

**FIRE COMMISSION REGULAR MEETING
MINUTES**

January 8, 2025, 9:00 a.m. – 12:00 p.m.

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

The meeting video can be reviewed by clicking the link below:
https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=48324

President Morgan called the meeting to order at 9:16 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	Present
Chief of Department	Sandra Tong	Present
Darius Luttrupp	Deputy Chief – Operations	
Shayne Kaialoa	Deputy Chief – Administration	
Michael Mullin	Support Services	
Erica Arteseros-Brown	Homeland Security	
Pat D’Arcy	Airport Division	
Ken Cofflin	Prevention	
Julie Mau	Training	
Tony Molloy	EMS	
April Sloan	Community Paramedicine	
Staff	Mark Corso – CFO	

RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

President Morgan read the land acknowledgment.

2. GENERAL 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 December 11, 2024

Vice President Fraser moved to approve the minutes from December 11, 2024, and President Morgan Seconded. Commissioners Nakajo and Collins voted in favor of the Motion. The Motion passed.

There was no public comment.

- Minutes from Special Meeting on December 17, 2024

Commissioner Collins moved to approve the minutes from December 17, 2024, and Vice President Fraser Seconded. President Morgan and Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

- Minutes from Special Meeting on December 20, 2024

Commissioner Collins moved to approve the minutes from December 20, 2024, and Vice President Fraser Seconded. President Morgan and Commissioner Nakajo 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 December 11, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Tong sent a Strike Team to help fight the fires in Southern California. She attended several events in December: Toy Program Dropoff to St. Francis hospital; Retirement celebration for Commander Buckley of the Fire Reserves (December 12); H3 Graduation Ceremony (December 13); Santa Breakfast at Station 49 (December 15); Command Staff Retreat (December 16); interviews for Chief Information Officer (CIO) (December 17); EMT Graduation Ceremony (December 21); and Annual Fire Station Decorating contest (December 23). Chief Tong thanked Mayor London Breed for her leadership especially during the COVID-19 pandemic, and support of the Department.

Vice President Fraser thanked Chief Tong for her report. She enjoyed Chief Tong's pictures from the December events.

President Morgan thanked Chief Tong for her report, and wished everyone a Happy New Year.

There was no public comment.

REPORT FROM OPERATIONS, DEPUTY CHIEF DARIUS LUTTROPP

Report on overall field operations, including greater alarm fires, Bureau of Fire Prevention & Investigation, Training within the Department, and Airport Division.

Chief Luttropp provided an Operational 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).

There were 12 working fires in November and one greater alarm fire, a slight reduction overall. On November 18, there was a second alarm fire at 150 9th Street. Engines 1 and 36 responded to an outside fire that experienced challenges such as a downed power pole and fire on all four floors of the building. Search and rescue were a priority, so part of the company focused on searching the building, while part of the company inspected the roof. Fortunately, the fire was held to a second alarm. In December, there were 17 working fires, and one greater alarm fire on December 15, at the old Hunters Point shipyard. Crews responded to a wood structure attached to a large warehouse. Water supply was a challenge because shipyard hydrants are not maintained by the Department. Multiple companies took turns relaying water to engines, then refilling at the nearest hydrant. Chief Luttropp congratulated the 134th Academy Class on their graduation. They are now working well in the field. NERT has expanded in the last year with the revival of Listos, NERT's Spanish program. Since the tsunami warning on December 5, Chief Brown has updated the Department's tsunami plan. In BFP, Chief Cofflin addressed the issues from the Grand Jury report. BFP staff will continue to update its policies. H-4 exams are complete, and the hiring process has begun. There are currently two H-4 classes being held. Chief Cofflin will be retiring at the end of the month, but interviews have been completed to find a new Fire Marshal. At SFO, Chief D'Arcy has been working on infrastructure: alert system, new firehouses, and Bike Medic room. Interviews for the Bike Medic program are complete. The PFAS foam removal project is ongoing. Maribeth Jensen is the new Training Captain. Captain Jensen will be working with other training officers at the airport. In the Division of Training, the 135th Academy begins on January 21. Chief Tong sponsored a class with the Cener of Homeland Defense and Security Strategic Leadership. This joint class was with the Oakland Fire Department. The H-16, H-28, and H-39 positions have been filled. Captain James Draper will serve as the in-service training captain, while Captain Tyson Yee will be the special operations training captain. Chief Luttropp thanked Lieutenant Jonathan Honda for his work in NERT. Chief Luttropp's report is attached: <https://sf-fire.org/media/3569/download?inline>

Commissioner Collins thanked Chief Luttropp for his report. She inquired if there was a deadline to complete high-rise inspections. Chief Luttropp replied that inspections are likely to be completed during the fiscal year. Commissioner Collins also inquired about review of Accessory Dwelling Units (ADUs). Chief Luttropp replied that the permit section processes 750-800 permits per month despite being understaffed.

Vice President Fraser thanked Chief Luttropp for his report. She commended members for their work at greater alarm fires. She inquired about the additional water source for the greater alarm at the shipyard. Chief Luttropp replied that 500 gallons of water came from live municipal hydrants immediately outside of the fence line. Vice President Fraser also inquired about updated alarms at the airport. Chief Luttropp replied that the method of dispatch is being updated. Lastly, Vice President Fraser expressed appreciation for Bike Medics at the airport.

Commissioner Nakajo thanked Chief Luttrupp for his report. He appreciated the announcement of Chief Cofflin's retirement, and commended his work in the Bureau of Fire Prevention. Commissioner Nakajo inquired what "ADU" stood for. Chief Luttrupp replied it stands for Accessory Dwelling Unit. ADUs are permitted through the Fire Marshal's office. Commissioner Nakajo looks forward to hearing more about the members who are helping fight fires in Los Angeles, and acknowledged Lieutenant Honda's work at NERT, especially processing a waiting list of about 700 volunteers. Lt. Honda replied that there are 1000 volunteers. NERT is planning 26 classes this year at various city locations, including Treasure Island, with an average class size of 30 people. These classes would produce 275 NERT graduates. Currently, there are about 37,000 trained volunteers. Commissioner Nakajo inquired if the high number of waitlisted volunteers was due to recruitment of trainers or instructors. Lt. Honda replied that due to the COVID-19 pandemic, there was increased interest in NERT, but less classes. NERT instructors are uniformed members, but NERT will look into increasing its instructor cadre, including Spanish speaking instructors to help uniformed member instructors. Commissioner Nakajo commented that since NERT is expanding to Spanish speakers, and hopes that other languages like Mandarin and Cantonese will be added in the future.

President Morgan thanked Chief Luttrupp for his report, and congratulated Command Staff and Assistant Chiefs on handling the greater alarm fires. President Morgan inquired if there is resolution for the inactive hydrants during the shipyard fire. Chief Luttrupp replied that this greater alarm was an accidental fire, and that the Department is working with a development company to solve the hydrant issue. President Morgan inquired if road closures occur even without City approval. Chief Luttrupp replied that MTA may approve a closure without Department approval. The Department is actively working with MTA to resolve any conflicts. President Morgan also inquired if ADUs were approved or under construction. Fire Marshal Cofflin replied that he has a team that approves permits for ADUs. Most approved permits are for new construction. Fire Marshal Cofflin commented that R-2s refer to apartment buildings of three or more units converting a garage to an ADU, while R-3s are single-family houses building an in-law. President Morgan commented on completed school inspections. Fire Marshal Cofflin replied that inspections are done from September to December. Any violations are rectified within six to seven months. President Morgan congratulated Fire Marshal Cofflin on his upcoming retirement.

Commissioner Nakajo thanked Fire Marshal Cofflin for his work on school inspections given the Grand Jury report.

There was no public comment.

REPORT FROM EMS AND COMMUNITY PARAMEDICINE, DEPUTY CHIEF SIMON PANG

Report on the EMS and Community Paramedicine Divisions.

Chief Tony Molloy, Assistant Deputy Chief of EMS gave the EMS and Community Paramedicine report on behalf of Chief Pang. EMS reported a 90th percentile APOT time, and continues working with LEMSA to improve hospital wait times. Unfortunately, some

ambulances wait over two hours to transport a patient. Call volume increased in November and December. Return of spontaneous circulation (ROSC), for cardiac arrests during this period varied: 13 in November compared to four in December. The quality assurance team is investigating the cause. EMS participated in the turkey carving event at St. Anthony's Dining Room, and attended the badge pinning ceremony for classes of H3L1 to H3L2 bump ups. 17 EMTs graduated on December 21, and are now in the field. Chief Pang's report is attached: <https://sf-fire.org/media/3568/download?inline>

Vice President Fraser thanked Chief Molloy for his report. She inquired about survival rates at the emergency department. Chief Molloy replied that statistic showed patients who achieved spontaneous circulation throughout arrival in the emergency department. The survival percentage is the total cardiac arrest cases where CPR was used.

Commissioner Nakajo thanked Chief Molloy for his report. He commented that the charts are very helpful in tracking performance, and inquired about the higher call volume in December. Chief Molloy replied that annual viruses and other airborne sicknesses usually peak from December to February.

President Morgan thanked Chief Molloy for his report.

Chief April Sloan, Assistant Deputy Chief of Community Paramedicine, gave the Community Paramedicine report on behalf of Chief Pang. In November, Chief Michael Mason worked on building a mobile Crisis Response Team. He is also on the board of the Interagency on EMS Committee, providing feedback on NEMSIS data. Chief Sloan was a panelist at the National Alliance of Mental Illness (NAMI) Conference, which discussed crisis response. Along with chiefs Pang and Molloy, Chief Sloan gave a presentation on SB 43's implementation to the EMS medical directors. To date, San Francisco and San Luis Obispo were among some of the first cities to implement it last year. Effective January 2025, SB 43 must be implemented, so San Francisco can provide an example to other places. On November 21, Chief Daniel Nazzareta was selected as Community Paramedicine Operations Section Chief. A 13-year veteran of the Department, Chief Nazzareta served in BHU, and at Station 49 as an Incident Commander. EMS-6 achieved a 71.43% reduction in the top users (people making multiple calls per day) in the city. The SORT team provides wraparound services as they connect patients to care. One such patient received residential treatment through HealthRIGHT 360. Another patient went from multiple transports to receiving care at an acute diverse unit. Thanks to partners in the Healthy Street Operation Center, there is now access to shelter beds on holidays and weekends. With the help of the Department of Homelessness and Supportive Housing, the Street Crisis team was able to place three families in a family shelter system. Mayor Breed encountered Paramedic Jason Freeland of the Street Crisis team in the field, and thanked him for his service. Chief Pang's report is attached: <https://sf-fire.org/media/3568/download?inline>

Vice President Fraser thanked Chief Sloan for her report, and commented on the high percentage of patients who refuse treatment. Chief Sloan replied that members cannot

force treatment on patients, but this information is sent to the Office of Coordinated Care for tracking purposes.

Commissioner Nakajo thanked Chief Sloan for her report, and inquired if the SORT team has worked in the Tenderloin area in terms of overdose response. Chief Sloan replied that the Tenderloin requires a multi-agency response in order to find solutions. Commissioner Nakajo agreed with her assessment.

President Morgan thanked Chief Sloan for her report and hopes that there will be no impact to the Street Crisis teams despite budget constraints.

There was no public comment.

5. OVERVIEW OF THE CITY'S BUDGET INSTRUCTIONS AND PROCESS FOR FISCAL YEARS 2025-2026 and 2026-2027 [Discussion]

Presentation from Mark Corso, Deputy Director of Finance and Planning, on the Fire Department's upcoming budget process. Overview of City's budget process and timelines, Mayor's Office Budget Instructions, and Fire Department budget updates and priorities for the upcoming budget process.

Director Corso gave an update on budget instructions to all city departments. Over the next six months, Director Corso will be working on a two-year rolling budget for fiscal years 2025-2026 and 2026-2027. The budget submission deadline is February 21 to the Mayor's office, with a balanced budget submitted to the Board of Supervisors by June 1. In June and possibly early July, the Department attends budget hearings for approval by the Board of Supervisors. Budget instructions for departments come from the city's five-year plan which is based on a joint report from the Mayor's office, Controller's office, and Board of Supervisors on revenues and expenditures. This report was released in December 2024. In summary, the report shows a growing deficit over the next five years, with increased costs related to salary and benefit increases. The State is also going through their budget process which may impact city programs. At the Federal level, there is concern about funding. This impacts the city which has approximately \$250 million in potential pandemic reimbursement still pending at FEMA. There is a \$253 million and \$623 million deficit for fiscal years 2025-2026 and 2026-2027 respectively. Mayor Breed's administration gave city departments three priorities for the upcoming budget process: maintain city core services; continue significant process with regards to homelessness and mental health treatment; and identify efficiencies not only within individual departments but across city departments as well to create potential fiscal and operational savings from an efficiency perspective. Budget instructions were to reduce budgets by 15%, which equates to approximately \$21 million, and eliminate unnecessary vacancies. With the incoming Mayor, these instructions may change, but Director Corso has not received any such communication at this time. In terms of Fire Commission meetings, Director Corso will present an operating budget at the January 22 meeting. In February, he would submit a budget for the Fire Commission's approval, prior to submitting it to the Mayor's and Controller's offices on February 21.

President Morgan inquired if non-personnel expenditures such as Commissioner stipends would be eliminated. Director Corso replied no because it is a personnel expenditure.

Vice President Fraser thanked Director Corso for his report, and inquired if the fires in Southern California would affect the State deficit. Director Corso replied that he cannot predict how changes at the Federal level impact the State. However, in general the Department would experience an indirect impact because the Department does not directly rely on state sales tax revenue.

Commissioner Collins asked for clarification on revenue stream. Director Corso replied that in general, the Department relies heavily on the city's general fund. He will provide more details at the next meeting.

Commissioner Nakajo inquired if the incoming Mayor's staff has changed who the Department is working with. Director Corso replied that the Department has the same analyst, but there is a different budget director due to maternity leave. Commissioner Nakajo inquired if there is a budget chairperson for the Board of Supervisors, and the number of new Supervisors on the Board of Supervisors. Director Corso replied the Board of Supervisors is in the process of choosing committees and chairpeople, and that there are five new Supervisors.

President Morgan inquired about the amount of Federal aid for COVID-19. Director Corso replied that there is between \$200-\$250 million in pending aid for the city, with approximately \$2 million to the Department.

There was no public comment.

6. FIRE COMMISSION ANNUAL STATEMENT OF PURPOSE 2025 [Discussion and possible action]

Discussion and possible action to adopt the 2025 Annual Statement of Purpose.

Commissioner Collins moved to adopt the 2025 Annual Statement of Purpose, and Vice President Fraser Seconded. President Morgan and Commissioners Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

7. ADJOURNMENT

President Morgan adjourned the meeting at 10:57 a.m.