appraisal process and would like to be a part of the review process and stated that he thinks it’s important that members are heard from.

Heather Buren offered to assist in the appraisal process.

Shon Buford offered to participate in the review process and will answer any questions the Commission may have.

Dan Casey also echoed the sentiments of his fellow brothers and sisters that have spoken and he thinks it's very important that the Commission get the perspective of people who are doing the job on the front lines, 24 hours a day, seven days a week.

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

Discussion and possible action to approve meeting minutes

- a. Minutes from the Special Meeting on December 16, 2014.
- b. Minutes from the Regular Meeting on January 8, 2015

Commissioner Hardeman Moved to approve the Minutes. Commissioner Covington Seconded. Motion to Adopt Minutes as amended of Meeting on December 15, 2014 and January 8, 2015 was unanimous.

4. RESOLUTION 2014-02 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2014-02, pertaining to the goals of Walk San Francisco's Vision Zero Plan

Assistant Chief Michie Wong read the resolution into the record. Megan Weir, Epidemiologist from the San Francisco Department of Public Health was introduced as a major role player in the Vision Zero concept along with SFMTA staff Mari Hunter.

At the suggestion of Vice President Evans, the resolution was renumbered to 2015-01.

Commissioner Covington Moved to adopt the Resolution as amended. Commissioner Hardeman Seconded. Motion to approve Resolution 2015-01 was unanimous.

5. DRAFT OPERATING BUDGET – FISCAL YEARS 2015-2016/ 2016-2017 [Discussion]

Submission of draft operating budget for Commission review and discussion.

Chief Hayes-White introduced the newly hired Stationary Engineer, Mr. Avo Sarkissian. Mr. Sarkissian gave a brief overview of his work history and his goals for the SFFD.

Mark Corso presented on the Draft Operation Budget, attached: <http://sf-fire.org/modules/showdocument.aspx?documentid=3821>

He stated that it is not an item for approval, but to initiate an informal discussion on the draft budget which is due to the Mayor's Office on February 23, 2015. Once the budget is submitted to the Mayor's Office, they submit it through Charter requirement to the Board of Supervisors for consideration and it is eventually approved in the July/August timeframe. He reviewed the current year budget and the baseline budget for fiscal years 15-16 and 16-17.

He added that they are also continuing to refine the staffing model with regards to retirement analysis and projections going forward and any changes that are requested and approved by the Fire Commission would also be incorporated into the budget submission. He touched on the Mayor's public safety hiring plan and the new five-year financial plan.

Mr. Corso went on to say the 15-16 budget also includes the annualization of Fire Station 4 which is scheduled to open in March. He added that given the overall health of the City, the Department will be proposing some enhancements to its budget, either restoring funding that's been cut previously or bringing the Department back to meet current levels of service.

He talked about the formation of the Budget Committee which consists of interested members that wished to participate in the budget process as well as Commissioner Cleaveland who volunteered to be on the committee. He stated that what he is presenting is not necessarily an exhaustive list, that there are still a lot of ideas being developed but it's what the Department is proposing to initiate the budget conversation. He described the three options the Commission has for televising their meetings, and depending on what the Commissions' preference is, he would work that into the proposed budget. He went on to describe various aspects of the Department's budget and reasoning behind the figures. He concluded by describing the incident display boards that would be installed in the firehouses which would instantaneously show the dispatch information from the incident, so crews do not have to wait for the dispatch and the tone to go off overhead, they can actually see immediately what the call is, where it is and be able to start their response right away. He added that one has currently been installed in Station 7 and has had positive reviews by the crews.

Commissioner Cleaveland thanked Mr. Corso for the comprehensive report and asked why the Department needs to go through COIT for IT project proposals. He added that he thinks the IT needs of the Department are certainly one of the more critical areas that needs to be upgraded, that, along with better maintenance on a routine basis. He wondered if there was someone in the Controller's office that was an expert on IT needs for the Fire Department. Mr. Corso explained that it's the way the city's budget process has been structured. Any projects over \$100,000 need to go through the Controller's committee and that Jesus Mora, the Departments CIO usually attends the IT project proposal meetings with him. Commissioner Cleaveland stated he was delighted to have Mr. Avo Sarkissian on the staff and he absolutely supports additional stationary engineers to monitor the maintenance of the firehouses and other properties. He added that he is also supportive of trying to get an additional analyst to help with procurement.

Commissioner Hardeman complimented Mr. Corso for the analysis that he presented. He also thanked all of the members that volunteered to be on the budget committee, that they have the knowledge and subject matter that might be discussed firsthand.

Commissioner Hardman asked about H-28 training plans. Mr. Corso explained that when they expect unusual amounts of training, there are instances that members are assigned to training in a temporary capacity to deal with students and recruits. In addition, even when those are going on, there might be in-service training of current members that have to be either acquired through the State or performed on an annual basis and are in need of additional recourses for that. Assistant Deputy Chief Williams added that additional staffing will utilize the Treasure Island training facility and based on the NFPA 1403 Code you have to have a minimum staffing of six training instructors whenever the burn simulator is utilized. With the additional staffing, augmented with staff located at the Folsom Street location, we can adequately staff the burn simulator as needed.

Vice President Evans thanked Mr. Corso and stated it's always helpful to get the numbers broken down. She also mentioned that it is imperative that there is some EMS representation on the Budget Committee and she was glad to hear that they were moving in that direction. She also mentioned that she thought all of the engines should be ALS. Mr. Corso agreed, but didn't think there were currently enough paramedics to accomplish that goal immediately, but possibly down the line. Chief Hayes-White also supported that idea, but added that there has been push back from the legislative side of government, as well as the executive branch in that if we're meeting our goals of having a second ALS responder on scene within seven minutes at

the 90th percentile, which is the 30 to 32 range, were pretty much meeting that goal, the question comes back, is it over kill? The thought is to restore it back to 32 and in the next budget cycle do another five. Vice President Evans suggested that the Commission revisit the vehicle plan. Chief Lombardi responded that they're currently working on that plan, along with Station 51. Vice President Evans thought there could be more in the budget and encouraged Mr. Corso to ask for everything at the budget meetings, she's all for asking.

Commissioner Covington thanked Mr. Corso for his presentation. She also supported including more people from the EMS side of the house on the Budget Committee.

President Nakajo thanked Mr. Corso and asked for clarification on the annualization of Fire Station 4. Mr. Corso indicated that the cost is approximately 5.7 million for an engine and truck company. The engine and truck companies at Station 4 are not yet in service, thus a portion of that cost has not been entered. However, it will be said amount in the next two year cycle, because it will be in service for those two years.. President Nakajo asked for further information on where the numbers come from. Mr. Corso explained that because the budget is now submitted two years at a time, the figures are from previous year's budgets. President Nakajo stated he would like to see more diversity on the Department's Budget Committee. He also expressed his enthusiasm that the budget is addressing all of the needs operationally and administratively, and restoring the positions that were previously taken away. President Nakajo asked how different this budget is from the previous year. Mr. Corso anticipates that at the end of the day, this current budget would be higher. President Nakajo concluded with the announcement that the Commission audio recordings from this point forward will be uploaded on the Commission Website.

Mr. Corso added that the only budget item for the Airport Division that they are responsible for is the staffing. The apparatus and equipment is completely funded by the Airport.

Public Comment:

Shon Buford was thankful for the budget analysis and comments. He stated he's happy to be part of the Committee. He suggested rotating one or two more commissioners into the process.

6. LEAVE OF ABSENCE [Discussion and possible action]

Discussion and possible action to approve Chief of Department's request for leave of absence with pay for two days, Tuesday, February 10, 2015 and Wednesday, February 11, 2015, to attend the Department of Justice, Bureau of Justice's Public Safety Officer Medal of Valor Awards Ceremony. Deputy Chief Mark Gonzales will serve as acting Chief of Department. There will be no cost to the Department for her attendance

Commissioner Covington so Moved. Commissioner Hardeman Second. Motion to approve Chief of Department's request for leave of absence was unanimous.

7 CHIEF OF DEPARTMENT'S REPORT [Discussion]

REPORT FROM CHIEF OF DEPARTMENT

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

Chief Hayes-White stated she was delighted to have the Budget Committee and to have a number of people express an interest to learn more about the process, to participate in the process and help advocate during the back and forth that will go on after submission of the budget. She stated that she will reach out to members and get more representatives, including the EMS side. She reported that there will be a class of 20 new H-3 Level 1's EMT's. She

thanked Jesusa Bushong, Jeff Myers and Dr. Terrazas for going through that process. She stated that she had a productive meeting with the heads of ARM and King American. She added that they expressed their support of a closer working relationship with the Department.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the Department and possible discussion pertaining to Physician's Office Staffing, the Portable Water Supply System and update on the Fireboat

Chief Guzman presented his January 2015 Administration Report attached: <http://sf-fire.org/Modules/ShowDocument.aspx?documentID=3838>

He reported on the following:

- Station 4 and the Public Safety Building reached substantial completion. The interior and site work punch list is underway and expected to continue through February.
- Station 16 general contractor pre-qualifications have been received and are under review. It is anticipated the move out will begin in April with Engine 16 relocating to Station 51 and Truck 156 relocated to Station 38.
- Design of Station 5 continues. They have conducted outreach to community groups and elected officials, especially with the presentation to District 5 Supervisor, London Breed.
- Station 35 continues to move forward at its current location at Pier 22 ½.
- Station 48, construction of the apparatus structure has begun. There has been a slight delay with anchor problems. He meets with the captains regularly and if there's anything they need, they have his and Chief Lombardi's number and they take care of everything right away, it an open-door policy.
- Division of Training, currently instructors are debriefing from the 117th recruit academy and looking at curriculum and assessing equipment needs and repairs. The have assisted DHR with the H-3 Level 1 skills and PAT assessment earlier in the month.
- EMS Training Division is currently conducting CPR training. In-service training staff is busy working on an upcoming search and rescue module.
- Homeland Security Assistant Deputy Chief Shane Francisco has been busy working with Mark Corso on the AFG grant that was submitted where we asked for extrication gear for all truck companies and five ambulances
- Investigative Services Bureau, Acting Captain Sheila Hunter has been chosen to fulfil the vacant position.
- Fireboat update: There is a four month delay in the project due to a third-party manufacturing issue of a failed portional vibration analysis. He stated they will be seeking a 10 month extension on the grant from FEMA. He proceeded with a brief description of the Fireboat.

Vice President Evans asked about the Drug and Alcohol testing procedures. Chief Guzman stated that due to the fact that the position has been vacant, they haven't had anyone conducting random testing. They just filled the position with Acting Captain Sheila Hunter and she will be implementing the testing immediately. Vice President Evans was surprised to hear that the testing had been suspended. She reminded Chief Guzman that the department was somewhat publicly taken to task for not complying with the drug and alcohol policy so she's glad to see that it's going to get back on track and she suggested that the Commission President get a more detailed update on the Drug and Alcohol policy at a future meeting.

Chief Guzman proceeded with his PWSS presentation. (<http://sf-fire.org/Modules/ShowDocument.aspx?documentID=3840>)

He went into detail surrounding the history, function and location of the City's Portable Water Supply System.

Commissioner Covington inquired as to whether the water in swimming pools maintained by Rec and Park could be used as back up to the PWSS. Chief Hayes-White confirmed that the City has the ability to tap into those sources.

Commissioner Cleaveland asked about the hose tenders and Chief Guzman went on to say that we currently have 4, but he would eventually like to get them for every battalion. The cost of each hose tender is upwards of a million dollars per rig. Commissioner Cleaveland also mentioned the study being conducted by PUC on the PWSS and is interested to see their recommendations.

Commissioner Hardeman talked about the fireboat and how impressed he was when Chief Guzman showed him how the Gleason valve works. He stated that the delays in the fireboat have a lot to do with the needs of our City which are unique compared to other cities, such as hills and the requirement of pumping capacity.

Vice President Evans asked about funding for “community care medicine” if that can be incorporated into the budget. Chief Hayes-White explained that the whole community care medicine piece is incorporated as to be determined during the workgroup and working with DPH because she believes it’s going to be a shared cost.

President Nakajo thanked Chief Guzman for his long awaited auxiliary water program report and asked if AWSS is still under the Fire Department’s jurisdiction. Chief Guzman replied that no, it was underneath the auspices of PUC. Chief Hayes-White added that the Department has a lot of input in regards to AWSS and she’d like to think that we keep them on their toes in terms of prioritizing the importance of the continued maintenance through the Department’s liaison, Chief Lombardi.

8. AGENDA FOR NEXT FIRE COMMISSION MEETING *[Discussion]*

Discussion regarding agenda for the February 12, 2015 regular meeting.

- Budget discussion and action
- Options for televising Commission Meetings, discussion and possible action

9. FIRE COMMISSION ELECTION OF OFFICERS *[Action]*

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

President Nakajo continued this item to Commission meeting on February 26, 2015.

10. ADJOURNMENT

President Nakajo adjourned the meeting in memory of Firefighter Terry Dailey at approximately 6:36 PM.