

# Fire Commission Regular Meeting

## March 13, 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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### AGENDA

*Item No.*

#### 1. ROLL CALL

President	Armie Morgan
Vice President	Marcy Fraser
Commissioner	Stephen A. Nakajo
Commissioner	Katherine Feinstein
Commissioner	Paula Collins
Chief of Department	Jeanine Nicholson

#### Ramaytush Ohlone Land Acknowledgement

The San Francisco Fire Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land, and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost, nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the Ancestors, Elders, and Relatives of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

#### 2. GENERAL PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction that does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on February 28, 2024.

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

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities, and events within the Department since the Fire Commission meeting on February 28, 2024, including budget, academies, special events, communications and outreach to other government agencies and the public.

REPORT FROM OPERATIONS, DEPUTY CHIEF DARIUS LUTTROP

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

REPORT FROM EMS AND COMMUNITY PARAMEDICINE, DEPUTY CHIEF SANDRA TONG

Report on the EMS and Community Paramedicine Divisions.



**FIRE COMMISSION REGULAR MEETING  
DRAFT MINUTES**

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**February 28, 2024, 5:00 p.m.**

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400, San Francisco California, 94102

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The meeting video can be reviewed by clicking the below link:  
[https://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=180&clip\\_id=45544](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=45544)

President Morgan called the meeting to order at 5:04 p.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	Jeanine Nicholson	Present.
Darius Luttrupp	Deputy Chief -- Operations	
Shayne Kaialoa	Deputy Chief - Administration	
Sandy Tong	Deputy Chief – EMS and Community Paramedicine	
Mike Mullins	Support Services	
Shon Bufford	Equity, Diversity & Inclusion	
Erica Arteseros Brown	Homeland Security	
Ken Cofflin	Prevention	
Pat D’Arcy	Airport Division	
Simon Pang	Community Paramedicine	
Niels Tangherlini	EMS	
Gareth Miller	ESER Project Manager	
Assistant Chiefs		
Michael Thompson	Division II	
Nicol Juratovac	Division III	
Staff		
Mark Corso	Deputy Director of Finance	

**RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

President Morgan read the land acknowledgment.

**2. GENERAL PUBLIC COMMENT**

Michael Petrelis commented on the February 8 ride-along by District 5 supervisorial candidate Bilal Mahmod with Station 49 and submitted the following Statement: “The commission needs to agendize the February 8 ride-along by District 5 supervisorial

candidate Bilal Mahmood with Station 49, because he explicitly broke SFFD rules prohibiting documenting the experience. Lt. Michael Clements informed Mahmood's campaign of this and he afterward shared written and photographic documentation on his three campaign social media outlets. Photos from Mahmood clearly feature an SFFD vehicle, paramedics and department official lapel pin. Today I submit a screengrab of him violating the rules shared in two tweets. The images give the impression the department approves of Mahmood's political campaign, and must be dispelled. What steps has the commission taken inquiring why the candidate was in violation and if Lt. Clements expressed displeasure to him, perhaps requesting the offending documents be removed from his social media? I formally request this matter be agendaized for discussion at your March meetings." Mr. Petrelis provided the commission secretary with the screenshot of Mahmood's X posting and the email between the Department and Mahmood stating he would not be allowed to document any of the ride-along experience.

Anonymous spoke about many topics.

Steven Kloster stated he was a former San Francisco firefighter and asked the Commission why he hadn't been placed back on the job when he was cleared to go back to full duty with no restrictions. He added that he has turned in all his paperwork and still hasn't been placed back to work.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on February 14, 2024.

Vice President Fraser Moved to approve the minutes and Commissioner Nakajo Seconded. The motion was unanimous.

Mr. Petrelis asked to look at the minutes. The Commission Secretary provided the agenda packet for him to look through.

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

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities, and events within the Department since the Fire Commission meeting on January 10, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Nicholson described meetings she has had with other departments including the SFMTA, the Human Rights Commission Director Dr. Cheryl Davis, the Department of Emergency Management, and the monthly mayoral department head meeting. She mentioned that they have been having internal budget meetings and are setting up a meeting with the mayor's budget office. She confirmed the budget was submitted on February 21<sup>st</sup> and they will also be having conversations with the mayor's budget office.

Chief Nicholson participated in many events during the reporting period, including the 20th anniversary of same-sex marriage, the SF Youth Baseball League, the Chinese Lunar New Year Parade, and the United Fire Service Women Boot Camp. She announced the retirement of Dr. Jennifer Brokaw.

Michael Petrelis stated it was special seeing all the photos and videos from the February 14 event of the 20<sup>th</sup> anniversary of the gay marriage. He also asked that the Chief provide an update on ride-alongs, such as how many people applied to go on a ride-along as well as how many requests were granted and denied and he would like more transparency on the program. He added that he hopes the commission will agendize what is going on with the ride-along program as well as an explanation coming from Chief Nicholson about whatever the benefit is in terms of public safety would be appreciated.

President Morgan thanked the Chief for her report and acknowledged her on the work they are doing with diversity and the time they put in on it.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF SHAYE KAIALOA  
Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, and Homeland Security.

Chief Kaialoa presented his report for January 2024. He stated that Assistant Deputy Chief Erica Arteseros Brown of Homeland Security attended multiple meetings including the multiple National Weather Service Briefings to track the storms throughout California, and the Hazard and Climate Resilience Plan meeting which focusses on the impact of natural hazards and climate change. She is also planning for the escape from Alcaraz race. He touched on the Diversity, Equity, and Inclusion office under Assistant Deputy Chief Shon Buford who also supports the hiring of the H-2 suppression recruits and acknowledged Lt. Anderson who is heavily involved in coordinating and scheduling the interviews with the individuals through the Department. He mentioned that they have transitioned away from the National Training Network to Fire Candidate Testing Center and Lt. Anderson worked collaboratively with DHR for the recruitment and messaging. He explained the recruitment process in detail as well as all the efforts being made in outreach. He mentioned that under Battalion Chief Alba of the Health and Safety office, January is cancer awareness month and Chief Alba is the department's greatest cancer champion. He touched on the Behavioral Health Unit, the Office of Employee Health, the Investigative Services under Captain Todd Weddle, Support Services under Assistant Deputy Chief Mike Mullin, and Earthquake Safety and Emergency Response under Assistant Deputy Chief Garreth Miller. His report is attached: <https://sf-fire.org/media/2955/download?inline>

Vice President Fraser thanked Chief Kaialoa and wished everyone a happy Lunar New Year and mentioned it was a great parade. She confirmed that 401 candidates were interviewed. She also confirmed that occupational cancer was the leading cause of firefighter death.

Commissioner Nakajo thanked Chief Kaialoa for his comprehensive report. He confirmed that Station 35 had no issues during the last storm.

President Morgan thanked Chief Kaialoa for his report as well as for the Lunar New Year parade and dinner.

There was no public comment.

**4. APPOINTMENT OF DEPARTMENT PHYSICIAN [Discussion and possible action]**  
Discussion and possible action to appoint Dr. Steven E. Chang, DO as the Department Physician.

Commissioner Nakajo Moved to appoint Dr. Steven Chang as the Department Physician. Vice President Fraser Seconded. The motion was unanimous.

There was no public comment.

**5. PUBLIC COMMENT ON ITEM 7**

Public comment on all matters pertaining to Items 7 below, including public comment on whether to hold Items 7(b) closed session.

There was no public comment.

**7. POSSIBLE CLOSED SESSION REGARDING PERSONNEL MATTERS**

**a. VOTE ON WHETHER TO CONDUCT ITEMS 7(b) IN CLOSED SESSION**  
*[Action]*

The Commission may hear Items 7(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

Vice President Fraser Moved to hold item 7(b) in closed session. Commissioner Nakajo Seconded. The motion was unanimous.

Convened in closed session at 6:05.

Also present in closed session were Deputy City Attorney Carlos Almendarez and Maureen Conefrey.

**b. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2023-05: COMMISSION DELIBERATIONS ON PROPOSED FINDINGS OF FACT, AND POSSIBLE APPROVAL OF FINDINGS OF FACT REGARDING COMMISSION'S DECISION ON VERIFIED COMPLAINT FILED WITH THE COMMISSION BY CHIEF OF DEPARTMENT [Action]**

At a meeting on November 13, 2023, regarding the above-referenced matter, the Commission deliberated and reached a decision on employee non-disciplinary separation. The Commission is now considering proposed Findings of Fact in relation to that decision.

**c. If Closed Session is held, reconvene in Open Session**

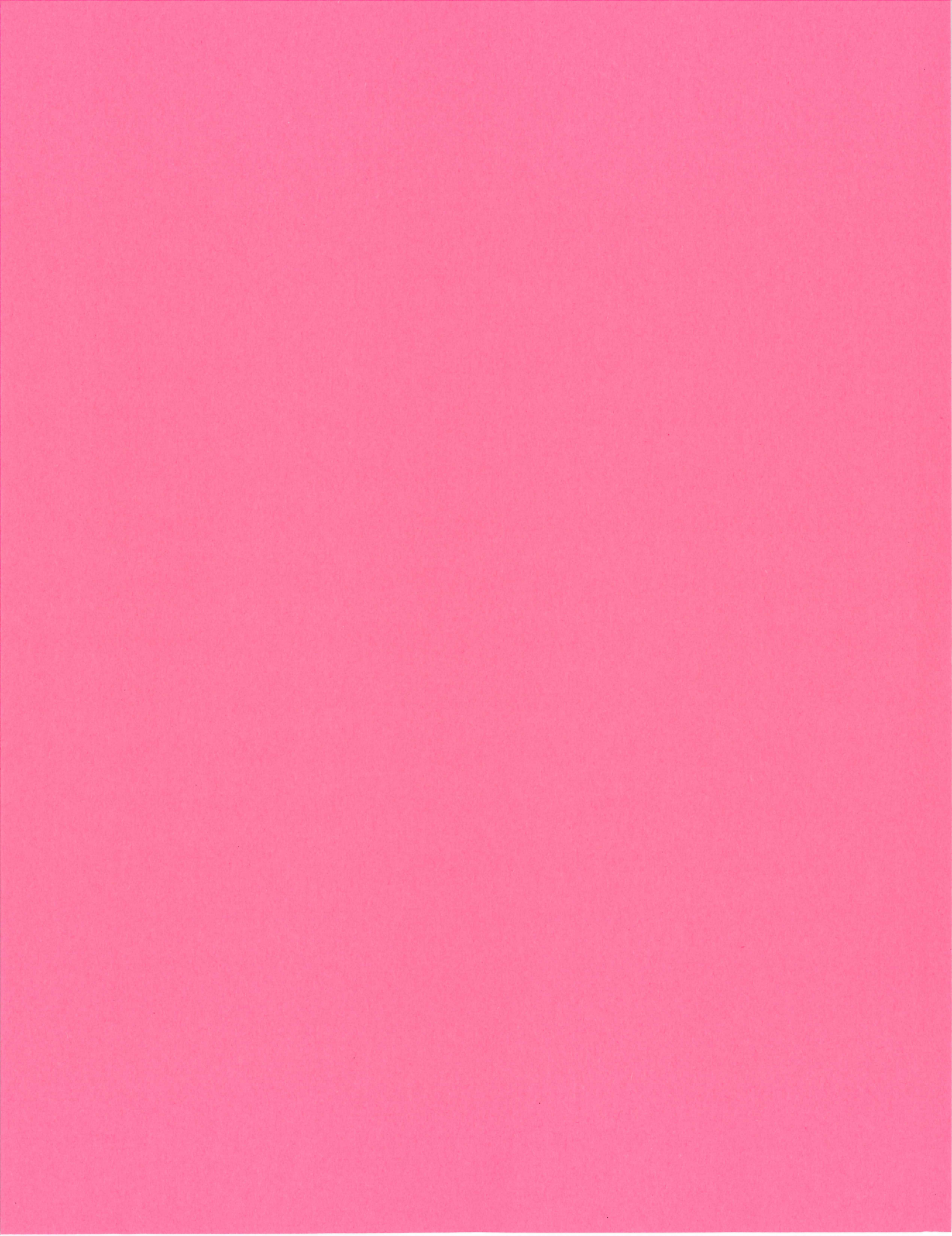
Reconvened in Open Session at 6:11.

1. Report on any action taken in Closed Session as specified in California Government Code Section 54957.1(a)(5) and San Francisco Administrative Code section 67.12(b)(4).

2. Vote to elect whether to disclose any or all discussions held in Closed Session, as specified in San Francisco Administrative Code Section 67.12(a). *[Action Item]*

Commission Nakajo Moved to not disclose. President Morgan Seconded. The motion was unanimous.

**9 ADJOURNMENT** President Morgan adjourned the meeting at 6:12 p.m.





# SAN FRANCISCO FIRE COMMISSION

## RULES OF ORDER

### CHAPTER I – DEFINITIONS

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- B. "Charter" shall mean the Charter of the City and County of San Francisco.
- C. "Chief" shall mean the Chief of the San Francisco Fire Department.
- D. "Commission" shall mean the San Francisco Fire Commission.
- E. "President" shall mean the President of the Commission.
- F. "Presiding Officer" shall mean the President of the Commission, or in the absence of the President, the Vice President of the Commission. In the absence of both the President and Vice President, the Presiding Officer shall be the longest-serving member of the Commission present.
- G. "Secretary" shall mean the Fire Commission Secretary.
- H. "Sunshine Ordinance" shall mean the San Francisco Sunshine Ordinance, San Francisco Administrative Code Chapter 67.

### CHAPTER II – PUBLIC PARTICIPATION

#### **Rule 1. Open Meeting Policy**

It is the policy of the Commission to conduct all official business through open and public meetings consistent with the Brown Act and the Sunshine Ordinance.

#### **Rule 2. Public Participation Policy**

It is the policy of the Commission to encourage and permit public comment on matters within the Commission's jurisdiction.

#### **Rule 3. Public Comment**

**3.1. General Public Comment.** The Commission shall include general public comment as an agenda item at each regular meeting of the Commission. During general public comment, each member of the public may address the Commission on matters within the Commission's jurisdiction that are not specifically agendized for that meeting. Each member of the public may address the Commission once during general public comment, for up to three minutes. The Commission will apply this time limit uniformly to members of the public, although the Commission will extend additional time as an accommodation to a member of the public with a disability that impairs his or her

# SAN FRANCISCO FIRE COMMISSION

ability to speak or to a non-English speaker with a translator. The Presiding Officer may limit general public comment to less than three minutes per speaker, depending on the number of speakers during general public comment and the number and anticipated duration of other agenda items.

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**3.3. Speaker Identification.** Individuals making public comment may be requested, but not required, to identify themselves.

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**3.5. Addressing the Commission.** Individuals wishing to speak during public comment must approach the public comment area on the side of the room where the designated public comment area is located. Speakers should form a line starting at the second row of chairs next to the designated public comment area. No one may interfere with another person who is addressing the Commission or in line to address the Commission. Individuals in line to address the Commission must remain behind the second row of chairs until it is their turn to make public comment, and only then may they approach the microphone to speak. Individuals should speak clearly into the microphone.

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**3.7. Audience Activity During Public Comment.** Although the Commission welcomes public comment, persons in the audience shall not express support or opposition to statements by Commissioners or persons testifying through their words or actions. Applause and booing are prohibited. The Presiding Officer may request that audience members refrain from any conduct that causes unreasonable distractions or disruptions during the meeting.

**3.8. Policy Prohibiting Discriminatory or Harassing Remarks Made at Public Meetings.** The Commission follows the City and County of San Francisco Policy on Discriminatory or Harassing Remarks Made at Public Meetings of City Boards and Commissions. If any person makes discriminatory or harassing remarks at a Commission meeting that violates City policy prohibiting discrimination and harassment on the basis of specified protected characteristics, the Presiding Officer shall read the City's policy against discrimination and harassment into the record and state that comments in violation of City policy will not be condoned and will play no role in the Commission's decisions. The Presiding Officer shall further state that any City employee in the room who is offended by the discriminatory or harassing remarks is excused from attendance at the meeting, and that no City employee is compelled to remain in attendance where it appears likely that speakers will make further discriminatory or harassing comments. If speakers continue to make discriminatory or harassing remarks that violate City policy, the Presiding Officer shall remind the speaker of City policy, and then may recess the meeting temporarily. After this temporary interruption, speakers engaged in public comment shall be permitted to finish their allotted time.

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of the public wishes to make an inquiry or provide correspondence or other materials to the Commission or the Chief, he or she shall present the inquiry or materials to the Secretary before or after the meeting, during a break in the meeting, or after requesting and receiving permission to do so during public comment.

**3.11. Recording Commission Proceedings.** Members of the public may record Commission meetings with an audio or video recorder or still or motion picture camera. Members of the public wishing to record Commission proceedings should position their equipment so that any noise or light from the equipment does not disrupt the Commission proceedings, and so the equipment does not obstruct any member of the public's view of or ability to participate in the proceedings. Generally, members of the public should keep recording equipment and cameras on the sides of the Commission Room, behind the second row of audience seating. Audio recorders may be placed on the Commission table before the meeting starts. The Presiding Officer may request that members of the public reposition their equipment to minimize disruption or obstruction of the meeting. No person may intentionally block or impede a member of the public's recording of Commission proceedings.

## **Rule 4. Written Communications**

The Commission encourages members of the public to write to the Commission concerning issues within the Commission's jurisdiction. The Secretary shall list the following written communications in the next agenda: (1) written communications from members of the public addressed directly to the Commission; and (2) commendations and letters of recognition received by the Chief, if the Commission becomes aware of such communications. Communications shall also be kept and made available pursuant to the requirements of the Sunshine Ordinance.

## **CHAPTER III – MEETINGS AND ORGANIZATION**

### **Rule 5. Regular Meeting Location and Times**

The Commission shall hold its regular meetings at City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 on the 2nd and 4th Wednesday of every month. The 2nd Wednesday will start at 9:00 a.m. in Room 416 and the 4th Wednesday will start at 5:00 p.m. in Room 400 and in accordance with the adopted annual meeting calendar.

### **Rule 6. Special Meetings**

The Commission may hold a special meeting at any time at the call of the President or a majority of the members. Special meetings may be held at the Commission Room or elsewhere at Fire Department headquarters with 72 hours notice or at an alternate location other than at Fire Department headquarters with 15 days notice.

# SAN FRANCISCO FIRE COMMISSION

## **Rule 7. Closed Session**

The Fire Commission may meet in closed session during a regular or special meeting, as authorized under the Brown Act and the Sunshine Ordinance. The Secretary shall post any action required to be reported after a closed session pursuant to the requirements of Administrative Code Section 67.12.

## **Rule 8. Meeting Procedures**

The Commission shall conduct all meetings in conformance with the Charter, Brown Act and Sunshine Ordinance. The Commission will act by motion or resolution.

## **Rule 9. Commission Agenda**

Before each meeting, the Secretary shall prepare an agenda that satisfies the requirements of the Brown Act and the Sunshine Ordinance. Each agenda shall specify the time and place of the meeting and contain a meaningful description of each item of business to be discussed and transacted. The Secretary shall post all agenda in compliance with the requirements and timelines of the Brown Act and Sunshine Ordinance.

For discipline cases heard by the Commission, both appeals from Chief's discipline and charges filed by the Chief, neither the agenda nor the minutes shall identify the accused member by name but shall list the Commission's File Number for the matter, the rank of the member, and the Rules allegedly violated.

## **Rule 10. Order of Business**

Commission meetings shall proceed as set forth in the agenda, except that the Presiding Officer may call items out of order for any reasonable purpose. The Presiding Officer shall announce any change in the order of business as soon as possible.

## **Rule 11. Commission Action**

The Commission will not discuss or take action on any item not appearing on the posted agenda, except as permitted under the Brown Act and Sunshine Ordinance.

## **Rule 12. Voting**

Commission business shall be conducted only when a quorum is present (three Commissioners). Every official act of the Commission shall be adopted by majority vote of the Commission (three or more Commissioners), except that matters of procedure may be adopted by majority vote of the members present at a meeting, so long as the members present constitute a quorum.

# SAN FRANCISCO FIRE COMMISSION

## **Rule 13. Minutes**

The Secretary shall prepare draft minutes of each meeting in conformance with the requirements and timelines in the Brown Act and Sunshine Ordinance. The Secretary shall present the draft minutes for approval at the next regular meeting to the extent practicable. Once approved by the Commission, the Secretary shall post the minutes on the Commission website.

## **Rule 14. Officers**

The Commission shall nominate and elect a President and Vice President at the second meeting in January of each year. The term of those officers shall commence on the first meeting in February. They shall serve a one-year term, or until a successor is elected.

## **Rule 15. Commission President**

The President shall set the agenda for Commission meetings, call Commission meetings to order and preside at those meetings, and perform all other duties necessary or incidental to the office. The President may create committees to perform such advisory functions as the President shall determine and may appoint and remove members from such committees at his or her pleasure.

## **Rule 16. Commission Vice-President**

In the absence or inability of the President to act, the Vice-President shall take the place and perform the duties of the President.

## **Rule 17. Secretary**

The Secretary shall prepare and post agenda for all regular and special Commission meetings, attend all meetings, call the roll and agenda items at each meeting, and call and record all Commission votes. The Secretary shall keep a true and accurate record of all Commission proceedings and shall prepare draft minutes of the meetings. The Secretary shall assist the Presiding Officer as necessary to assure that meetings are orderly. The Secretary shall maintain a file of all written communications received by the Commission, and perform other duties as assigned.

Amended at the Regular Meeting on March 13, 2024

Ayes:

Nays:

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## **CHAPTER III – MEETINGS AND ORGANIZATION**

### **Rule 5. Regular Meeting Location and Times**

The Commission shall hold its regular meetings at City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 on the 2nd and 4th Wednesday of every month. The 2nd Wednesday will start at 9:00 a.m. in Room 416 and the 4th Wednesday will start at 5:00 p.m. in Room 400 and in accordance with the adopted annual meeting calendar.

### **Rule 6. Special Meetings**

The Commission may hold a special meeting at any time at the call of the President or a majority of the members. Special meetings may be held at the Commission Room or elsewhere at Fire Department headquarters with 72 hours notice or at an alternate location other than at Fire Department headquarters with 15 days notice.

# SAN FRANCISCO FIRE COMMISSION

## **Rule 7. Closed Session**

The Fire Commission may meet in closed session during a regular or special meeting, as authorized under the Brown Act and the Sunshine Ordinance. The Secretary shall post any action required to be reported after a closed session pursuant to the requirements of Administrative Code Section 67.12.

## **Rule 8. Meeting Procedures**

The Commission shall conduct all meetings in conformance with the Charter, Brown Act and Sunshine Ordinance. The Commission will act by motion or resolution.

## **Rule 9. Commission Agenda**

Before each meeting, the Secretary shall prepare an agenda that satisfies the requirements of the Brown Act and the Sunshine Ordinance. Each agenda shall specify the time and place of the meeting and contain a meaningful description of each item of business to be discussed and transacted. The Secretary shall post all agenda in compliance with the requirements and timelines of the Brown Act and Sunshine Ordinance.

For discipline cases heard by the Commission, both appeals from Chief's discipline and charges filed by the Chief, neither the agenda nor the minutes shall identify the accused member by name but shall list the Commission's File Number for the matter, the rank of the member, and the Rules allegedly violated.

## **Rule 10. Order of Business**

Commission meetings shall proceed as set forth in the agenda, except that the Presiding Officer may call items out of order for any reasonable purpose. The Presiding Officer shall announce any change in the order of business as soon as possible.

## **Rule 11. Commission Action**

The Commission will not discuss or take action on any item not appearing on the posted agenda, except as permitted under the Brown Act and Sunshine Ordinance.

## **Rule 12. Voting**

Commission business shall be conducted only when a quorum is present (three Commissioners). Every official act of the Commission shall be adopted by majority vote of the Commission (three or more Commissioners), except that matters of procedure may be adopted by majority vote of the members present at a meeting, so long as the members present constitute a quorum.

# SAN FRANCISCO FIRE COMMISSION

## **Rule 13. Minutes**

The Secretary shall prepare draft minutes of each meeting in conformance with the requirements and timelines in the Brown Act and Sunshine Ordinance. The Secretary shall present the draft minutes for approval at the next regular meeting to the extent practicable. Once approved by the Commission, the Secretary shall post the minutes on the Commission website.

## **Rule 14. Officers**

The Commission shall nominate and elect a President and Vice President at the second meeting in January of each year. The term of those officers shall commence on the first meeting in February. They shall serve a one-year term, or until a successor is elected.

## **Rule 15. Commission President**

The President shall set the agenda for Commission meetings, call Commission meetings to order and preside at those meetings, and perform all other duties necessary or incidental to the office. The President may create committees to perform such advisory functions as the President shall determine and may appoint and remove members from such committees at his or her pleasure.

## **Rule 16. Commission Vice-President**

In the absence or inability of the President to act, the Vice-President shall take the place and perform the duties of the President.

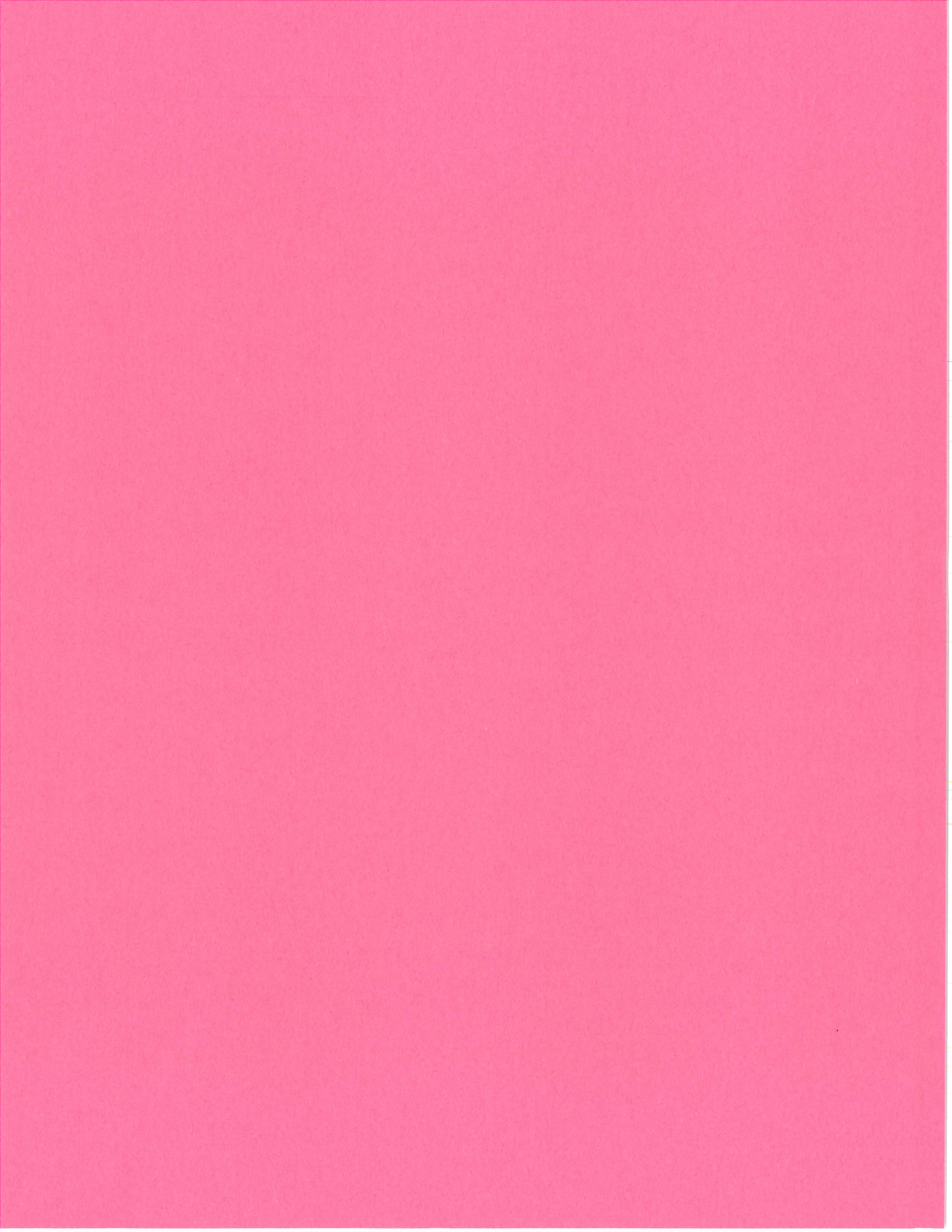
## **Rule 17. Secretary**

The Secretary shall prepare and post agenda for all regular and special Commission meetings, attend all meetings, call the roll and agenda items at each meeting, and call and record all Commission votes. The Secretary shall keep a true and accurate record of all Commission proceedings and shall prepare draft minutes of the meetings. The Secretary shall assist the Presiding Officer as necessary to assure that meetings are orderly. The Secretary shall maintain a file of all written communications received by the Commission, and perform other duties as assigned.

Amended at the Regular Meeting on March 13, 2024

Ayes:

Nays:



# FIRE COMMISSION

City and County of San Francisco  
London N. Breed, Mayor

Armie Morgan, *President*  
Marcy Fraser, *Vice President*  
Stephen A. Nakajo, *Commissioner*  
Katherine Feinstein, *Commissioner*  
Paula Collins, *Commissioner*



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451

Maureen Conefrey, *Secretary*

## RESOLUTION 2024-01

### RESOLUTION RECOMMENDING THAT THE FIRE DEPARTMENT ACCEPT AN IN-KIND GIFT OF CONSULTING SERVICES FOR THE COMMUNITY PARAMEDICS DIVISION VALUED AT \$149,760 FROM ADOBE INC. IN CONNECTION WITH THE CITY'S CIVIC BRIDGE PROGRAM.

WHEREAS, The Mayor's Office of Innovation (MOI) matches pro bono private sector talent with departments of the City and County of San Francisco ("City") to address specific policy or operational challenges facing those departments; and

WHEREAS, Under MOI's Civic Bridge program, departments identify service needs that could benefit from innovative solutions, and are matched with private companies, non-profit organizations, and individuals ("Partners") that can donate consulting services to help departments on these needs; and

WHEREAS, The Partners offer their consulting services free of charge in order to help develop strategies and solutions to improve City service delivery; and

WHEREAS, For the 2024 cohort of the Civic Bridge program, the Fire Department was selected to receive in-kind consulting services from Adobe Inc. valued at \$149,760 to provide the Fire Department with 1) a redefined logic-model for the Department's EMS-6 program operations; and 2) an updated EMS-6 program performance measurement model to measure the benefits of the program, monitor areas needing improvement, and meet and improve new state reporting requirements; and

WHEREAS, It is anticipated that these services will run through June 21, 2024;

WHEREAS, On March 5, 2024, the Board of Supervisors approved a Resolution (File No. 240115) authorizing the acceptance of an in-kind gift of consulting services from various providers as part of the Civic Bridge Program, including Adobe's services to the Fire Department; and therefore be it

RESOLVED, That the Fire Commission recommends the approval of the donation and authorizes the Chief of the Fire Department to accept the in-kind gift of consulting services for the Department's Community Paramedicine Division valued at a total of \$149,760.00 .

Adopted at the Regular Meeting of the San Francisco Fire Commission on March 13, 2024.

Ayes  
Nays0

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Maureen Conefrey, Fire Commission Secretary





## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, February 28, 2024 12:16 PM  
**Subject:** General Order 24 A-16, Engine Boss Task Book Training

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 24 A-16  
February 28, 2024

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Engine Boss Task Book Training  
**Reference:** Rules & Regulations, Section 403  
**Enclosure:** None

Officer Endorsement:  
Section 1108 – R. & R. \_\_\_\_\_

1. The San Francisco Fire Department is sponsoring Engine Boss Task Book training. This all-in-one series is designed to provide students with all necessary training required to open a National Wildfire Coordinating Group (NWCG) "Engine Boss" task book. All members interested in Mutual Aid and/or Incident Management Team (IMT) deployment are encouraged to sign up for this class.
2. Training will be delivered consecutively over two weeks as follows:
  - S-190 Introduction to Wildland Fire Behavior – April 10, 2024
  - S-290 Intermediate Wildland Fire Behavior – April 11 - 13, 2024
  - S-230 Crew Boss – April 15 - 17, 2024
  - S-231 Engine Boss – April 18 - 19, 2024
3. Classes will be held at the South San Francisco Fire Department Training Facility, 480 North Canal Street, South San Francisco from 0800 - 1700 hours each day. Members must attend and successfully complete all days. Members are reminded to make lunch arrangements prior to attending class.
4. Twelve (12) members will be allowed to attend. Members may only attend this training while working a regular day (REG), mandatory WDO, or trade (TRW) if the trade was entered prior to the date of this General Order. Compensation will not be paid to members attending class in an off-duty status.
5. If more than twelve people sign up, members will be selected the following order:
  - Captains by seniority
  - Lieutenants on the current H-30 eligible list by seniority
  - Lieutenants not on the current H-30 eligible list by seniority
  - Firefighters, Firefighter/Paramedics, and Incident Support Specialists on the current H-20 eligible list by seniority
  - Firefighters, Firefighter/Paramedics, and Incident Support Specialists not on the current H-20 eligible list who are off probation by seniority
6. Interested members are to sign up via the "Appointments" tab on the Fire Station Application. The deadline to sign up is 1200 hours on Friday, March 15, 2024.

7. Class attendance acceptance notifications will be distributed via Outlook.
8. Any questions relating to this General Order should be directed to the Mutual Aid Committee Chairperson, Battalion Chief Pablo Siguenza, Battalion 6, (415) 558-3211.

Jeanine R. Nicholson  
Chief of Department

## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Thursday, February 29, 2024 3:34 PM  
**Subject:** General Order 24 A-17, Biomedical Maintenance and Repair Technicians

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 24 A-17  
February 29, 2024

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Biomedical Maintenance and Repair Technicians  
**Reference:** Rules and Regulations, Section 403  
**Enclosure:** None

Officer Endorsement:

Section 1108 – R. & R. \_\_\_\_\_

1. The Department is looking for individuals interested in the position of Bio-Medical Maintenance and Repair (BioMed).
2. Members of the BioMed team report directly to the Station 49 Logistics Lieutenant. Members may also provide support to other Station 49 officers, Quality Improvement (CQI), and In-Service Training. New team members will augment the Department's current BioMed team.
3. Members of the BioMed team must earn a certificate as a Zoll Cardiac Monitor technician at the first opportunity provided by the Department.
4. Duties of BioMed team members include:
  - a. Maintain and repair biomedical equipment and other durable medical equipment in use by EMS, CP, and suppression companies, which includes, but is not limited to, cardiac monitors, suction devices, thermometers, and laptops;
  - b. Maintain a clean, organized, and well-stocked repair facility;
  - c. Maintain a cache of equipment for rapid deployment to disasters and special events;
  - d. Prepare equipment for special events; and
  - e. Other tasks and assignments as directed.
5. BioMed team members staff an ambulance that shares rotating responsibility with the Biomed shop. The ambulance schedule is a fixed four-day per week, ten-hour shift, Wednesday through Saturday, 0930 to 1930. The schedule may change to meet the Department's operational needs at the discretion of EMS Command Staff.
6. BioMed assignments are at the discretion of the Chief of Department and shall generally last for two (2) years from the date of appointment. The exact length may be modified based on training or other

needs. Members may be returned to their original owned position. In the event of a staffing shortage, the operational needs of the Department will be prioritized.

7. Three (3) members will be assigned to a single ambulance and BioMed shop rotation. The three (3) week rotation includes one (1) week at BioMed and two (2) weeks on the ambulance. The EMS Command staff will consider modifications to this coverage agreed upon by the BioMed team.
8. All members of the BioMed team shall assist with all BioMed tasks to ensure the best possible Department operations.
9. While working on the ambulance, BioMed team members shall provide troubleshooting and field repair of biomedical and other equipment when not otherwise occupied.
10. Three (3) to seven (7) members will be selected and trained for the BioMed relief pool.
11. BioMed relief pool members shall fill shifts in BioMed as needed. These shifts may include reassignment from other duties or overtime, depending on the Department's operational needs.
12. Any interested member in the rank of H-3-Level I or H-3-Level II should submit an online General Form via the chain of command to the Section Chief of EMS Administration (Forms Inbox Company "EMS3") by Friday, March 15, 2024. All General Forms should be titled "Biomed Position Application." Please PDF and attach a Promotional Qualification Form (PQF) to your General Form application. Qualified applicants selected by the Department will be interviewed.

Jeanine R. Nicholson  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Friday, March 1, 2024 8:48 AM  
**Subject:** General Order 24 A-18, Daylight Savings Time; Beginning of

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 24 A-18  
March 1, 2024

From: Chief of Department  
To: Distribution List "A"  
Subject: Daylight Savings Time; Beginning of  
Reference: Rules and Regulations, Section 403  
Enclosure: None

Officer Endorsement:  
Section 1108 – R. & R. \_\_\_\_\_

1. Pacific Standard Time will conclude and Daylight Savings Time will begin effective 0200 hours, Sunday, March 10, 2024.
2. Clocks in all Department Stations and premises shall be set forward one (1) hour to effect the change.
3. All official timing of alarms, or other occurrences, in the 2 hours between 0001 hours and 0200 hours on March 9, 2024, shall be identified in entries as being PST for Pacific Standard Time. Thereafter, entries should be identified as PDT for Pacific Daylight Time.
4. Daylight Savings – “Spring Forward”  
At 2 a.m. on the second Sunday in March (i.e., March 10, 2024, for the Fiscal Year 2023- 2024), time will be turned forward one hour to 3 a.m. Employees who work a shift on March 9 into March 10, and whose shift carries over the spring forward time of 0200 hours, will be required to supplement with one hour of paid leave (i.e., vacation or compensatory time) in order to receive full pay for the day.

Jeanine R. Nicholson  
Chief of Department

## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Monday, March 4, 2024 1:25 PM  
**Subject:** General Order 24 A-19, Company Based Modular Training Module 5 – 2024 Wildland Refresher Training/Work Capacity “Pack Test”  
**Attachments:** 24 A-19 Attachment A\_California Incident Command Certification System Requirements.pdf; 24 A-19 Attachment B\_Type 6 Engine Information.pdf

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 24 A-19  
March 4, 2024

**From:** Chief of Department  
**To:** Distribution List “A”  
**Subject:** Company Based Modular Training Module 5 – 2024 Wildland Refresher Training/Work Capacity “Pack Test”  
**Reference:** Rules & Regulations, Section 403  
**Enclosure:** Attachment “A” – California Incident Command Certification System Requirements  
Attachment “B” – Type 6 Engine Information

Officer Endorsement:  
Section 1108 - R. & R.

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1. In preparation for the 2024/2025 fire season, the Department is offering the Annual Wildland Refresher Training and Work Capacity Test (Pack Test). *Please refer to General Order 21 A-13 Work Capacity Test “Pack Test” for SFFD Red Card Certification.*
2. Completing this class is required for all members, including Certified Strike-Team Leaders, to be placed on the 2024/2025 Fire Season Mutual Aid Responders list. Please refer to General Order 20 A-56 *Strike Team Deployment Process: Update* regarding deployment qualifications and responsibilities.
3. Six sessions will be offered, from 0900 - 1200 hours each day on March 25 - 27, 2024, and May 20 - 22, 2024. Interested members must attend one of these sessions to complete requirements. Each class consists of a three-hour hands-on training, including the Work Capacity Test (Pack Test).
4. Training will be held at the Treasure Island Training Facility. Members attending training shall bring all SFFD issued Wildland PPE, including web gear, athletic attire, and shoes for the pack test.
5. There will be 30 openings for each class. Up to 20 members will be allowed to attend on-duty for each class. Members may only attend this training while working a regular day (REG), mandatory WDO, or trade (TRW) if the trade was entered prior to the date of this General Order. Compensation will not be paid to members attending class in an off-duty status.

6. Please see Attachment "A" for a complete list of California Incident Command Certification System (CICCS) requirements and Attachment "B" for Type 6 Engine information.
7. The Department's Wildland/Urban Interface Manual is available at each Fire Station. Members may also view the manual in the Fire Bulletin under Document Library, Training, SFFD Manuals, or on Target Solutions by clicking Manuals on the Bulletin Board.
8. Interested members can sign up via the "Appointments" tab on the Fire Station Application. Members will be selected in the following order:
  - Members who are currently Red Card certified by rank and seniority
  - All other members by rank and seniority
9. Probationary members may attend this training; however, they will not be placed on the 2024/2025 eligible list, and not able to sign up for deployment or receive their gear or red card until successful completion of probation.
10. The deadline to sign up for the March 25 - 27 session is 1200 hours on Wednesday, March 20, 2024. The deadline to sign up for the May 20 - 22 session is 1200 hours on Wednesday, May 15, 2024. Notifications will be distributed via Outlook.
11. Any questions relating to this General Order should be directed to the Mutual Aid Committee Chairperson, Battalion Chief Pablo Siguenza, Battalion 6, (415) 558-3211.

Jeanine R. Nicholson  
Chief of Department

**Conefrey, Maureen (FIR)**

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Monday, March 4, 2024 1:28 PM  
**Subject:** General Order 24 A-20, Community Paramedicine Division Positions

SAN FRANCISCO FIRE DEPARTMENT  
GENERAL ORDER

File Code 24 A-20  
March 4, 2024

From: Chief of Department  
To: Distribution List "A"  
Subject: Community Paramedicine Division Positions  
Reference: Rules & Regulations, Section 403  
Enclosures: None

Officer Endorsement:

Section 1108 – R. & R. \_\_\_\_\_

1. The Department is advertising for members who wish to receive Community Paramedicine training.
2. The training is open to members in the rank of H3L2 Paramedic.
3. Selected members must make a 2-year commitment to the Community Paramedicine Division and will bid on Community Paramedicine positions on the Street Crisis Response Team, Street Overdose Response Team, or Vacation Relief.
4. Duties and responsibilities of Community Paramedics include, but are not limited to, the following:
  - Initiate and respond to medical, behavioral, and social calls for service and assess community members for their respective needs
  - Work as part of multi-disciplinary teams comprised of peer support specialists, Homeless Outreach Team (HOT) staff, and Community Paramedics
  - Make referrals and connect community members to resources appropriate to their assessed needs
  - Review patient and client medical records using electronic health records and Department of Public Health databases
  - Document patient and client encounters in appropriate healthcare records
  - Consult with EMS and Base Hospital Physicians regarding patient disposition
  - Interface with administrators and providers of participating agencies
  - Other duties as assigned based on Program and Department needs
5. Minimum Qualifications:
  - One (1) year work experience at the rank of H3L2 and successful completion of the H3L2 probation period as of May 20, 2024
  - All State and local licenses, certifications, and accreditations must be current and valid



6. Desirable Qualifications, Abilities and Skills:

- Three (3) years' work experience as a first response paramedic in a 911 system
- Demonstrated commitment and dedication to the care of vulnerable populations
- Bilingual in Spanish or Chinese
- Familiarity with crisis intervention, de-escalation, and motivational interviewing techniques
  - One of many free online trainings in this subject can be found from the federal Substance Abuse and Mental Health Services Administration (SAMHSA) <https://www.samhsa.gov/dtac/creating-safe-scenes-training-course>
- Excellent organizational, interpersonal, and written communication skills
- Prior experience/qualifications in related health care fields (e.g., nursing, social work) or customer service

7. Application and interview workshop session dates are listed below:

- Application Workshop 1: March 5, 2024, 08:00 – 09:00
- Application Workshop 2: March 7, 2024, 17:00 – 18:00
- Interview Workshop 1: March 26, 2024, 12:00 – 13:00
- Interview Workshop 2: March 28, 2024, 12:00 – 13:00

These sessions will be virtual on Microsoft Teams. A meeting link will be distributed via email to EMS Division members.

8. Members selected will be required to attend on duty, a six-week Community Paramedic training program. The training will be held Monday through Friday, 8 hours per day, beginning Monday, May 20, 2024, and ending Friday, June 28, 2024.
9. Applicants should submit an electronic General Form and updated Personal Qualification Form (PQF) via the chain of command to the Assistant Deputy Chief of Community Paramedicine by close of business Friday, March 15, 2024. Candidates will be selected to interview for the positions after all applications are evaluated.

Jeanine R. Nicholson  
Chief of Department

## Conefrey, Maureen (FIR)

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**From:** Ludwig, Theresa (FIR)  
**Sent:** Wednesday, March 6, 2024 2:10 PM  
**Subject:** General Order 24 A-21, Updates to Welfare and Wellbeing Call Types  
**Attachments:** 24 A-21 Attachment A - 910B Call Workflow.pdf

### SAN FRANCISCO FIRE DEPARTMENT GENERAL ORDER

File Code 24 A-21  
March 6, 2024

**From:** Chief of Department  
**To:** Distribution List "A"  
**Subject:** Updates to Welfare and Wellbeing Call Types  
**Reference:** Rules & Regulations, Section 403  
**Enclosure:** Attachment A – 910B Call Workflow

Officer Endorsement:  
Section 1007 – R. & R. \_\_\_\_\_

1. On March 11, 2024, the Department of Emergency Management's Division of Emergency Communications (DEC) will change the triage process for certain call types coded as welfare or wellbeing checks. Incidents which involve no suspected criminal activity and are primarily medical and/or social in nature will receive a first responder or EMS response.
2. It is anticipated this transition will result in an increase in Department calls for service to these call types. As with all responses, the safety of our members and the public is the highest priority. Circumstances around any call for service are highly variable and require us to maintain vigilance with regards to safety. Accordingly, all officers and members shall review the guidance below:

#### **Welfare Checks** (53B2 card call types):

- Primary response pattern: Code 2 engine company,
- No known scene safety issues or criminal activity,
- Incident is located at a residence,
- Medical issues reported are greater than 24 hours old.

Company officers must make an informed decision based on the CAD report, the specific circumstances, a survey of the scene, and the reporting party, about whether forced entry is indicated.

Company officers shall:

- Determine the need and response priority for medical resources (community paramedicine or medic unit),
- Update the DEC on the status of the incident.

#### **Wellbeing Checks** (32 card call types):

- Primary response pattern, depending on the specific call type:
  - Code 2 community paramedicine unit or,
  - Ambulance response or,
  - Community paramedicine unit and ambulance co-response,
- No known scene safety issues or criminal activity,
- Incident may be indoors or outdoors,
- Medical issues reported are less than 24 hours old.

Responding units shall:

- Conduct a standard scene size up,
- If a person is located, perform a medical assessment if indicated,
- Update the DEC on the status of the incident.

3. Reference Attachment A for a visual workflow of the guidance above.

Jeanine R. Nicholson  
Chief of Department