

**2FIRE COMMISSION REGULAR MEETING
MINUTES**

October 9, 2024, 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=47148

President Morgan called the meeting to order at 9:04 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 remotely
Darius Luttrupp	Deputy Chief – Operations	
Shayne Kaialoa	Deputy Chief – Administration	
Simon Pang	Deputy Chief – EMS and Community Paramedicine	
Mike Mullin	Support Services	
Ken Cofflin	Bureau of Fire Prevention	
Julie Mau	Training	
Staff	Mark Corso – CFO	

RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

President Morgan read the land acknowledgment.

2. GENERAL PUBLIC COMMENT

Ms. Gladys Wong made public comment regarding an incident at 14-16 Lucky Street on 6/21/24. Ms. Wong distributed photos and documents to the Fire Commissioners. Engine 9 had difficulty getting to the incident. Ms. Wong asked the Department to support a no parking zone area on Lucky Street by issuing a letter to SFMTA.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on September 25, 2024

Vice President Fraser moved to approve the minutes from September 25, 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 September 25, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Tong met with most of the ADCs, and now has a better sense of their roles and priorities. Chief Tong also attended several meetings and events: a meeting with Command Staff and the Board of Supervisors to discuss their priorities; the Latin Heritage Month celebration at City Hall (September 26); a Disaster Council meeting with other department heads, chaired by the Mayor to discuss emergency support functions and hazard mitigation; a gala for the Gum Moon residence and Asian Women's Resource Center to celebrate 156 years of providing training and education for Chinese women immigrants and those rescued from human trafficking; monthly meeting with Command Staff; EMS Town Hall; FIRESCOPE Board Meeting; Fire Reserve Graduation (October 3); meeting with Fire Chiefs Association; meeting with the Black Firefighters Association; and a ceremony for the Jason Cortez Memorial. Chief Tong is planning a 1-day retreat with ADCs to promote communication with the field and productivity.

Vice President Fraser thanked Chief Tong for her report. She congratulated Chief Tong on her new role in the Department and was pleased with the memorial plaque for Jason Cortez.

Commissioner Nakajo thanked Chief Tong for her report. He inquired if the Cortez memorial plaque was already on display. Chief Tong replied that the plaque is on display at Station 49 for all to enjoy.

President Morgan enjoyed attending the Fire Reserve Graduation and congratulated Commander Buckley for working with the Reserves.

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 Luttrupp provided an Operational update for September 2024. There were no greater alarms during this reporting period, the fourth month in a row. There were also no incidents at the airport, but an increase in water and cliff rescues. There were 20 working fires this month, including a fire at 715 Missouri Street on 9/30/24. There have been previous fires at this location. Under Assistant Chief Juratovac's command, companies were able to put out three floors of fires which Chief Luttrupp described as a "maze" due to the open partitions in the units. Chief Luttrupp mentioned mutual aid in the form of overhead resources. The Department receives overhead resources requests that come from state and national agencies, and deploys members from various ranks to wildfires and

other disasters. Thanks to Chief Kaialoa and ADC D’Arcy, the request process is streamlined and organized. The Urban Search and Rescue (USAR) Task Force is another form of mutual aid. ADC Miller and other Department members have been deployed to California USAR Task Force 3 which is responding to Hurricane Milton. Chief Luttrupp thanked ADCs Miller and Brown for handling this program. He also presented preliminary summary reports which are a learning tool to help members improve their response and actions at incidents. In the Bureau of Fire Prevention, the annual inspection rate is down due to staffing issues. They hope to be fully staffed by December. R-1 and R-2 inspections are up to date and will meet their inspection schedule. Chief Luttrupp thanked the Bureau of Fire Investigation for their work on arrests for incendiary fires and arsons. At the airport, ADC D’Arcy continues attending meetings and conferences where he represents the Department as a leader in firefighting technology. ADC Mau from the Division of Training has been researching the possibility of a training building at St. Ignatius High School. 49 recruits from the 134th Academy Class continue training and will graduate on 11/15/24. Chief Luttrupp invited the Commissioners to a training tower at Treasure Island. To comply with Federal mandates, 161 Firefighter 2 Taskbooks were submitted to the State Fire Training system. These Taskbooks were also distributed to recruits. ADC Miller presented the new fire training facility to the training staff. Chief Luttrupp congratulated the graduates of the Fire Auxiliary Reserve. He thanked everyone who attended the Fire Reserve Graduation, and Command Staff for supporting and continuing this program. NERT has been preparing for the City-wide drill on 10/19/24, and the LISTOS Program, a Spanish version of NERT. Chief Luttrupp mentioned that retired members have become involved in NERT as instructors and trainers. Chief Luttrupp’s report is attached: <https://sf-fire.org/media/3502/download?inline>

Vice President Fraser thanked Chief Luttrupp for his report. She inquired if the building at 715 Missouri Street was vacant and if it could be donated to the Department for training purposes. Chief Luttrupp responded that it was possibly a federally owned building. Vice President Fraser expressed interest in exploring a donation option, and was concerned this building has experienced several fires. She was glad nobody was seriously injured. Vice President Fraser also admired the Department’s mutual aid and overhead request programs. She inquired if cliff and water rescues were a paid service. Chief Luttrupp responded that the Department does not charge people who are rescued, but mentioned they are cited by the National Park Service. Vice President Fraser ask for clarification of the training tower. Chief Luttrupp explained that ADC Miller is managing the building of a new training site, and that ADC Mau handles the current training site at 19th and Folsom streets. The current site handles mostly probationary testing. Lastly, Vice President Fraser inquired if the City-wide disaster drill was open to citizens. Chief Luttrupp responded that the drill is for NERT volunteers who have taken NERT training. People can sign for NERT on the Department web site. There are currently about 700 people waiting for NERT training.

Commissioner Nakajo thanked Chief Luttropp for his report, and commented on the preliminary summary report. Commissioner Nakajo appreciated the report as a non-punitive learning tool. He appreciated the public comment from Ms. Gladys Wong and hopes there is some future discussion addressing her concerns. Commissioner Nakajo thanked ADC Mau for holding the Fire Reserve graduation, and the Reserves themselves for their commitment. Commissioner Nakajo thanked Lieutenant Honda for his work on NERT. He appreciated the focus on emergency preparedness.

President Morgan thanked Chief Luttropp for his report, and asked how many members have travelled to Florida for hurricane relief. Chief Luttropp responded there are six members currently deployed. President Morgan asked about the location of the fire on 9/30/24. Chief Luttropp replied that it was in Potrero Hill. President Morgan was also relieved there were no serious injuries and no greater alarms this month. He congratulated ADC Mau on the Fire Reserve graduation and asked ADC Mau to briefly comment on the training exercise immediately following the Fire Commission. ADC Mau responded that 50 military members were demonstrating techniques such as search and rescue as part of Fleet Week. This event was hosted by the SFFD Veterans Association at Treasure Island.

There was no public comment.

REPORT FROM EMS AND COMMUNITY PARAMEDICINE, DEPUTY CHIEF SIMON PANG

Report on the EMS and Community Paramedicine Divisions.

In EMS, Chief Pang reported a slight increase in total monthly runs, but it was still within a normal range. Average call lengths, which are measured from the paramedics' receipt of the call to when they can accept another call, remained steady. Ambulance Patient Offload Time (APOT) improved by four minutes thanks to AC Molloy's continued advocacy for accurate reporting. Narcan use and overdose rates are decreasing. Cardiac survival rates (return of spontaneous circulation) remain steady at 34.78%, while witnessed cardiac arrests are at about 50%. Chief Pang attended the September 11th remembrance ceremony at Station 49. Chief Pang greeted EMT Class 26 and Advancement Academy Class 12 on September 9. ADC Molloy attended the EMS Memorial Bike Ride at the Presidio. This ride promotes physical and mental health for first responders. In Community Paramedicine, Chief Pang mentioned Peer Support Specialist Chantel Hernandez-Coleman. Ms. Hernandez-Coleman was a former client who is now part of the Street Crisis Response Team (SCRT). On September 27, Del Seymour, founder of Code Tenderloin and Co-Chair of the Homeless Coordinating Board, spoke at the Community Paramedicine Speaker Series. Community Paramedicine has been working with the Mayor's Office of Innovation to complete the All Street Teams Integrated Database (ASTRID), an app that lists client information, their point of contact, and case manager or social worker, and encounter history. It is available to SCRT and the Street Overdose Response Team (SORT). Chief Pang believes this has improved shelter placement to from 23% to 25%. Chief Pang's reports are attached: <https://sf-fire.org/media/3501/download?inline> and <https://sf-fire.org/media/3500/download?inline>

Vice President Fraser thanked Chief Pang for his report. She was pleased to hear about Ms. Hernandez-Coleman's story, and believes that people like her want to give back. Vice President Fraser commended Chief Pang on responding to 97% of overdoses in San Francisco, APOT time, and for attending the 9/11 memorial. She inquired about physical and chemical restraints. Chief Pang responded that members work collaboratively with law enforcement to make that determination, and that restraints are for the purposes of getting someone safely to the hospital.

Commissioner Nakajo thanked Chief Pang for his report, and appreciated the improvements in EMS as well as acknowledging people like Chantel Hernandez-Coleman and Del Seymour. He was impressed by the ASTRID tool.

President Morgan thanked Chief Pang for his report, and inquired if the City was the first city to administer Suboxone. Chief Pang responded that San Francisco was one of the first cities in the country to administer it. The Department modeled its program from a state sponsored pilot in Contra Costa County. Suboxone can prevent an overdose for up to 48 hours.

There was no public comment.

5. RESOLUTION 2024-03 [Discussion and possible action]

Resolution recommending that the Board of Supervisors authorize the San Francisco Fire Department (SFFD) to retroactively accept and expend a National Science Foundation (NSF) grant award in the amount of \$205,200 from San Jose State University Foundation to participate in a research study to enhance equity and prevent moral injury in community paramedicine.

Deputy Director Mark Corso presented a resolution to retroactively accept and expend a National Science Foundation (NSF) grant award in the amount of \$205,200 from San Jose State University Foundation to participate in a research study to enhance equity and prevent moral injury in community paramedicine.

Vice President Fraser moved to approve the resolution, and President Morgan Seconded. Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

6. RESOLUTION 2024-04 [Discussion and possible action]

Resolution recommending that the Board of Supervisors authorize the San Francisco Fire Department (SFFD) to retroactively accept and expend a California Department of Health Care Services grant awarded through the California Paramedic Foundation in the amount of \$217,500 to address opioid and stimulant misuse and increasing access to medication-assisted treatment.

Deputy Director Mark Corso presented a resolution to retroactively accept and expend a California Department of Health Care Services grant awarded through the California Paramedic Foundation in the amount of \$217,500 to address opioid and stimulant misuse and increasing access to medication-assisted treatment.

Vice President Fraser moved to approve the resolution, and President Morgan Seconded. Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

7. SEARCH FOR PERMANENT FIRE CHIEF [Discussion]

Representative of Department of Human Resources office to present.

Director of Employment Services, Anna Biasbas and Assistant Director of Employment Services, Lisa Pigula from the Department of Human Resources (DHR) presented a high-level overview of the recruitment process for the H140 Fire Chief position. The Department of Human Resources will work with Commissioner Nakajo as the primary Department contact as designated by President Morgan. Employment Services is the division within the Department of Human Resources that oversees the City's examination and recruitment services. Assistant Director Pigula discussed the selection process. DHR drafts the job announcement, brochure, supplemental questionnaire, and rating criteria. Once approved by the Fire Commission, the job is posted on the City website for approximately two weeks. At the discretion of the Fire Commission, the job announcement may be changed in terms of the duration of the post on the City website. The supplemental questionnaire, which is used in the screening process, is sent to an applicant after they apply. DHR rates the supplemental questionnaire based on criteria approved by the Fire Commission. The Fire Commission selects candidates that meet the minimum qualifications and works with DHR to develop interview questions, conduct an interview orientation for Commissioners, and coordinate interviews which take place at DHR. Following interviews, the Fire Commission refers top candidates to the Mayor for final selection.

President Morgan thanked Assistant Director Pigula for her presentation. He acknowledged that he appointed Commissioner Nakajo to be the point of contact with DHR because of his past experience.

Vice President Fraser thanked Assistant Director Pigula for her presentation, and asked if there is a time limit for the interim Chief's service, and how long the recruitment process would take. Director Biasbas responded that there is no specific deadline. In 2018, the process lasted about three to four months. The timeline depends on the applicant pool. Director Biasbas mentioned that DHR may not discuss the recruitment process with the interim Chief, and that any applicant details must be discussed in a closed or special session meeting. Vice President Fraser inquired about the difference between the supplemental questionnaire and application. Director Biasbas responded that the application provides educational information and work experience, while the questionnaire goes into detail about an applicant's experience. For example, firefighting experience covers different categories, wildfire, urban, greater alarm types. The questionnaire will capture that information.

Commissioner Nakajo thanked President Morgan for appointing him as the point of contact with DHR. Commissioner Nakajo inquired if the Fire Commission could obtain copies of DHR's presentation for the Commissioners who were absent. Director Biasbas replied yes. Commissioner Nakajo commented that the Chief of Department position serves at the pleasure of the Mayor, and that there is an upcoming election. He also pointed out that the upcoming holidays could affect the recruitment process. The Fire Commission meets once each in November and December. Commissioner Nakajo inquired about DHR's role in the recruitment process. Director Biasbas responded that DHR will review candidate applications. DHR also creates a supplemental questionnaire to differentiate candidates. The questionnaire is reviewed/approved by the Fire Commission. Commissioner Nakajo confirmed that applicant name disclosure would only occur in a closed session, and inquired if candidates who do not meet minimum

qualifications are eliminated. Director Biasbas replied that candidates who meet minimum qualifications approved by the Fire Commission will be presented to the Fire Commission with a categorical rating which is also based on Fire Commission feedback. However, the Fire Commission may review all applications. Commissioner Nakajo inquired how many candidates should be submitted to the Mayor. Director Biasbas responded that it is up to the Fire Commission's discretion, but three to five names are usually submitted.

President Morgan thanked DHR for their presentation and appreciates the preparation it takes to recruit. He is confident in the Command Staff's ability to lead the Department during this time. President Morgan acknowledged that ultimately, the Mayor makes the final decision about the Chief of Department position.

There was no public comment.

8. ADJOURNMENT

President Morgan adjourned the meeting at 10:58 a.m