



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

**NOTICE OF SPECIAL MEETING**

**MONDAY, December 12, 2011 at 9:00 a.m. (NOTE DAY CHANGE)**

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

**Aired Live on SFGTV Channel 78**

**AGENDA**

**(The BIC will take public comment on every item appearing on the agenda. Members of the public who address the Commission have the discretion on whether or not they wish to identify themselves for the record.)**

1. Call to Order and Roll Call.
2. President's Announcement(s).
3. Public Comment.
4. Discussion and possible action to approve and swear in members of the Board of Examiners. Reappointments/Appointments recommended by the Nominations Sub-Committee are: Michael Cashion, High-Rise Sprinkler-Building Owner. Seat to expire September 15, 2013.
5. Update on process for cancelling permits and notification of customers.
6. Update on digitizing records of existing data that can facilitate services such as 3-R reports.

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**MEMBERS OF THE COMMISSION**

Reuben Hechanova, President  
Warren Mar, Vice-President  
Kevin Clinch, Commissioner  
Frank Lee, Commissioner  
Mel Murphy, Commissioner  
Criss Romero, Commissioner  
Debra Walker, Commissioner

**DEPARTMENT & COMMISSION STAFF**

Vivian L. Day, Director (415) 558-6131  
  
Sonya Harris, Secretary (415) 558-6164

**CITY ATTORNEY REPRESENTATIVE**

Dep. City Atty. John Malamut (415) 554-4622

7. Director's Report.
  - a. Update on DBI's finances.
  - b. Update on proposed legislation.
  - c. Update on Permit Tracking System.
  - d. Update on major projects.
  - e. Update on Q-Matic and status of activation.
  - f. Update on other technology projects.
  - g. Update on new hires.
8. Commissioner's Questions and Matters.
  - a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.
  - b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.
9. Review and approval of the minutes of the Regular Meeting of June 15, 2011.
10. Adjournment.

Copies of all documents referred to in the agenda are available for public inspection and copying between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, at the Building Inspection Commission, 1660 Mission Street, 6<sup>th</sup> Floor, San Francisco, CA 94103 and will be available at the December 12, 2011 meeting. [**Sonya Harris, 558-6164**]

If any materials related to an item on this agenda have been distributed to the Building Inspection Commission after distribution of the agenda packet, those materials are available for public inspection at the locations and during the times specified above.  
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**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**  
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, TO OBTAIN A COPY OF THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE

ORDINANCE, CONTACT FRANK DARBY, JR. BY MAIL TO INTERIM ADMINISTRATOR, SUNSHINE TASK FORCE CITY HALL, ROOM 244, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689. OFFICE (415) 554-7724, FAX (415) 554-7854, E-MAIL: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/> and at the San Francisco Public Library.

If any materials related to an item on this agenda have been distributed to the Commission after distribution of the agenda packet, those materials are available for public inspection at the Building Inspection Commission Office located at 1660 Mission Street, 6<sup>th</sup> Floor, San Francisco during normal office hours.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

## **MISSION STATEMENT**

As a policy-making and supervisory body mandated by the City Charter, the seven-member citizen Building Inspection Commission will manage the Department of Building Inspection and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical and Mechanical Codes, along with Disability Access Regulations.

## **ACCESSIBLE MEETING INFORMATION POLICY**

The meeting will be held at the City Hall Building, located at 1 Dr. Carlton B. Goodlett Place, 4th Floor, Room 416. The closest accessible BART station is the Civic Center Station at 8th (at the United Nations Plaza) and Market Streets.

Accessible MUNI/Metro lines servicing this location are the J-Church, K-Ingleside, L-Taraval, C-Ocean View, and N-Judah at Van Ness and Civic Center Stations; 9-San Bruno, 71-Haight, and 42-Downtown bus lines. For information about MUNI accessible services call (415) 923-6142.

The Commission meeting room is wheelchair accessible. Accessible curbside parking spaces have been designated on the Van Ness Avenue and McAllister Street perimeters of City Hall for mobility-impaired persons. There is accessible parking available within the Civic Center Underground Parking Garage at the corner of McAllister and Polk Streets, and within the Performing Arts Parking Garage at Grove and Franklin Streets.



Accessible seating for persons with disabilities (including those using wheelchairs) will be available. Assistive Listening devices will be available at the meeting. To request a sign language interpreter, reader, materials in alternative formats, or other accommodations for a disability, please contact the **Commission Secretary, Sonya Harris (415) 558-6164**. Providing 72 hours notice will help to ensure availability.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call (415) 558-6164 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such persons, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

## **POLICY STATEMENT OF PUBLIC HEARING OR MEETING**

Pursuant to Section 67.7-1(c) of the San Francisco Administrative Code, members of the public who are unable to attend the public meeting or hearing may submit written comments regarding a calendared item to the BIC

Commission Secretary, Sonya Harris, at 1660 Mission Street, 6<sup>th</sup> Floor, San Francisco, CA 94103 or at the place of the scheduled hearing before the proceedings begin. These written comments shall be made a part of the official public record and these comments will be brought to the attention of the members of the Building Inspection Commission. [Twenty copies are necessary.]

**POLICY STATEMENT OF PUBLIC COMMENT**

Pursuant to Section 67.16 of the San Francisco Administrative Code, each member of the public may address the Commission once for up to three minutes on any agenda item.

**SAN FRANCISCO LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code § 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness venue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: [sfgov.org/ethics](http://sfgov.org/ethics).