

**BUILDING INSPECTION COMMISSION (BIC)  
Department of Building Inspection (DBI)**

**SPECIAL MEETING**

**Tuesday, September 10, 2013 at 1:00 p.m.**

**City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416**

**Aired Live on SFGTV Channel 78**

**ADOPTED November 20, 2013**

**MINUTES**

The special meeting of the Building Inspection Commission was called to order at 9:05 a.m. by President McCarthy.

**1. Call to Order and Roll Call – Roll call was taken and a quorum was certified.**

**COMMISSION MEMBERS PRESENT:**

Angus McCarthy, **President**                      Warren Mar, **Vice-President**  
Frank Lee, **Commissioner**                      Kevin Clinch, **Commissioner**  
James McCray, Jr. **Commissioner**              Myrna Melgar, **Commissioner, expected**  
Debra Walker, **Commissioner, expected**  
Sonya Harris, **Secretary**

**D.B.I. REPRESENTATIVES:**

Tom Hui, **Acting Director, excused**  
Edward Sweeney, **Deputy Director, Permit Services**  
Daniel Lowrey, **Acting Deputy Director, Inspection Services**  
Gayle Revels, **Acting Chief Financial Officer**  
William Strawn, **Communications Manager**

**CITY ATTORNEY REPRESENTATIVE**

John Malamut, **Deputy City Attorney**

**Note:** Commissioners Melgar and Walker did not meet at City Hall; however they attended the Closed Session portion of the meeting.

**2. Public Employee Appointment – Director of the Department of Building Inspection.**

Discussion and possible action to interview candidates for the position of Director of the Department of Building Inspection.

Secretary Harris made a brief announcement regarding Item 3: "The BIC will start its Closed Session here at City Hall in Room 416 and the Closed Session portion of the meeting will then be moved to an undisclosed off site location and when the Closed Session portion of the meeting is complete the BIC will reconvene in public at DBI offices at 1660 Mission Street, and vote on whether to disclose any or all of the discussions held in Closed Session. This public portion of the meeting at DBI offices at 1660 Mission Street will not be televised."

- a. Public Comment on all matters pertaining to the Closed Session.

Secretary Harris called for public comment, and there was none.

- b. Possible action to convene a Closed Session.

*Commissioner Lee made a motion, seconded by Vice-President Mar, to convene a Closed Session. The motion carried unanimously.*

**RESOLUTION NO. BIC 043-13**

- c. **CLOSED SESSION:** Pursuant to Government Code Section 54957(b)(1) and the San Francisco Administrative Code Section 67.10(b).

The Commissioners went into Closed Session at 1:07 p.m.

- d. Reconvene in Open Session to vote on whether to disclose any or all discussions held in Closed Session (Administrative Code Section 67.10(b)). (The BIC shall reconvene in open session at DBI offices at 1660 Mission Street, 6<sup>th</sup> floor Conference Room, #6034.)

*Commissioner McCray made a motion, seconded by Commissioner Walker, to reconvene in Open Session and not disclose any or all discussions held in Closed Session. The motion carried unanimously.*

**RESOLUTION NO. BIC 044-13**

The Commissioners reconvened in Open Session at 6:42 p.m.

Secretary Harris took roll call and Commissioners McCarthy, McCray, Walker, and Clinch were in attendance.

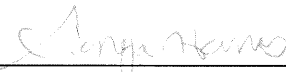
**3. Adjournment.**

*Commissioner Walker made a motion, seconded by Commissioner McCray, that the meeting be adjourned. The motion carried unanimously.*

**RESOLUTION NO. BIC 045-13**

The meeting was adjourned at 6:44 p.m.

Respectfully submitted,



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**Sonya Harris**  
**Commission Secretary**