

**FIRE COMMISSION REGULAR MEETING  
MINUTES**

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**July 26, 2023, 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=44180](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=44180)

President Nakajo called the meeting to order at 5:01 p.m.

**1. ROLL CALL**

Commission President	Stephen Nakajo	Present
Vice President	Armie Morgan	Present
Commissioner	Katherine Feinstein	Present
Commissioner	Marcy Fraser	Present
Commissioner	Paula Collins	Present
Chief of Department	Jeanine Nicholson	Present.
Darrius Luttrupp	Deputy Chief – Operations	
Shayne Kaialoa	Deputy Chief – Administration	
Sandra Tong	EMS	
Ken Cofflin	Bureau of Fire Prevention	
Mike Mullin	Support Services	
Julie Mau	Division of Training	
Shon Buford	Equity, Diversity & Inclusion	
Garreth Miller	ESER Project Manager	
Simon Pang	Community Paramedicine	
Niels Tangherlini	Community Paramedicine	
Assistant Chiefs		
Ken Yee	Division II	
Brook Baker	Division III	

**RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

President Nakajo read the Ramaytush Ohlone Land Acknowledgement.

**2. GENERAL PUBLIC COMMENT**

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on July 12, 2023.

Vice President Morgan Moved to approve the minutes and Commissioner Fraser Seconded. President Nakajo voted yes and the motion passed. Commissioners Feinstein and Collins abstained.

There was no public comment.

**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 July 12, 2023, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Nicholson reported on activities since the last meeting. She mentioned that Chiefs Luttrupp and Kaialoa along with Commissioner Fraser went to the COIT Tower light show. She stated that they are still having challenges with autonomous vehicles, and they will be meeting with the California PUC. She thanked Chief Luttrupp and Chief Cofflin for all their work on this issue. She touched on the upcoming Asia Pacific Economic Cooperation in November She announced that today, the budget was signed by the Mayor and the Department did not have to make any cuts, but she anticipates next year is not going to be as good. She met with the NERT Advisory Board. She introduced Julie Mau, the new ADC of Training, Garret Mullin the new ADC of Support Services, and Garreth Miller the new ADC for the Earthquake, Safety, and Emergency Response Bond Program. They each provided a brief history of their careers. Chief Nicholson asked that the meeting be adjourned in honor of Firefighter/Paramedic Meghan Franzen who died last week after 23 years of service in the Department.

Commissioner Fraser congratulated the new ADCs and thanked Chief Nicholson for her report. She confirmed that the Department has been working on legislation with elected officials concerning the ongoing fires caused by lithium/scooter batteries. Commissioner Fraser was sorry to hear about Firefighter Megan Franzen.

Vice President Morgan also congratulated the newly appointed ADCs. He also confirmed that the Department is working with officials on the Hayes Street closure to cars and how to fix the problem so first responders can access the street.

President Nakajo acknowledged the importance of a smooth and orderly transition as the new Chiefs take on their new roles and he believes in having a succession plan.

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 Kaialoa presented his report for June 2023. He thanked Chief Nicholson for being able to serve as the Assistant Deputy Chief Director of Training and thanked his staff, including Chief Teff, Captain Dalukie, Captain Benz, Captain Caba, Captain Tingin, and Captain Tom. He added that it was a highlight of his career being in that position and is now excited to be in the position of Deputy Chief of Administration. He touched on Homeland Security and commended Erica Arteseros and her team for all the work that they do, including all the collaboration and partnerships with state and federal agencies to be able to coordinate events and training and to keep the department safe. He mentioned that the Department of Equity and Inclusion under Assistant Deputy Chief Shon Buford has been working with Lt. Hashim Anderson to move the recruitment and outreach efforts forward. He also touched on the Health and Safety Division under BC Alba, the Behavioral Health Unit under Heather Buren where they stepped up to provide support to members affected by the death of Firefighter Megan Franzen, the Office of Employee Health, the Investigative Service Bureau, and Support Services. His report is attached: <https://sf-fire.org/media/2804/download?inline>

Commissioner Feinstein thanked Chief Kaialoa for his report and his glossary of terms. She confirmed that a 960 is what they call a retired member who can return to the Department and work no more than 960 hours a year and it will not impact their pension.

Commissioner Collins was pleased to see that a plumber has been hired as of July 10<sup>th</sup> and she confirmed that the electrician that was hired was let go for providing a fake vaccination card, so they are interviewing for a new electrician.

Commissioner Fraser thanked Chief Kaialoa for his comprehensive report and congratulated him on his new position. She commended everyone for showing up to the COIT Tower light show on such short notice.

Vice President Morgan thanked Chief Kaialoa for his report and commended the department on the negative results of the random drug tests and the post-accident alcohol drug testing. He confirmed that the Plumber and electrician are City employees.

President Nakajo stated that he thinks it is important that the commissioners express themselves and their concern for the benefit of the Chief and command staff. He added that when he first became a fire commissioner, they had a plumber. He asked Chief Buford to provide more information on the 960 positions. Chief Buford responded that the 960 position was a suggestion from Lt. Anderson who is trying to expand both

outreach and recruitment and it's the opportunity to hire retirees as part-time employees to be able to assist them in the office as they expand. President Nakajo thinks this is a good idea, to rehire retirees as the 960's. President Nakajo went through pages of the report asking for clarification on the ESER Bonds, Support Services, and Treasure Island. President Nakajo confirmed that there were 41 retirements during June.

There was no public comment.

**5. PUBLIC COMMENT ON ITEM 6**

Public comment on all matters pertaining to Items 6 below, including public comment on whether to hold Items 6(b) in closed session.

*There was no public comment.*

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

**a. VOTE ON WHETHER TO CONDUCT ITEMS 6(b) IN CLOSED SESSION**

**[Action]**

The Commission may hear Items 6(b) in closed session pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b).

*Vice President Morgan Moved to conduct the matter in closed session.  
Commissioner Fraser Seconded. The motion was unanimous.*

*Proceeded in closed session at 6:21 p.m.*

*Also in closed session: Secretary Maureen Conefrey, Deputy City Attorney Carlos Almendarez (remotely), and Deputy City Attorney Caroline Page.*

- b. THE COMMISSION IS NOT MEETING WITH THE SAN FRANCISCO FIREFIGHTERS LOCAL 798 IN CLOSED SESSION. CONFERENCE WITH LABOR ATTORNEY – COLLECTIVE BARGAINING. This item is for the Commission to meet in closed session with their labor counsel and provide direction for bargaining with the San Francisco Fire Fighters Local 798 ("Local 798"). Local 798 is not permitted to attend this closed session meeting. Pursuant to Government Code Section 54957.6 and San Francisco Administrative Code Section 67.10(e). Further discussion regarding potential changes to the rules of Commission Appeals.**

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

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]**

*Reconvened in Open session at 7:50 p.m.*

*Vice President Morgan Moved to not disclose. Commissioner Feinstein Seconded. The motion was unanimous.*

**7. ADJOURNMENT:** President Nakajo adjourned the meeting at 7:50 p.m. in honor of Firefighter/Paramedic Megan Franzen.