

**FIRE COMMISSION REGULAR MEETING  
MINUTES**

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**July 10, 2024, 9:00 a.m – 12:00 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=46508](https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=46508)

President Morgan called the meeting to order at 9:01 a.m.

**1. ROLL CALL**

Commission President	Armie Morgan	Present
Vice President	Marcy Fraser	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Katherine Feinstein	Present
Commissioner	Paula Collins	Present
Chief of Department	Jeanine Nicholson	Excused
Darius Luttrupp	Deputy Chief – Operations	
Shayne Kaialoa	Deputy Chief – Administration	
Sandy Tong	Deputy Chief – EMS and Community Paramedicine	
Mike Mullin	Support Services	
Shon Buford	Equity, Diversity & Inclusion	
Julie Mau	Training	
Erica Arteseros Brown	Homeland Security	
Garreth Miller	ESER Project Manager	
Tony Molloy	EMS	
Simon Pang	Community Paramedicine	
Assistant Chiefs		
Michael I. Thompson	Division II	
Thomas Johannessen	Division III	
Staff		
Mark Corso	Deputy Director of Finance	

**RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT**

President Morgan read the land acknowledgment.

**2. GENERAL PUBLIC COMMENT**

There was no public comment.

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

Discussion and possible action to approve meeting minutes.

- Minutes from the Special Meeting on November 13, 2023.

Commissioner Collins Moved to approve the minutes and Vice President Fraser Seconded. Commissioners Nakajo and Collins voted in favor of the Motion. Commissioner Feinstein recused herself.

- Minutes from Regular Meeting on June 26, 2024.

Commissioners Feinstein Moved to approve the minutes and Vice President Fraser Seconded. The motion was unanimous.

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 June 12, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Nicholson was attending a Firescope meeting and was excused from this meeting, Deputy of Operations, Chief Luttrupp, presented on her behalf. He mentioned that June was Pride Month, which culminated in a Pride Month parade. The Department had a large party participating. He thanked Mark Corso for his work on finalizing the budget. The Department avoided large cuts and approved the mayor's recommendations. Although technically a July event, Chief Luttrupp wanted to mention the Command Staff retreat. Command Staff discussed succession planning and transition during an election year with a new administration. They also discussed ongoing initiatives and accomplishments under Chief Nicholson's tenure and moving forward.

There was no public comment.

##### **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.

Chief Luttrupp provided an Operations update for June 2024. There were no greater alarms during this reporting period, but there was nearly a 10% increase in overall reports of fire. He referenced a brush fire on 6/30/24 at Wilde Avenue and Delta Street. Fortunately, the fire was quickly contained due to a large and efficient response. AC Thompson, the Department's PG&E liaison, developed a drill on 6/25/24 to simulate a major earthquake, where there would be major infrastructure damage. The Department hopes to maintain this collaborative relationship in the future. To date, the Department has deployed three mutual aid Strike Teams to the Thompson and Shelly fires. Chief Luttrupp acknowledged the good work of the Bureau of Fire Prevention, the Airport Division, and the Division of Training. Chief Luttrupp's report is attached: <https://sf-fire.org/media/3028/download?inline>

Vice President Fraser thanked Chief Luttropp for his report. She enjoyed participating in the Pride Parade. She commended the Department on approving a budget and conducting the PG&E drill. She was concerned about unanswered calls to 911, and the deployment of mutual aid. Chief Luttropp assured her that he would follow up with the Fire Marshal.

Commissioner Nakajo thanked Chief Luttropp for his report and was pleased the budget was accepted with no significant cuts. Director Corso confirmed that the budget will have no operational impact. He also inquired about mutual aid and violations of the fire alarm sleeping areas upgrade project. Chief Luttropp responded that Strike Teams are deployed for at least two weeks, and that the violations represented notices that had been held over during COVID.

President Morgan thanked Chief Luttropp for his report. He commended the Department's assistance to other counties in need.

Commissioner Feinstein was concerned about unanswered calls to 911. Chief Luttropp responded that the Department is transitioning to a new CAD, and will be hiring a Department liaison to work with DEM.

There was no public comment.

#### REPORT FROM EMS AND COMMUNITY PARAMEDICINE, DEPUTY CHIEF SANDRA TONG

Report on the EMS and Community Paramedicine Divisions.

Chief Tong provided her report for May and June. Chief Tangherlini celebrated over 30 years of service, retiring on June 28. She introduced Chief Tony Molloy as his replacement. Chief Molloy's extensive experience with EMS Operations is an asset. The average metrics for call volume, time on task, and market share remained relatively consistent for May, with a small decrease in June. During EMS Week (week of May 19), the Department honored members' work by holding an awards ceremony with Mayor Breed. Section Chief April Sloan was honored for her leadership skills, Paramedic Emily Tan for her community outreach work, and EMT Frank Kaner for his successful intervention in preventing a suicide. Chief Nicholson welcomed 12 new EMTs to the Department in a graduation ceremony on June 21, after a 12-week academy. Thanks to Chief Gordon's efforts, EMS introduced a new power gurney which helps reduce manual lifting and member injuries. In Community Paramedicine, 10 members completed their 6-week academy. It was the first cohort to achieve a 100% pass rate. Chief Tong thanked Captain Nazaretta's leadership in achieving this goal. For the Community Paramedicine speaker series, the Department welcomed Dr. Tony Sparks and Dr. Alex Barnard in May and June, respectively. They spoke about root causes of homelessness and care for mental illness, respectively. Chief Tong worked on identifying gaps in care between SORT and DPH's Post Overdose Engagement Team (POET). Chief Tong concluded her report by

playing a video in honor of EMS Week. Chief Tong's report is attached: <https://sf-fire.org/media/3029/download?inline>

President Morgan thanked Chief Tong for her report. He was pleased that Narcan use is down, and congratulated EMT Kaner for his efforts. He also invited Chief Molloy to the podium. Chief Molloy briefly introduced himself and is looking forward to serving the Department in his new role.

Vice President Fraser thanked Chief Tong for her report and welcomed Chief Molloy. She asked Chief Tong to clarify the SORT and POET flow chart. Chief Tong will send her a legend that will help clarify the chart.

Commissioner Nakajo thanked Chief Tong for her report and congratulated Chief Molloy and Chief Gordon. He enjoyed hearing about the speaker series and looks forward to hearing feedback about the new gurneys.

There was no public comment.

#### **5. PRESENTATION AND UPDATE FROM THE OFFICE OF EMPLOYEE HEALTH**

Dr. Steven Chang and Nurse Practitioner Stephanie Phelps to provide an overview and update on the Office of Employee Health.

Nurse Practitioner Phelps was unable to attend the meeting due to prior appointments. Dr. Chang presented an update on the Office of Employee Health. The office staff of Nurse Practitioner Phelps, Dr. Janie Bryant, and Medical Assistant Tretha Stroughter have provided a smooth transition since the retirement of Dr. Brokaw four months ago. With Chief Mullins' help, Dr. Chang has worked to make the office a warm and inviting space. He has conducted 96 pre-employment exams, 18 promotional exams, and 97 end of probation exams. In addition, Dr. Chang visited stations, and hopes to do ride alongs in the future. Dr. Chang and BC Alba continue to work on implementing an annual wellness exam program for members with their PCPs, and a fitness program. Dr. Chang has also worked with Captain Buren in the Behavioral Health Unit. In the future, Dr. Chang hopes to implement an electronic health record system and develop a CQI program. Dr. Chang's report is attached: <https://sf-fire.org/media/3034/download?inline>

President Morgan thanked Dr. Chang for his report. He welcomed Dr. Chang to the Department and expressed that he was impressed with Dr. Chang's qualifications and experience.

Commissioner Collins thanked Dr. Chang for his report. She asked how the annual wellness program would be carried out. Dr. Chang responded that he encourages members to complete their wellness check with their respective PCPs. Due to privacy issues, the Office of Employee Health does not have access to members' health records but hopes that PCPs will provide a signed statement to the Department that an exam has been completed. Commissioner Collins also asked if the American Cancer Association offer support to the Department. Chief Luttrupp responded that BC Alba, the Health and

Wellness Chief works with the foundation. The Department has a history of collaboration with the foundation.

Vice President Fraser thanked Dr. Chang for his report and welcomed him to the Department. She asked if the Department provides vaccinations. Dr. Chang responded that per OSHA guidelines, the Department is required to offer TB and hearing screenings, and certain vaccinations. She also agrees that a CQI program is a great idea.

Commissioner Nakajo thanked Dr. Chang for his report. He pointed out that the Fire Commission has oversight on two Department members: Department Physician and Commission Secretary. He appreciates the transition from the term “doctor’s office” to “wellness” and the new appearance of the office. He is pleased that Dr. Chang is also visiting stations. He asked if members have access to COVID vaccines, flu shots, or other vaccines. Dr. Chang said those vaccines will be offered to members once available either in the office and possibly at various stations.

There was no public comment.

**6. 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.

David Garcia, attorney for the appellant, made public comment regarding the closed session. Mr. Garcia claimed that appellant attempted to de-escalate the situation. Appellant has had no prior discipline and enjoys working for the Department. Mr. Garcia requested that the Commission reduce the suspension and remove violation of Rules and Regulations 3918 from the findings.

**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).

Commissioner Collins moved to conduct deliberations in closed session. Vice President Fraser Seconded. The motion was unanimous.

Convened in closed session at 10:58 a.m.

Also in closed session was Deputy City Attorney Kate Kimberlin, Commission Secretary Kathy Aguas-Aclan, and Temporary Secretary, Maureen Conefrey.

**b. PUBLIC EMPLOYEE DISCIPLINE, CASE NO. 2024-02: COMMISSION DELIBERATIONS ON EMPLOYEE SUSPENSION APPEAL****[Action]**

An evidentiary hearing was held on May 24, 2024. The appeal is from a ten-calendar day suspension for violation of the Rules and Regulations as follows:

- Section 3905 - Familiarity with the Rules
- Section 3918 - Violence
- Section 3919 - Altercation
- Section 3920 - Proper Behavior

- Section 3924 - Acts Detrimental to the Welfare of the Department

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

Commission reconvened in open session at 11:46 a.m.

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).

By unanimous of 5-0, the Commission voted to uphold the Chief's 10-day suspension on all violations of the Rules and Regulations.

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*]

President Morgan moved to not disclose discussions held in closed session. Commissioner Feinstein Seconded. The motion was unanimous.

**8. ADJOURNMENT**

President Morgan adjourned the meeting at 11:47 a.m.