

**FIRE COMMISSION REGULAR MEETING  
MINUTES**

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**December 11, 2024, 9:00 a.m. – 12:00 p.m.**

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416 ■ San Francisco ■ California ■ 94102

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The meeting video can be reviewed by clicking the link below:  
[https://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=180&clip\\_id=48022](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=48022)

President Morgan called the meeting to order at 9:05 a.m.

**1. ROLL CALL**

Commission President	Armie Morgan	Present
Vice President	Marcy Fraser	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Katherine Feinstein	Excused
Commissioner	Paula Collins	Excused
Chief of Department	Sandra Tong	Present
Shayne Kaialoa	Deputy Chief – Administration	
Simon Pang	Deputy Chief – EMS and Community Paramedicine	
Erica Arteseros-Brown	Homeland Security	
Ken Cofflin	Prevention	
Julie Mau	Training	
Tony Molloy	ADC, EMS	
William Storti	Division 2	
Patrick Rabbitt	Division 3	
Staff	Mark Corso – CFO	

**RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

President Morgan read the land acknowledgment.

**2. GENERAL PUBLIC COMMENT**

An unidentified male speaker made public comment regarding fire.

Mr. Eric Schoonbaert from Luminalt Solar made public comment regarding permitting for battery energy storage systems in San Francisco.

Mr. August Goers from Luminalt Solar made public comment regarding permitting for residential TV and battery storage in San Francisco. He requested that permits be approved via email.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on November 13, 2024

Vice President Fraser moved to approve the minutes from November 13, 2024, and Commissioner Nakajo Seconded. President Morgan voted in favor of the Motion. The Motion passed.

There was no public comment.

- Minutes from Special Meeting on November 21, 2024

Vice President Fraser moved to approve the minutes from November 21, 2024, and Commissioner Nakajo Seconded. President Morgan voted in favor of the Motion. The Motion passed.

There was no public comment.

- Minutes from Special Meeting on December 3, 2024

Vice President Fraser moved to approve the minutes from December 3, 2024, and Commissioner Nakajo Seconded. President Morgan voted in favor of the Motion. The Motion passed.

There was no public comment.

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

**REPORT FROM CHIEF OF DEPARTMENT, SANDRA TONG**

Report on current issues, activities, and events within the Department since the Fire Commission meeting on November 13, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Tong attended several events in November: Macys 35<sup>th</sup> Annual Tree Lighting Event (November 13); MEA and DHR Leadership Development Program Graduation for Chiefs Molloy and Brown (November 14); 134<sup>th</sup> Recruit Academy Class Graduation (November 15); Labor Management Meeting (November 19); meet and greet with Mayor-Elect Daniel Lurie (November 19); St. Anthony's Giving Thanks event with Command Staff (November 26); Salvation Army turkey carving with Command Staff, Mayor Breed, and SFPD (November 27). On Thanksgiving Day, Chief Tong and Command Staff helped carve turkeys at Glide, delivered food to Self Help for the Elderly, greeted Station 49 members. Chief Tong thanked Vice President Fraser and Commissioner Nakajo for attending the Badge Pinning Ceremony on December 2. She also thanked the EMS Captains and the Training Division for organizing this event. Along with Chiefs Kaiialoa and Pang, Chief Tong met with the Mayor-Elect's transition team on December 4. On December 5, Chief Tong attended the swearing in ceremony for Assembly member Catherine Stefani, and the annual tree lighting event at Golden Gate Park. Chief Tong extended 54 offers for the 135<sup>th</sup> Recruit Academy Class which begins on January 21, 2025. On December 5, there was a tsunami warning. Although the warning was canceled shortly after it was issued Chief Tong commented that it was a challenge to coordinate responses given the lack of information at the time. There will be future action items as

the Department works with DEM and other organizations to plan an overall city response. Chief Tong also mentioned the Mayor's request for a 15% budget reduction for all City departments. Lastly, Chief Tong congratulated Commander Philip Buckley on his retirement from the San Francisco Fire Reserves.

Vice President Fraser thanked Chief Tong for her report. She inquired about the meaning of "FDOC." Chief Tong responded that it stands for "Fire Department Operations Center." Vice President Fraser also thanked Commander Buckley for his service and acknowledged the Mayor's request to reduce the budget by 15%.

Commissioner Nakajo thanked Chief Tong for her report. He looks forward to receiving more information on the budget reduction and looks to Director Corso's for guidance. Commissioner Nakajo commented on the tsunami warning on December 5 and inquired about the status of the 9-1-1 speaker system, and who manages that system. Chief Tong responded that the system is not operational at this time, but DEM, who oversees this system, is exploring if it can be revived.

President Morgan thanked Chief Tong for her report, and for attending and representing the Department at various holiday events. He commented that challenging times are coming, from the tsunami warning to the upcoming budget reduction.

An unidentified male speaker made public comment regarding disaster preparedness and AI technology.

**REPORT FROM ADMINISTRATION, DEPUTY CHIEF SHAYNE KAIALOA**

Report on overall field operations, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Kaialoa provided an Administrative update for October and November 2024, including Homeland Security; Diversity, Equity and Inclusion (DEIO); Health, Safety and Wellness (HSW); Behavioral Health (BHU); the Office of Employee Health (OEH); Investigative Services Bureau (ISB); Support Services (SS); and Earthquake Safety and Emergency Response (ESER).

Chiefs Brown and Smith have been planning technological upgrades to the Fire Department Operations Center (FDOC) which will help monitor large scale events and emergencies like a tsunami or earthquake. Five members from FEMA Task Force 3 were deployed to Georgia to aid in storm relief. They have been planning the upcoming inauguration for the mayor, as well as future sporting events such as the NBA All Star Game, Superbowl, and FIFA World Cup. Chief Kaialoa congratulated Chief Brown for completing the MEA and DHR Leadership Development Program. During Fleet Week, the Department conducted exercises with Urban Search and Rescue (US&R), Defense Security Cooperation Agency (DSCA), Marine Rescue Patrol, and Air Show Command. With Commissioner Nakajo's help, Lieutenant Jonathan Honda from NERT met with the Japanese Consulate to discuss disaster preparedness, while Chief Brown conducted a

NERT training for the wives of staff in the Japanese Consulate. Chief Kaialoha congratulated Chief Buford on his retirement after 30 years of service. The DEIO continued its recruitment efforts by organizing the second annual First Responders Career Pathway Fair, and participating in the South City Diversity Employment Day and Castro Street Fair. BC Alba from HSW is wrapping up the Sulforaphane Study, which examines the role of vegetables in gut health, and is preparing for a nutrition study that examines dietary interventions' role in cancer risks/health. HSW collaborated with Local 798 to hold esophageal and melanoma cancer screenings. In BHU, Captain Buren has partnered with the Academy of Art (AAU) to install a mural at Headquarters. Captain Buren is working with AAU on a project to create a health and wellness center for members located in the Chief's residence. The BHU unit has also been presenting to officer academies outlining BHU's mental health services for members. In OEH, Dr. Chang completed the following screenings: 70 return to work; 84 new hires; eight promotions; and 57 probations. Dr. Chang participated in the Health and Safety Planning Committee and the Annual Health and Wellness Subcommittee. Dr. Chang is working with Local 798, the Division of Training, and the Finance Division to launch an annual health and wellness program. Captain Weddle from ISB completed 85 screenings and 86 background investigations in October and November. He presented his investigation findings to Chief Tong. Captain Weddle also helped coordinate mutual aid response with Chief Brown and the Department of Emergency Management (DEM). Chief Mullin from Support Services completed 150 service calls in November, including the installation of new HVAC units at Station 26. The security gate at Station 35 will be installed soon. Chief Miller from ESER continues working on the design of the fire training facility. Generators are being installed at stations 37 and 44, while hose tower replacement has been completed at Station 15. Using contingency funds from the Capital Planning Committee, Station 9 will be able to replace its roof after much waiting. Chief Kaialoha's report is attached: <https://sf-fire.org/media/3540/download?inline>

Vice President Fraser thanked Chief Kaialoha for his report. She appreciated the information on tsunami preparedness and the FDOC's work. Vice President Fraser inquired if the Cancer Prevention Fund mainly supports research, and how studies are reviewed, approved, and written. She was also interested in grant money for various studies. Chief Kaialoha responded yes, but also commented that the Cancer Foundation funds initiatives such as the purchase of turnout bags. Dr. Chang reviews/approves any studies the Department participates in. He will check with BC Alba if outside feedback is taken into consideration. Vice President Fraser also inquired about funding for cancer screenings. Chief Kaialoha responded that the Cancer Foundation funded a certain number of screenings. Additional screenings were funded by members themselves. Vice President expressed appreciation for retired Chief Shon Buford during the City Hall photo shoot.

Commissioner Nakajo thanked Chief Kaialoha for his report, and wished the Chief and his staff a happy and safe holiday season. Commissioner Nakajo also expressed his

appreciation for retired Chief Buford’s work in the DEIO office, and inquired about that office’s oversight. Chief Tong replied that replacing the DEIO Chief will resume once the new mayor is in place. Lieutenant Anderson and Firefighter Wilson will handle DEIO operations during this transition period.

President Morgan thanked Chief Kaiialoa for his report. He inquired if Prenuvo is an MRI, and what is involved in an esophageal cancer screening. Chief Kaiialoa confirmed that Prenuvo is an MRI, and that the screening involves placing a tube down the throat. President Morgan also expressed appreciation for retired Chief Shon Buford’s service, and his mentorship to African American youth.

There was no public comment.

**5. FIRE COMMISSION MEETING CALENDAR 2025 [Discussion and possible action]**

Discussion and possible action to adopt the 2025 Fire Commission Regular Meeting calendar.

Commissioner Nakajo moved to adopt the 2025 Fire Commission Regular Meeting calendar, and Vice President Fraser Seconded. President Morgan voted in favor of the Motion. The Motion passed.

There was no public comment.

**6. COMMISSION PRESIDENT’S REPORT AND UPDATE [Discussion]**

Report and update from Fire Commission President Armie Morgan.

President Morgan commended Department members for being “heroes” as many challenges and transitions occurred. With Chief Nicholson’s retirement and other staff transitions; the upcoming fiscal budget; and government transitions, members continue to protect the City’s citizens. President Morgan expressed that it is a pleasure and honor to serve on the Fire Commission. The Fire Commission will continue to support the Department 110%. President Morgan acknowledged and thanked Mayor Breed for her support as she advocated for Department funding, including the ESER Bond 2020.

Commissioner Nakajo expressed the Fire Commission’s appreciation of Vice President Fraser for her leadership and hard work. He acknowledged Mayor Breed for her support and all Department members. Commissioner Nakajo commented that the Fire Commission will work with Mayor-elect Lurie to do what is necessary for the operation and oversight of the Department.

Vice President Fraser thanked President Morgan for his leadership, commenting that it is an honor and pleasure to serve on the Fire Commission. She also thanked her fellow Commissioners for their dedication and support to the Department. Vice President Fraser thanked Kathy Aguas-Aclan, the new Fire Commission Secretary, for taking over for Maureen Conefrey, who retired several months ago. She thanked Chief Tong for stepping in after Chief Nicholson’s retirement, and Mayor Breed for appointing her to the Fire Commission.

There was no public comment.

**7. RESOLUTION 2024-05 [Discussion and possible action]**

Resolution recommending that the Board of Supervisors retroactively authorize the San Francisco Fire Department to accept a Fiscal Year (FY) 2024 Port Security Grant Program award valued at \$198,975.00 from the Federal Emergency Management Agency (FEMA) to purchase water rescue equipment and provide specialized training.

Deputy Director Mark Corso presented a resolution to retroactively authorize the San Francisco Fire Department to accept a Fiscal Year (FY) 2024 Port Security Grant Program award valued at \$198,975.00.

Commissioner Nakajo moved to retroactively authorize Resolution 2024-05, and Vice President Fraser Seconded. President Morgan voted in favor of the Motion. The Motion passed.

There was no public comment.

**8. RESOLUTION 2024-06 [Discussion and possible action]**

Resolution recommending that the Board of Supervisors authorize the San Francisco Fire Department to retroactively accept and expend Assistance Firefighters Program (AFG) funding in the amount of \$2,755,882.03 from the Federal Emergency Management Agency (FEMA) to purchase personal protection equipment (PPE).

Deputy Director Mark Corso presented a resolution recommending that the Board of Supervisors authorize the San Francisco Fire Department to retroactively accept and expend Assistance Firefighters Program (AFG) funding in the amount of \$2,755,882.03.

President Morgan inquired about replacing other aging apparatus such as fire trucks and engines. Deputy Director Corso responded he is working with the Controller's Office on fleet analysis, including alternative funding sources such as bonds or grants. General fund allocation does not cover the high cost. Deputy Director Corso will keep the Commission updated.

Commissioner Nakajo moved to retroactively authorize Resolution 2024-06, and Vice President Fraser Seconded. President Morgan voted in favor of the Motion. The Motion passed.

**9. PRESENTATION AND UPDATE FROM FIRE RESERVES [Discussion]**

Commander Phillip Buckley of the Fire Reserves to introduce their new Commander and present an overview of their program.

Commander Buckley announced that the most recent class graduated on October 3, 2024. The Fire Reserves train weekly, and are comprised of volunteers that enjoy serving San Francisco. Each graduate approached the podium to introduce themselves. Commander Buckley is retiring effective December 12, 2024, after 25 years of service. Commander Veronica Pena, his successor, presented a video of the Reserves' work in 2024. The Reserves completed over 4000 hours of volunteer work. Chief Tong presented Deputy Commander Pena the Commander badge as she takes over as Commander.

Commissioner Nakajo thanked Commander Buckley for his service, and Commander Pena for the video. The Fire Reserves have always helped at the annual Cherry Blossom Festival.

Vice President Fraser congratulated Commander Buckley on his upcoming retirement, and appreciates his work as a volunteer in the Fire Reserves.

President Morgan thanked Commander Buckley and Commander Pena for their service to the City.

There was no public comment.

**10. VOTE ON WHETHER TO CONDUCT ITEM 11 IN CLOSED SESSION (San Francisco Administrative Code Section 67.10(d)) [Action]**

There was no public comment.

Vice President Fraser moved to conduct item #11 in closed session, and Commissioner Nakajo Seconded. President Morgan voted in favor of the Motion. The Motion passed.

Commission convened in closed session at 11:03 a.m.

**11. POSITION OF FIRE CHIEF—PERSONNEL EXCEPTION (Government Code Section 54957(b)(1) & S.F. Admin Code 67.10(b)) [Discussion and possible action]**

Discussion and possible action regarding interviews and selection of candidate(s) for nomination for appointment to the position of Fire Chief. A representative from the Department of Human Resources will provide an update on applications and interviews.

Also in closed session were Chief of Department Sandra Tong, Deputy City Attorney Jen Huber, Commission Secretary Kathy Aguas-Aclan, and DHR staff: Anna Biasbas, Jen Lo, and Lisa Pigula.

Commission reconvened in open session at 11:44 a.m.

**12. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSION ON ITEM NO. 11 HELD IN CLOSED SESSION (San Francisco Administrative Code Section 67.12(a)) [Action]**

President Morgan moved not to disclose all discussion on item #11 in closed session. Vice President Fraser Seconded. Commissioner Nakajo voted in favor of the Motion. The Motion passed.

**13. ADJOURNMENT**

President Morgan adjourned the meeting at 11:44 a.m.