



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Jennifer Schembri

SUBJECT: See Below

DATE: September 22, 2025

Approved

Date:

9/22/2025

SUBJECT: Update to the August – December 2025 Public Safety, Finance, and Strategic Support Committee Work Plan

RECOMMENDATION

Approve an amendment to the August – December 2025 Public Safety, Finance, and Strategic Support (PSFSS) Committee Work Plan to drop the following item from the October 16, 2025, PSFSS Committee meeting agenda.

Emergency Medical Services Narcotics Status Report.

Purpose: Provide a verbal update on the Fire Department's Advanced Life Support controlled substances management systems and processes.
(Fire)

BACKGROUND

Staff requests to drop the Emergency Medical Services Narcotics Status Report from the October 16, 2025, PSFSS Committee meeting. The Rules and Open Government Committee approved adding a Fire Department Inventory Controls over Controlled Substances Audit Report to the December 4, 2025, PSFSS Committee meeting. Furthermore, the Fire Department Communications and Emergency Medical Services Annual Report will be heard at the February 19, 2026, PSFSS Committee meeting, and will include updates regarding the Fire Department's Advanced Life Support controlled substances management systems and processes. Given these work plan items, staff recommends this drop to allow completion of the audit report first.

Jennifer Schembri
Deputy City Manager

For questions, please contact Erik Jensen, Assistant to the City Manager, City Manager's Officer, at erik.jensen@sanjoseca.gov.