

**FIRE COMMISSION REGULAR MEETING
MINUTES**

September 11, 2024, 9:00 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416, San Francisco California, 94102

The meeting video can be reviewed by clicking the below link:

https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=46870

President Morgan called the meeting to order at 8:59 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 (left meeting at 9:05 am; gave report remotely)
Darius Luttrupp	Deputy Chief – Operations	
Shayne Kaialoa	Deputy Chief – Administration	
Simon Pang	Deputy Chief – EMS and Community Paramedicine	
Mike Mullin	Support Services	
Shon Buford	Equity, Diversity & Inclusion	
Julie Mau	Training	
Garreth Miller	ESER Project Manager	
Assistant Chiefs		
Michael I. Thompson	Division II	
Brook Baker	Division III	
Staff		
Craig Gordon	EMS Administration	
Mariano Elias	Public Information Officer	

RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

President Morgan read the land acknowledgment.

2. GENERAL PUBLIC COMMENT

There was no public comment.

3. COMMISSIONER COMMENTS & QUESTIONS [Discussion]

President Morgan announced that at the special meeting on September 3, 2024, the Commission voted unanimously in favor of nominating Sandra Tong as interim Chief of Department.

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

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on August 28, 2024

Commissioner Nakajo moved to approve the minutes from August 28, 2024, and President Morgan Seconded. Vice President Fraser voted in favor of the Motion. The Motion passed unanimously.

There was no public comment.

- Minutes from Special Meeting on September 3, 2024.

Commissioner Nakajo moved to approve the minutes from September 3, 2024, and President Morgan Seconded. Vice President Fraser voted in favor of the Motion. The Motion passed unanimously.

There was no public comment.

**5. 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 August 28, 2024, including budget, academies, special events, communications, and outreach to other government agencies and the public.

Chief Tong presented her first report to the Fire Commission remotely. Chief Tong conducted several interviews and attended the 10th Annual SFPD Central Station Chinatown Night Out in Portsmouth Square. She also met the new EMS fellows, physicians who are learning to specialize in emergency medical services. The Webex connection was lost during the Chief's report, so Secretary Aguas-Aclan asked Chief Luttrupp to present his report.

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 Operations update for August 2024. There were no greater alarms during this reporting period. He reported there was a slight decrease in cliff rescues as summer comes to an end. Chief Luttrupp mentioned one fire incident on 443 Castro Street. Assistant Chief Michael I. Thompson was the incident commander and quickly extinguished the fire at a US Bank location. Due to the window bars and heavy doors, it was difficult to gain entry. Fortunately, crews were able to extinguish the fire in the bank vault that contained all bank records and documents. Chief Luttrupp also

reported on the Department's mutual aid program. This program helps outside agencies without negatively impacting operations and finances. With support from the Mayor and Chief of Department, staffing at the H2 Firefighter rank has increased. There is ample capacity to fill Strike Teams providing mutual aid. Chiefs Kaialoa, D'Arcy, Brown, and Baker have worked to streamline this process by working with the Fire Department Operations Center (FDOC) and Emergency Operations Center (EOC) to keep the Department operational. The Bureau of Fire Prevention and Investigation (BFPI) will start school inspections again, and will likely be at 100% completion. BFPI has increased staffing which will help resolve complaints. BFPI has also been working with SFMTA to develop a manual for street change revisions. Chief Luttrupp and Captain Flores attended a Vision Zero meeting for the first time. There were two arson arrests this month. The Fire Marshal is developing an H4 Inspector test and a parallel civilian track position to help fully staff this position. Chief D'Arcy from the Airport Division attended an airport rescue and firefighting meeting. Waymo is in the process of expanding to the airport. Chief D'Arcy and Chief Brown have been busy handling VIP visits from POTUS and VPOTUS. Chief Luttrupp pointed out that a Performance Improvement Plan (PIP) helps members by getting them the necessary training to improve skills. Chief D'Arcy has completed interviews for the Training Captain position, and will pick a candidate soon. In the Division of Training, Chief Mau and Chief Miller have been working on a cost estimate for the new training center in the Bayview. They are also working on Vector Solutions, an online training platform for the upcoming OSHA requirements. The Tactical Emergency Management Team (TEMS) which assists SFPD with high-risk operations is developing policy with SFPD. Lieutenant Honda from the Neighborhood Emergency Response Team (NERT) has been able to conduct more trainings with increased staffing. Chief Luttrupp thanked Commissioner Nakajo for advocating for NERT. Lastly, NERT is holding a city-wide drill on October 19. Chief Luttrupp's report is attached: <https://sf-fire.org/media/3073/download?inline>

Vice President Fraser thanked Chief Luttrupp for his report. She congratulated Chief Luttrupp on his work with SFMTA and street changes, and for achieving zero fiscal impact for the mutual aid program.

Commissioner Nakajo thanked Chief Luttrupp for his report. He enjoyed reading the After-Action Report for the fire at 443 Castro Street. That incident was very challenging, so Commissioner Nakajo asked Chief Luttrupp to comment on how training helped. Chief Luttrupp replied that the After-Action Report is considered a training document because it is distributed in the firehouse. Commissioner Nakajo was pleased Chief Luttrupp's report included school inspections; newsletters from various Divisions such as BFPI; picture captions; a probation training calendar; and a NERT report.

President Morgan thanked Chief Luttrupp for his report. He inquired about the nature of the bank fire on Castro Street, and the definition of a drop ceiling and SOP. Chief Luttrupp replied that this fire was still under investigation, and that a drop ceiling is not on the roof joist, so it has a void space in between. SOP stands for "standard operating procedures." It is a basic method of operation outlined in Department manuals, training bulletins, etc.

There was no public comment.

REPORT FROM EMS AND COMMUNITY PARAMEDICINE, DEPUTY CHIEF SIMON PANG

Report on the EMS and Community Paramedicine Divisions.

Chief Pang provided his report for August. It was his third day as Deputy Chief of EMS and Paramedicine. Chief Pang reported that he is working with Chief Molloy to improve ambulance patient offload times (APOT). Assembly Bill 40 approved by Governor Newsom stipulates that hospitals find ways to reduce offload times. In August, there were over 20 ambulance delays of over two hours. Chief Pang reported that one in three patients survived cardiac arrest during August. Chief Pang commended the following members for reviving patients: Paramedic Guerrero, EMT Nott, Paramedic Pasion, EMT Spitz, Firefighter/Paramedic Turner, and Rescue Captain Blair. The EMS training program under Chief Treff is working to improve survival rates by conducting Department wide training on techniques such as Suction Assisted Laryngoscopy and Airway Decontamination (SALAD). In Community Paramedicine, Chief Pang mentioned Dr. Matthew Goldman's report regarding the Street Crisis Response Team's (SCRT) work. The report showed that clients felt valued by SCRT. The Community Paramedicine Speaker Series continued with Dr. Barry Friedman, who researched New York University Law School's Policing Project. Chief Mason gave a presentation on SCRT to Glide Memorial Hospital. Chief Mason and Dr. Graterol attended an event for the Life Line program which assists non-English speaking seniors in documenting their medical history. Chief Pang commended Community Paramedics Tam and Koo for starting this program. Lastly, Chief Pang noted that EMS6 experienced a decrease in frequent 9-1-1 responses in August thanks to increased advocacy for conservatorship and Senate Bill 43. Chief Pang's reports are attached: <https://sf-fire.org/media/3075/download?inline>
<https://sf-fire.org/media/3074/download?inline>

Vice President Fraser thanked Chief Pang for his report. She was pleased with Chief Pang's progress in Community Paramedicine. As a public health nurse, she has witnessed the problems Chief Pang described. Vice President Fraser inquired about the amount of and reason for ambulance delays. Chief Pang responded that delays ranged from five minutes up to two hours, and that delays were a hospital issue. Unfortunately, hospital bed shortages prevent ambulances from transferring patients from a gurney to a hospital bed. Vice President Fraser commented that Senate Bill 43 is very important in that helps more people get the care they need. Chief Pang replied that his team will continue working on policies that gets patients conserved even when they might be unwilling to accept care.

Commissioner Nakajo thanked Chief Pang for his report and congratulated him on his new position. Commissioner Nakajo also acknowledged Chief Molloy. Like Vice President Fraser, Commissioner Nakajo expressed concern about ambulance wait times. He commented that ER rooms have always had lines of members and patients waiting, and acknowledged how difficult that can be. Commissioner Nakajo looks forward to further updates about acute staffing issues.

President Morgan thanked Chief Pang for his report congratulated him on his new position. President Morgan commented that he is hopeful that Senate Bill 43 will help with conservatorship.

There was no public comment.

6. PRESENTATION AND UPDATE FROM THE PUBLIC INFORMATION OFFICER

Lieutenant Mariano Elias to provide an overview and update on the Public Information Office.

Lieutenant Elias reported that the Public Information Officer (PIO) role expanded in 2023 to a 24-hour position because many fire incidents occur outside business hours, between midnight and 6am. The PIO is accessible by phone and email 24-hours a day to the media and public. There are three members who staff the Public Information office: Captain Jonathan Baxter, Rescue Captain Justin Schorr, and Lieutenant Mariano Elias. They alert city residents and other fire agencies of dangerous conditions such as fires or other hazards. The PIO also helps with community outreach and works with the Chief's office to bring different apparatus to community events. The PIO handles the Department's social media presence on Facebook, Instagram, X (formerly Twitter), and Threads. Lieutenant Elias highlighted pictures of a dog rescue and fire incident as two of the most viewed posts. Pictures of fire incidents can be used as a training tool in reports such as the After-Action Report, or training notes. Lieutenant Elias mentioned that the PIO works with traditional media such as television and radio. "Fire Safety Friday," is a monthly segment on KPIX which promotes fire safety. Lieutenant Elias highlighted other events involving the PIO such as an NBC story about Chief Nicholson, the Division of Training, and the Asia-Pacific Economic Cooperation (APEC). Daily, the PIO monitors and triages public requests to the Chief's office. They also provide a connection between the Chief's office and members in the field. Lieutenant Elias' report is attached: <https://sf-fire.org/media/3076/download?inline>

Vice President Fraser thanked Lieutenant Elias for his report. She enjoyed learning about the PIO and looks forward to future reports. Vice President Fraser inquired if social media posts are published by a certain order or priority, and about CAD text messages. Lieutenant Elias responded that posts are first published on X because it is a primary news source. Posts include basic information (who, what, where), but not patient information due to HIPAA rules. CAD text messages are sent by dispatch. Chief Luttrupp also replied that the Department is working on how these messages are prioritized and sent. Vice President Fraser commented that programs such as "Fire Safety Friday"

provide a good service. She also inquired about Tablet Command. Chief Luttrupp responded that this is an app for Command Staff, PIO, and Assistant Chiefs.

Commissioner Nakajo thanked Lieutenant Elias for his service. As a new Commissioner, Commissioner Nakajo received a pager to keep informed about basic information on fires. He asked Lieutenant Elias why he decided to be PIO. Lieutenant Elias responded that his experience in Los Bomberos inspired him to apply for the PIO position. San Francisco is a diverse city, so Lieutenant Elias felt being bilingual in Spanish is useful to the PIO position. Commissioner Nakajo also asked if the PIO coordinates with SFGOV TV. Lieutenant Elias responded that SFGOV TV has worked with the PIO on Hispanic Heritage Month, and filming Chief Nicholson's retirement announcement. Lastly, Commissioner Nakajo inquired if the Department does its own filming, photography, and videography. Lieutenant Elias responded that the PIO submits Department clips or film to the media. The media will edit it if needed. Chief Kaialoa directs the PIO to create either longer segments, or a quick clip.

President Morgan thanked Lieutenant Elias for his service. President Morgan commented that he understood the need to transition to 24-hour service given the demand for instantaneous information. He recalls being offered a radio to keep informed.

There was no public comment.

7. ADJOURNMENT

President Morgan called for a moment of silence to honor the first responders that passed away in the 9/11 attacks. He adjourned the meeting at 10:39 a.m.