

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
MINUTES**

Thursday, July 23, 2015 – 4:00 p.m.
698 Second Street, Room 102

The audio recording has been uploaded to the FC Website at:
http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=133&clip_id=23397

President Evans called the meeting to order at 4:06 PM.

1. ROLL CALL

Commission President	Andrea Evans	Present
Commission Vice President	Francee Covington	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Michael Hardeman	Present
Commissioner	Ken Cleaveland	Excused
Chief of Department	Joanne Hayes-White	Present
Mark Gonzales	Deputy Chief – Operations	
Ray Guzman	Deputy Chief – Administration	
Shane Francisco	Homeland Security	
Dan De Cossio	Bureau of Fire Prevention	
Raemona Williams	Division of Training	
Assistant Chiefs		
Kevin Burke	Division 2	
Kirk Richardson	Division 3	
Staff		
Mark Corso	CFO	
Jesusa Bushong	HR	

2. PUBLIC COMMENT

President Evans called for public Comment. No one from the public came forward.

3. PRESENTATION FROM DIVISION OF HOMELAND SECURITY [Discussion]
Assistant Deputy Chief Shane Francisco will present on the Division of Homeland Security, including Fleet Week and Super Bowl 50.

Chief Francisco introduced himself and stated that his presentation would include information on disaster materials and specific events coming up. His PowerPoint presentation is attached:

<http://sf-fire.org/modules/showdocument.aspx?documentid=4057>

Vice President Covington stated that Chief Francisco's portfolio is incredibly thick and deep. She acknowledged that the Department is very fortunate to have him. She asked him to provide a little bit on his background. Chief Francisco answered as follows:

“I Started here in 1994. I actually started as a wildland firefighter in Marin County in 1993. I spent most of my time at Station 36 in Hazmat 1 working for Chief Burke at the time. It was a busy company. In 2003, I took a leave of absence and went to work for the United States Secret Service in the chemical and biological counter measures branch where I worked with what's now called the HAMMER team, the Hazardous Agent Mitigation Medical Emergency Response Team. I did that for four years. I was diagnosed with cancer. The Department took responsibility for that. I received a bone marrow transplant while on the east coast. In 2007 they started up the Northern California Regional Intelligence Center (NIC/RIC). Deputy Chief Massetoni gave me a call and said, "time to come on back, why don't you be the person up there?" So that worked out really well for me. I spent five years there at the the NIC/RIC, and then returned to the field to the fireboat which was a great assignment. I was promoted to Captain, sent out to Truck 18 in the Sunset District for about a year and a half, and now, here I am.”

Vice President Covington thanked Chief Francisco for his presentation and stated that with his oral resume, she thinks he may serve as an inspiration to some of the people sitting in the audience. She added that it is very reassuring that all of the meetings, brainstorming sessions and actual exercises are taking place so that the City can be as ready as possible for an unexpected emergency. Vice President Covington asked for confirmation on the 15 counties that he mentioned. Chief Francisco confirmed that the 15 counties represented are the area of responsibility for the Northern California Regional Intelligence Center. There are five different intelligence centers in California. The NIC/RIC handles Monterey to Oregon on the coastal side and we have one fire representative for all those 15 counties.

Vice President Covington asked about the drone policy. Chief Francisco answered that it is for any city department that would like or need a drone. Both Law Enforcement and the Fire Department have an application submitted. He added that right now, drones cannot fly in the City because they don't have a policy in effect. They want to develop a good policy, so they are currently researching this issue. He added that it is new territory for everybody. The policy will be for any city departments that will apply for the use of drones. Vice President Covington added that she thinks it would be wonderful for the Fire Department to have drones. She continued that during the huge Mission fire, the television helicopters were hovering over and providing excellent footage from above, and she thinks that the Department could use that perspective in firefighting efforts because it gives a much more global view than we currently have.

Vice President Covington asked if Chief Francisco could talk a bit more about the agreements with the public transit divisions in the Bay Area during emergencies and how it affects first responders. Chief Francisco responded that assuming the bridges have an issue and first responders could not cross by vehicle; the Recall Officer at the Fire Department Operations Center will start reaching out to various transportation companies. The members would show their credentials and they will be given head of the line privileges to get on the ferry, or whatever other mode of transportation is being provided to make sure that they get on to be able to report to work to do emergency functions. They could also be from NERTs, as they work closely with NERT in major disasters. The NERT program becomes supportive. Vice President Covington added that she is very happy to hear him mention NERT because she is NERT trained.

Commissioner Nakajo thanked Chief Francisco, in terms of his comprehensive presentation. He added that traditionally, the goal is always for this commission to be informed. The more informed they are the better it is. Commissioner Nakajo asked Chief Francisco if he was the singular administrative staff person for this division, or does he have support staff to help manage all of the responsibilities that he outlined in his presentation. Chief Francisco responded, “I'm it.”

Commissioner Nakajo asked who takes over if something happens to Chief Francisco. Chief Francisco stated that it would be challenging, but it is something they can work on.

Commissioner Hardeman state that it was a great report and listening to some of Chief Francisco's stories fascinated him. He added that to have Chief Francisco be the Department's Homeland Security Chief is fantastic and the Department is so fortunate to have him.

President Evans thanked Chief Francisco for his presentation and stated that the Commission has wanted to hear from him for a long time and she echoed what Commissioner Hardeman and Commissioner Nakajo have said. She added that everybody should know all that he is doing and what an incredible amount of work he is doing for the City. She added that she does not think it is appreciated enough. She asked if other cities of comparable size have more personnel invested in their Homeland Security efforts than San Francisco Fire Department. Chief Francisco replied that cities like San Diego, which is very similar or San Antonio, they are staffed at around 10 to 12 people in their fire departments, doing the functions that are assigned to Homeland Security. President Evans stated that because there is no chance of getting additional grant funding for more people to help, is distressing. She added that she thinks it is something to consider when we go to the next budget process because as Commissioner Vice President Covington said, your portfolio is just too big for one person. She stated that he is doing a great job but it's too much for one person.

President Evans referred to Urban Shield and stated that she actually attended the Surf Rescue Committee meeting last week it was fascinating. They went into detail on the plans. She concluded by saying thank you to Chief Francisco for all he is doing and for his presentation.

Vice President Covington asked if Chief Francisco could confirm how many people are with the San Francisco Police Department, doing similar work. Chief Francisco responded that they are structured differently, but they have about 20 people involved.

There was no public comment.

4. RESOLUTION 2015-05 [Discussion and possible action]

Discussion and possible action regarding proposed Resolution 2015-05, establishing the Temporary Exempt position of H-42 Assistant Fire Marshal.

Chief Hayes-White gave a brief overview of the resolution, which is self-explanatory. She went on to describe the ongoing process of interviewing for a permanent Fire Marshal. She added that the Temporary Exempt position of H-42 Assistant Fire Marshal has the full support of the Mayor's Office and that Jesusa Bushong of Human Resources assisted in preparing this resolution. She added that basically, we would look to put someone temporarily in that position that has expertise and has worked in the Bureau of Fire Prevention and can assist the Fire Marshal with many different aspects of the Division. Primarily at this point for Plan Check, until such time that the Department sees that the workload is being better managed and the backlog is up to date. Commission Secretary Conefrey read Resolution 2015-05 into the record.

Commissioner Hardeman Moved to approve the Resolution. Vice President Covington Seconded. Motion to approve above Resolution was unanimous.

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- a. Minutes from the Regular Meeting on June 11, 2015.
- b. Minutes from the Special Meeting on July 9, 2015.

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

There was no public comment.

6. CHIEF OF DEPARTMENT'S REPORT [Discussion]
REPORT FROM CHIEF OF DEPARTMENT

Report on current issues, activities and events within the Department, including Fiscal Year 2015-2016 budgets.

Chief Hayes-White welcomed acting Assistant Chief Kirk Richardson who recently made acting with the recent retirement of Assistant Chief Matt McNaughton. She stated that the last meeting was on July 9, 2015 and she gave update on some of the things that have happened since that time. She stated that they continue to close out the budget from fiscal years 2014-15 and they are planning for the budget of 2015-16 fiscal year. She added that they did hire 42 H-3 Level 1's who graduated in May and the Department has seen an improvement in ambulance response times.

Chief Hayes-White stated she had the opportunity over the last week to promote or bump up 31 H-3 Level 1 EMT employees that had paramedic licenses and are now working on the streets as paramedics. They came into headquarters to exchange their EMT badge for their paramedic badge. She added that all of them seemed very pleased in their new assignments and added that it provides her the opportunity to get to know them a little bit more, one on one. She also acknowledged nine H-2 firefighters who also have a paramedic license.

Chief Hayes-White stated that they are in the process, with Chief Gonzalez working closely with Tom O'Connor from 798, regarding selection criteria for members from Station 49 that are going to be offered or have been offered a position in the 118th academy class, which gets underway on August 24th.

Chief Hayes-White acknowledged that they were able to begin the H-8 online training. She added that it began this week and included 28 Level 2 paramedics. She added that the selection for the H-2 academy scheduled to start on August 24, 2015 is moving forward comprised of 54 individuals.

Chief Hayes-White stated that they have had recruitment meetings. Mindy Talmadge from her office and Assistant Deputy Chief Williams have been instrumental in keeping recruitment going.

Chief Hayes-White added that with regard to the Civil Grand Jury, a report came out that they are in the process of responding to and should have a draft within the month of August.

REPORT FROM ADMINISTRATION

Report on the Administrative Divisions, Fleet and Facility status, Finance and Support Services within the Department.

Chief Guzman outlined his Administrative Report for the month of July 2015 as follows:

Support Services Division: they continue to manage many of the ESER projects.

Station 16: There were a couple of appeals filed by neighbors. Both of those appeals were upheld and we are redesigning the bottom floor of that station.

Station 5: that project continues to move forward with its design.

He stated that with the reassignment of the Arson Unit to the Public Safety Building, they were able to remodel Station 49. He described some of the work that has been completed to date. He added that the showers should be completed in the next two weeks.

He acknowledged receipt of four of the six contracted trucks from Spartan ERV.

The Division of Training: Assistant Deputy Chief Raemona Williams and her staff continue to prepare for the 17-week, 118th academy class which begins on August 24, 2015 and graduates on December 18, 2015. As the Chief mentioned, H-8 training started Monday, July 20, 2015 and they will do two weeks of online training which consists of 27 modules through our Target Solutions Program. They have two weeks to complete that task. On July 29, 2015, there is a mandatory orientation at the Treasure Island Training Facility. Those members will be required to complete 14 hands-on training modules and 72 hours of ambulance preceptor evaluations.

The Treasure Island Training staff is adding more square footage to the burn room prop, along with adding two more forcible entry props, one door that swing in and one that swings out.

CFO Mark Corso is busy closing out the 2014-15 fiscal year budget.

Investigative Services Bureau: There was a throttling back with the random drug and alcohol testing due to the many background checks being conducted for the 118th Academy Class. Captain Hunter is conducting many of those with the help of Captain Andy Zanoff. She has conducted seven random alcohol and drug tests and all those were negative, and on a short note, the doctor's office is starting to get busy with all the medical exams for the 118th Academy class.

Fireboat update: The bow, mid-body, and stern sections have been joined together. The pilothouse structure has been completed, and today they began painting the pilothouse structure. As of now, the fireboat is on schedule for delivery on February 24, 2016.

Vice President Covington thanked Chief Guzman for his report and added that the fireboat is looking gorgeous and that it has all the bells and whistles that are needed.

Vice President Covington asked if they have training for members of Department, pertaining to forcible entry regarding iron gates on doors and windows. Chief Guzman responded that Captain Colombini and his staff have fabricated an actual iron gate prop that they use for training purposes.

Commissioner Nakajo asked for clarification on the number of recruits for the 118 Academy class. Chief Hayes-White responded that they will have 54 recruits, 14 from Station 49 and 40 off the eligible list. Commissioner Nakajo asked what type of criteria Chief Hayes-White is looking for in the selection process. Chief Hayes-White stated there are a number of factors, score being the first. She added that it is a very competitive list. Education and the ability to speak another language are examples of secondary criteria she uses. She also confirmed that the eligible list is "rule of the list" which means that everyone on the list is eligible for consideration.

Commissioner Hardeman inquired about the Department Recruitment position and it was confirmed that the position would not be filled until fall.

President Evans stated she was concerned about a push to get a diverse list as possible for the January academy and without the filled recruitment position, she suggested that they talk to the employee groups to get the word out about taking the exam so they can be considered for the January class. Assistant Deputy Chief Williams added that they noticed that they have had an increase in applicants after recruiting in certain districts, and they are planning to reach different groups throughout the City. President Evans thought that was great and added they really need to make a focused effort to make sure that they are hitting as many events as possible and get the word out as broadly as they can, particularly for women. Chief Hayes-White added that they are seeing an improvement, particularly in the last four months and she thinks the recruitment efforts have paid off.

President Evans touched on the recent Strategic Planning Committee meeting and stated the goal is to get as many people to provide input and feedback as to where they want to see the Department in long term, as well as immediate needs.

Chief Hayes-White gave a brief update on the developments with SFUSD and that they are continuing to follow up with the CPR curriculum for 9th grade students.

There was no public comment.

7. COMMUNICATIONS

Communications to Commission received between 7/9/15 and 7/17/15.

- Letter and Report from Civil Grand Jury dated July 13, 2015.
- Letter from Guardians of the City.

There was no public comment.

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

Discussion regarding agenda for the August 13, 2015 regular meeting.

Vice President Covington announced that the Guardians of the City is requesting consideration to accept a donation from Fireman's Fund and their parent corporation and she thinks it should be on the agenda for the next meeting. President Evans concurred. Vice President Covington went on to describe the 1855 Broderick engine and stated it is appraised at \$123,000.00.

Commissioner Hardeman would like to move the October 22, 2015 meeting to October 21, 2015 and suggested putting it on the next agenda.

There was no public comment.

9 UPDATE REGARDING SFFD POLICY ON SWORN MEMBERS MAKING PUBLIC COMMENT AT COMMISSION MEETINGS *[Discussion]*

President Evans stated that she had consulted with the City Attorney's Office and Jesusa Bushong, the Department's Human Resource Officer and it turns out that there is no written policy for members to provide public comment and they are welcome to do so out of uniform on their own time. She added that they would work with the City Attorney's Office to layout something so that the expectations for everyone are clear.

There was no public comment.

10. ADJOURNMENT

President Evans adjourned the meeting in memory of Walter Glynn and Sgt. Scott Lunger at 6:10.