

**FIRE COMMISSION REGULAR MEETING
MINUTES**

January 22, 2025, 5:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400 ■ 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=48473

President Morgan called the meeting to order at 5:02 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	Present
Chief of Department	Dean Crispen	Present
Patrick Rabbitt	Deputy Chief – Operations	
Sayumi Branna	Deputy Chief – Administration	
Simon Pang	Deputy Chief – EMS and Community Paramedicine	
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	
Assistant Chiefs		
Michael I. Thompson	Division II	
Nicol Juratovac	Division III	
Staff	Mark Corso – CFO	

RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

President Morgan read the Ramaytush Ohlone land acknowledgment.

2. GENERAL PUBLIC COMMENT

There was public comment from an unidentified male speaker. He said masks are not recommended, and welcomed Chief Crispen. The male speaker commented that this was the 232nd anniversary of the King of France’s death, and that the wildfires in Los Angeles burn everything except trees.

3. COMMISSIONER COMMENTS & QUESTIONS

President Morgan announced that at the Special Meeting on 12/20/2024, the Commission voted unanimously in favor of nominating Chief Dean Crispin as Chief of the Department.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on January 8, 2025

Vice President Fraser moved to approve the minutes from January 8, 2025, and Commissioner Collins Seconded. President Morgan and Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was public comment from an unidentified male speaker regarding the fires in Los Angeles.

- Amended minutes from Regular Meeting on June 12, 2024

Commissioner Nakajo asked to verify that page six of the amended minutes on June 12, 2024, was reviewed by the Commissioners. President Morgan responded yes.

Commissioner Collins moved to approve the minutes from June 12, 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.

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

REPORT FROM CHIEF OF DEPARTMENT, DEAN CRISPEN

Report on current issues, activities, and events within the Department since the Fire Commission meeting on January 8, 2025, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Crispin introduced his new Command Staff: Deputy Chief of Operations, Patrick Rabbitt and Deputy Chief of Administration, Sayumi Brannan. Chief Crispin attended several events and meetings in January: Swearing in Ceremony of Mayor Daniel Lurie (January 8); Mayor Lurie's press conference announcing his appointment as Chief of Department (January 10); Swearing in Ceremony for Supervisors Connie Chan and Chyanne Chen (January 10); Swearing in Ceremony for Supervisors Bilal Mahmood and Stephen Sherrill (January 11); Public Safety Team meeting (January 14); DMACC and Budget meetings (January 15); Water Display Demonstration (January 18); Martin Luther King, Jr. Parade (January 20); Labor Management Meeting (January 21); Street Teams meeting (January 21); Meet and Greet of the 135th Recruit Academy Class and Treasure Island Training Facility tour (January 22). Chief Crispin thanked Chiefs Luttrupp and Kaialoa for their service to the Department. Chief Crispin also thanked the outgoing Chief of Department, Sandra Tong. Her knowledge and commitment to the city for over 30 years is appreciated. Chief Crispin concluded with an update on the fires in Los Angeles. On January 8, 10 members of Task Force 3; a Type 1 Strike Team (5 engines and a Strike Team Leader); and a Type 6 Strike Team (three Type 6 apparatus) were sent to help fight the Palisades and Eaton fires. Members with family members affected by the

fires have also volunteered to help. Chief Crispen acknowledged two such members: Lieutenants Kori Grant and Alberto Jaime-Lopez.

President Morgan thanked Chief Crispen for his report and congratulated the new Command Staff, Chiefs Rabbitt and Brannan. He also acknowledged Chiefs Luttrupp and Kaialoa, and enjoyed working with them.

Vice President Fraser thanked Chief Crispen for his report and welcomed him to his first Fire Commission meeting. Vice President Fraser thanked Chiefs Luttrupp and Kaialoa for their service, and congratulated Chiefs Rabbitt and Brannan. She looks forward to working with them.

Commissioner Collins welcomed Chief Crispen, and was impressed by the Department's talent she witnessed during the interview process. She appreciated all the help she received from everyone, and is very proud of the Department.

Commissioner Nakajo congratulated Chief Crispen and the new Command Staff and appreciated his acknowledgement of the outgoing Command Staff: Chief Luttrupp and Kaialoa, and the introduction of Chiefs Rabbitt and Brannan. Commissioner Nakajo was impressed by the members who participated in the interview process.

President Morgan congratulated Chief Crispen, and looks forward to working together. President Morgan thanked Commissioner Nakajo for organizing the interviews with the Department of Human Resources. President Morgan asked how many members were deployed to fight the fires in Los Angeles. Chief Crispen replied that 41 members were sent, and that the Hughes fire has developed. Department personnel will be redeployed to help fight that fire.

There was no public comment.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF SHAYNE KAIALOA

Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, and Homeland Security.

Chief Sayumi Brannan, the incoming Deputy Chief of Administration, provided an Administrative update for December 2024, including Homeland Security; Outreach, Recruitment, and Development (ORD); 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). In HS, Chief Brown continues updating the Disaster Manual and Disaster Checklist. This is an ongoing project considering the recent tsunami and tornado warnings. The Department of Technology led a Citywide Cyber Security Tabletop meeting with all city departments to discuss backup plans in the event of a disaster. There has been preparation for the NBA All- Star Game and Chinese New Year Parade which are simultaneous events in February. Superbowl 2026 and the FIFA World Cup 2026 take place in San Francisco, so preparation is also underway. Lieutenant Hashim Anderson and Firefighter Ariana Wilson from the Outreach, Recruitment, and Development (ORD) office prepared the recruitment and hiring process for the next academy along with other affinity groups:

Community Outreach Recruitment and Education (CORE) Committee; United Fire Service Women; Black Firefighters Association; and Asian Firefighters Association. The current academy began on January 21 with 54 recruits. Assistant Deputy Chief Shon Buford retired in December. The Division of Training is offering preparation classes for the National Testing Network (NTN) to candidates applying to the Department. The Firefighter Candidate Testing Center (FCTC) test is no longer being used. Lieutenant Anderson continues outreach to African American students in the San Francisco Unified School District, and various career fairs. EMTs from Station 49 are educating the public about the Lifeline program, which has been translated into five languages. At Mission High School, EMTs discussed safety and firefighter survival with students. Battalion Chief Alba from HSW is working on a nutrition study with 120 volunteer Department members to see the effects of diet on cancer and overall health. Chief Brannan is participating in this study. Chief Alba is also conducting a fuel pump study at Stations 2 and 5, to investigate if underground pumps impact cancer risks. In BHU, Captain Heather Buren initiated the Lighthouse Wellness app. The app has had 77 new users since October 2024, and provides resources for mental health and physical fitness. Overall, BHU made 444 contacts in 2024. Most contacts were related to general stress. In OEH, Dr. Steven Chang and Nurse Practitioner Stephanie Phelps processed 22 return-to-work requests, 54 candidate screenings, and 11 promotions. They are working with IT to improve technology used for exam tracking; workers' compensation claims; Supervisor Acts and Investigation Reports (SAIRS); and exposure reporting. Chief Brannan presented Chief Alba's video on Health and Wellness initiatives, in particular, an annual wellness exam program to encourage every member to do an annual checkup with a primary care provider. Captain Collin Carter from ISB completed 58 probational and end-of-probation screenings; 86 background investigations for the 135th Recruit Academy Class; and 400 oral drug test kits. Chief Mullin from SS completed 124 of 140 requests for service in December 2024. The Division of Training's fire escape railing upgrade is complete. Generators were installed at Fire Stations 37 and 44. A security gate has been installed at Station 35. Chief Garreth Miller from ESER has been working with Public Works on the design for the new DOT facility, and analyzing the environmental assessment for smoke emissions. Assistant Chief Thompson conducted tri-annual inspections. Chief Brannan showed pictures of members at the fires in Los Angeles. Jay Leno greeted members and brought a food truck to show his appreciation. Chief Brannan concluded by congratulating Chief Crispin on his new role as Chief of Department. Chief Brannan's report is attached: <https://sf-fire.org/media/3579/download?inline>

Vice President Fraser thanked Chief Brannan for her report, and inquired about the cost and types of tests offered to members. Chief Brannan responded that some tests were complimentary, but some tests were offered for a discounted fee. The full body MRI and ultrasound scanned the whole body. Vice President Fraser also asked if test results would be shared, and about the number of melanoma screenings. Depending on age, members are referred for melanoma screenings. Chief Brannan will follow up with Chief Alba regarding test results. Chief Brannan reported that the United Fire Service Women (UFSW) held a sports therapy clinic for over 100 firefighters, and distributed over 350 treatments. UFSW reported most issues are related to the back and shoulder, and stress. Chief Brannan and Captain Buren will work on offering more resources to help alleviate stress levels.

Commissioner Collins thanked Chief Brannan for her report. She inquired if there is an expeditor working on the training facility development process. Chief Brannan responded there is currently no expeditor. Chief Kaialoa responded that Chief Garreth Miller and his team include project managers that work with all city departments and consult with Supervisor Shamann Walton. Commissioner Collins asked if the Department will be hiring more tradespeople now that a plumber has been hired Chief Brannan responded that the Department has electricians as well available 24 hours a day.

Commissioner Nakajo thanked Chief Brannan for her report, and was pleased the Department hired a plumber. He thanked Chief Mullin for his work and support in this process. Commissioner Nakajo welcomed Chief Brannan, and thanked Chief Kaialoa for his service. Commissioner Nakajo enjoyed the video on the wellness exam program.

President Morgan thanked Chief Brannan for her report, and congratulated her on her new position. He inquired about the cost of screenings organized by HSW. Chief Brannan responded that the melanoma and esophageal screenings are complimentary. President Morgan inquired about the length of the nutrition study Chief Brannan is participating in. Chief Brannan responded that the study lasts several months, with weekly blood tests to monitor findings. President Morgan inquired about the PFAS turnouts. Chief Brannan responded that the Department is currently researching vendors, and examining any exposure risks. Firefighter families have a 20% increased chance of developing cancer through secondhand exposure.

There was no public comment.

6. FIRE DEPARTMENT OPERATING BUDGET – FISCAL YEARS 2025-2026/2026-2027 [Discussion]

Presentation from Mark Corso, Deputy Director of Finance and Planning on the Fire Department's operating budget for commission review and discussion. Discussion of SFFD base budget and budget structure, as well as issues and priorities.

Director Corso reviewed the budget process timeline. The six-month report will be released in early February. A budget for Commission approval will be presented to the Commission meeting on February 12. If needed, a special Commission meeting will be held the following week to resolve any outstanding budget issues. Budget submittals to the Mayor and Controllers office are due on February 21. There will be additional financial projection updates in March and May. A balanced budget is due on June 1, and will go to the Board of Supervisors for approval in July. This process complies with budget transparency legislation passed by the Board of Supervisors. Given the city's two-year deficit of \$876 million, all city departments were instructed to reduce general fund support by 15%. This amounts to \$23.5 million for the Department. Other policy instructions include halting new FTE's, identifying operation efficiencies, and implementing citywide travel and hiring freezes. The exception is hiring entry-level firefighters. Monthly meetings with the Mayor's office to review priorities and contracts continue. The proposed budget for next year is \$16.5 million more than last year, a 3.1% increase. It is consistent with last year's budget. The increase is for previously negotiated wage increases, health benefits, and mandatory fringe benefit rates. Staffing levels remain the same. The total FY2025-2026 General Fund budget is \$509,638,729. This funds daily staffing, personnel, and administrative needs. The annual fund is for special projects. The work order fund for services performed for other departments such as Public Health and the Port are reimbursed. The airport pays for Department employees working at the

airport. Most expenditures focus on frontline operations for Fire Suppression, EMS, and Community Paramedicine. Maintaining current staffing and response time levels is required. The approximately \$40 million in work orders or service requests is difficult to reduce because it covers funding for workers' comp, IT infrastructure, and fleet maintenance. The Department does receive revenue from state sales tax, public safety sales tax, EMS ambulance reimbursement, Fire Prevention fees, and reimbursement for services performed for other departments. The city-wide capital budget changes each year, and is evaluated by the Capital Planning Committee. Approved budgets typically have two years of capital approved, but all city departments can update it with the Capital Planning Committee. Given all these challenges, the Director Corso is exploring alternative funding options such as grants. Next steps include internal discussions with the Chief of Department and ongoing communication with the Mayor's office.

Commissioner Collins thanked Director Corso for his report, and commented that the Commission is ready to help with this process if needed.

Vice President Fraser thanked Director Corso for his report, and inquired if there were any exceptions to the hiring and travel freezes. Director Corso responded that the freeze applies to all city departments, but exemption requests can be submitted to the Mayor's office. Vice President Fraser also offered Commission support whenever needed.

Commissioner Nakajo thanked Director Corso for his report, and inquired if the 15% budget reduction request is city-wide. Director Corso responded that the request was made to all city departments. Commissioner Nakajo asked if the "cut out" equals or aids the 15% cut. Director Corso responded that the 15% cut is deducted after that "cut out." Commissioner Nakajo asked if other service dollars in terms of the mandate is based on a negotiation period before submittal to the Mayor's office. Director Corso responded that it is before submittal to the Mayor's office. Commissioner Nakajo asked if the cut out would have a positive effect. Director Corso responded that maintaining existing staff and service levels is desirable, but this ultimately depends on the Mayor's office. Commissioner Nakajo asked if a budget would be presented at the next meeting. Director Corso responded that he would present a budget for Commission approval at the next regular meeting on February 12.

President Morgan asked for the definition of "FTE." Director Corso responded that it means full time equivalent, so full time positions. President Morgan inquired about the continuing fund. Director Corso responded that the continuing fund is for ongoing projects like facility maintenance that typically lasts more than a year. President Morgan commented the budget process will be challenging. Chief Crispen commented that the Mayor is committed to public safety and that entry level firefighters will not be subject to the hiring freeze. He will work with Director Corso on the budget.

There was no public comment.

7. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS *[Discussion and possible action]*

Presentation by Fire Marshal Ken Cofflin on Administrative Bulletins and discussion and possible action to adopt the Fire Department Administrative Bulletins as presented.

- Administrative Bulletin 2.01: Providing clarification on new changes regarding the use of a traditional landline telephone service with fire alarm systems.

Chief Cofflin provided an overview of Administrative Bulletin 2.01 which updates the code.

Commissioner Collins moved to approve Administrative Bulletin 2.01, and Vice President Fraser Seconded. President Morgan and Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

- Administrative Bulletin 4.05: Providing information on the use of Knox branded locking caps on fire department inlet connections.

Chief Cofflin provided an overview of Administrative Bulletin 4.05. The Department chose Knox as the new vendor for locking caps on sprinkler systems.

Commissioner Nakajo moved to approve Administrative Bulletin 4.05, and Commissioner Collins Seconded. President Morgan and Vice President Fraser voted in favor of the Motion. The Motion passed.

There was no public comment.

- Administrative Bulletin 4.29: Clarified acceptable means for fire protection in enclosed garages where Electric Vehicle charging stations are being installed.

Chief Cofflin provided an overview of Administrative Bulletin 4.29. Code was updated to offer options for existing buildings to install charging stations and still maintain a functioning sprinkler system.

Vice President Fraser inquired about water sources and code standards. Chief Cofflin responded that older buildings do not meet the current standards of sprinkler protection, and that newer buildings will have different standards and codes if installing charging stations.

Commissioner Collins moved to approve Administrative Bulletin 4.05, and Vice President Fraser Seconded. President Morgan and Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

- Administrative Bulletin 5.09: Providing information on the change of vendor for key lockboxes from Traccess to Knox brand.

Chief Cofflin provided an overview of Administrative Bulletin 5.09. The previous vendor, Traccess, no longer supports the current lockboxes.

President Morgan inquired if the Department has previously changed lockboxes. Chief Cofflin replied this is the first and hopefully last time changing vendors.

Commissioner Collins moved to approve Administrative Bulletin 4.05, and Vice President Fraser Seconded. President Morgan and Commissioner Nakajo voted in favor of the Motion. The Motion passed.

There was no public comment.

- Administrative Bulletin 5.12: Providing update of mid-year (7/1/24) Fire Code changes and the Fire Marshal's interpretation of them.

Chief Cofflin provided an overview of Administrative Bulletin 5.12 which updates the 7/1/2024 fire code regarding solar panel systems.

There was public comment from Eric Schoonbaert of Luminalt. Mr. Schoonbaert thanked the Fire Marshal and Assistant Fire Marshal Harold for their assistance with permitting times.

Vice President Fraser inquired about car chargers and home storage systems. Chief Cofflin responded they are two separate systems.

Commissioner Collins commented that this is a substantive update to the code. Chief Cofflin responded that the update was necessary.

Commissioner Nakajo appreciated the update and inquired about the reduction of kilowatts. Chief Cofflin responded it allows visibility before the systems are installed.

Commissioner Nakajo moved to approve Administrative Bulletin 4.05, and President Morgan Seconded. Vice President Fraser and Commissioner Collins voted in favor of the Motion. The Motion passed.

8. FIRE COMMISSION ELECTION OF OFFICERS *[Discussion and possible action]*

- Nomination and election of Commission President.

President Morgan moved to nominate Vice President Fraser as President, and Commissioner Nakajo Seconded. Vice President Fraser accepted the nomination. Commissioner Collins voted in favor of the Motion. The Motion passed.

There was no public comment.

- Nomination and election of Commission Vice-President.

Commissioner Nakajo moved to nominate Commissioner Collins as Vice President, and Commissioner Morgan Seconded. Commissioner Collins accepted the nomination. President Fraser voted in favor of the Motion. The Motion passed.

There was no public comment.

9. ADJOURNMENT

President Morgan adjourned the meeting at 7:21 p.m.