



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

REGULAR MEETING

Wednesday, July 20, 2011 at 9:00 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED January 18, 2012

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m. by President Hechanova.

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

COMMISSION MEMBERS PRESENT:

Reuben Hechanova, **President**

Kevin Clinch, **Commissioner**

Criss Romero, **Commissioner**

Debra Walker, **Commissioner**

Ann Aherne, **Commission Secretary, excused**

Warren Mar, **Vice-President**

Mel Murphy, **Commissioner**

Frank Lee, **Commissioner**

D.B.I. REPRESENTATIVES:

Vivian Day, **Director**

William Strawn, **Communications Manager**

Pamela Levin, **Deputy Director, Administrative Services**

Edward Sweeney, **Deputy Director, Inspection Services**

Rosemary Bosque, **Chief Housing Inspector**

Steve Panelli, **Chief Plumbing Inspector**

Sonya Harris, **Interim Secretary**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcement.

President Hechanova mentioned some of DBI's accomplishments in the past few months, especially the newly established Inspection Scheduling system where customers can call a number and schedule their inspections. President Hechanova said that both DBI staff and volunteers handed out brochures and answered questions during Chinese New Year in February, and during Cinco de Mayo in May. President Hechanova stated that the new system will help facilitate a lot of questions and provide a higher level of service to the City, and he mentioned there was a carbon monoxide detector give-away that was attended by the Fire Marshall and by Director Vivian L. Day. President Hechanova said coming up in August is the Lien Property Hearing where property owners have not paid overdue fees and penalties for those issued Notices

of Violation, so property owners are to attend for their best interest. President Hechanova stated that the Code Enforcement team is headed up by Acting Senior Inspector John Hinchion. President Hechanova said that there are some upcoming retirements from within the Department and he appreciates their years of service to DBI and the City, as well as their knowledge with staff, their peers and colleagues and he wishes them well on their new found time away from work and he hopes they spend it with their family. President Hechanova stated that the first person is Carol Roseman, Electrical Inspector with 11 ½ years of service, second is Gerald McDermott, Electrical Inspector, with 40 years of service, third is Oscar Williams with 25 years of service, and he is sad to say Ann Aherne, the Building Inspection Commission Secretary, after 13 ½ years will be retiring. President Hechanova said that Sonya Harris, who had been in her stead, will cover those duties as Interim Secretary.

3. Public Comment: The BIC will take public comment on matters within the Commission’s jurisdiction that are not part of this agenda.

Mr. Sandy Biernbak said that he lives at 570 O’Farrell Street and as he explained at the last meeting there have been some problems. Mr. Biernbak stated that Notices of Violation (NOV’s) were issued and there was no follow-up, and to emphasize his point an NOV was issued on May 24th regarding the water heater. Mr. Biernbak said that on June 16th a second NOV was issued, along with a certified letter to the landlord stating, “You are directed to fix the unsanitary conditions”. Mr. Biernbak stated as of the close of business yesterday nothing had been done, and the last thing mentioned on the complaint database was on June 27th, where the landlord asked the Inspector for an additional two weeks. Mr. Biernbak said that now four weeks later nothing has been done even though it said that they are directed to do it at once. Mr. Biernbak asked Director Day what the term “at once” means.

Interim Secretary Harris stated that staff could address Mr. Biernbak’s question later, but they are not allowed to respond to public comment.

Mr. Biernbak said that it is over two months and nothing has been done and the last thing that was done was four weeks ago where the owner asked for a two-week extension so he would like to make some comments about what Mr. Sweeney said last week about emergency repairs. Mr. Biernbak stated that he went eight days without heat, five days without hot water and Mr. Sweeney indicated, in order to make the repairs, that a replacement of the hot water heater and furnace would be necessary. Mr. Biernbak said that is not the case and when the owner finally brought a repair man in it took less than two hours to repair the hot water heater and furnace. Mr. Biernbak stated Mr. Sweeney talked about the burden that it would place on the personnel staff of DBI in recouping the money, but we are not talking about that \$60,000. Mr. Biernbak said that he would like to ask the question what are the priorities; is it with the burden of staff to recoup the money or does it have to do with the health and welfare of citizens?

4. Update on process for repairing properties with life safety issues.

Deputy Director Edward Sweeney stated that he would be addressing the issue of life safety and Chief Plumbing Inspector Steve Panelli has a presentation. Mr. Sweeney said that to repair a property if it is an extreme life safety hazard, DBI would have to issue an Emergency Order, and only then could staff actually go in a property and carry out repairs. Mr. Sweeney stated that the

Department did something similar three weeks ago when there was a fire at 1400 Mission Street where two buildings caught fire. Mr. Sweeney said that the building owner was not there but he called the Department of Public Works (DPW) and they boarded up the property. Mr. Sweeney said that it has been some time since the Department has had to do that, but occasionally DBI will get DPW to assist in these cases. Mr. Sweeney stated that as far as he knows DBI has never contracted out to a private company to do the work for the Department, and in order to change that the Department would have to get more proactive and that is what it would take: DBI would need contracts for instance.

Commissioner Murphy asked how many units are in the building at 570 O'Farrell Street, and have there been any complaints from the other tenants?

Mr. Sweeney stated there are 50 units and there have not been any other complaints that he is aware of. Mr. Sweeney said to do the repairs that Mr. Biernbak was asking for DBI would have to do a couple of bids to compare prices. Mr. Sweeney stated that he spoke to one of the Plumbing Inspectors that specializes in boilers, and when he gave him the notice of inspection in May he told the property owner that DBI would not be accepting a certification from a contractor unless the boiler was up to Code. Mr. Sweeney said that the Plumbing Inspector pointed out some Code discrepancies, asbestos, and he told the Inspector to update it and that is what is taking time. Mr. Sweeney stated that the owner has to update this boiler and remove the asbestos, but the boiler has been working and there have not been any complaints about a lack of heat or hot water. Mr. Sweeney said that right now it is not an emergency, but the owner is going to have a Director's Hearing, possible action to the City Attorney in May if they do nothing about the issue. Mr. Sweeney stated that during the winter more people are tapping into the hot water and it is an ancient system and it breaks down, so that is what the staff is doing for 570 O'Farrell Street. Mr. Sweeney said that staff would have to change the way we do business at the Department: There are Orders of Abatement, but it is usually for buildings that have to come down or for a stairway that collapses. Mr. Sweeney stated that staff gives the owner a reasonable amount of time and works with them, as long as they see something going on: A contractor hired, a set of plans, someone going through the permit process. Mr. Sweeney said he believes with 570 O'Farrell Street that is what the Department is seeing.

Chief Plumbing Inspector Steve Panelli said that he spoke with the owner of the building at 570 O'Farrell and he has spoken with the contractors working with them. Mr. Panelli stated that they explained the boiler system is in fairly good running condition, but it is an old system. Mr. Panelli said that he sent one of his staff to the site who is knowledgeable on boilers and systems, and the Inspector stated that it is still running but at this time next year the Department will not accept any certifications from the contractor who certified it already from the past year. Mr. Panelli stated that it looks like they are doing repairs to meet compliance but the repairs are surviving only to an extent and then they are falling apart again, so unfortunately with this unit they are going down for a few days at a time. Mr. Panelli said that the owner said money is tight and she just took over the building, and they are also trying to finance and figure out a way to replace the system, give everyone ample time and notice because this is not an easy replacement since it is a larger system. Mr. Panelli stated that removing everything and putting everything in will take some time, so they are trying to get everything in order: I have the owner's number and I will get in touch with her this week or next week to see when they plan to do the repairs.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Walker said she appreciates this broad issue is on the agenda and not just one project.
- Inspector Panelli said he gave the owner a deadline of two weeks to come to him with an action plan, and if they cannot take care of it at that point they would be scheduled for a Director's hearing to force the issue.
- Inspector Panelli stated the only complaint that DBI has received is from one tenant, and he is not saying it is not happening but there have been no other complaints.
- Commissioner Walker asked if the concept of doing it as an emergency resolution for a life safety issue was something DBI has funding for?
- Mr. Panelli said for plumbing and sewers he spoke to the City Attorney and they said there are some funds for that, but he deferred to Mr. Sweeney.
- Mr. Sweeney said there is a repair and demolition fund, and it was depleted for years, but Director Day has put some money into it.
- Ms. Pamela Levin stated there is about \$300K in the fund and that could be used up quickly. The process to recover the money is extremely slow, and the fund was in a deficit but now there is some money there but the use is also restricted. If DBI is using a contractor to make repairs then they have to comply with all of the City rules.
- Commissioner Walker said the definition of life and safety is well established, and it would need to be a directive from the Director.
- Mr. Sweeney stated it means that someone's life is in danger or peril and heat would be a life safety issue.

Chief Housing Inspector Rosemary Bosque spoke on the following points:

- Does the Commission want an overview on the history of Emergency Orders and repairs? Here is a broad definition: The Building Code deals with something called serious and imminent, and it could be something potentially hazardous.
- As far as ordering a building to be demolished or repaired and if the Director issues an emergency order certain things have to happen and it is time-consuming.
- The property owner needs to be given a maximum of 48 hours to try to make repairs themselves and the document must be recorded immediately.
- If the Department wants to make repairs not under issue of emergency then that is a different process: When the Housing Division gets a complaint that alleges a life hazard, hazardous condition, and/or heat staff will respond to that within a 24-hour period.
- If there is an anonymous complaint staff has to try to contact the owner as they are trying to look at things that are traditionally not in the common area.
- The boiler room, a time clock, all these things staff needs access to and they need to go through the provision or right of access to view those areas.
- If it is a complaint about an individual in their unit, they may not want an inspection for a few days and while DBI initiates that communication staff does not always get to perform the inspection within one or two business days, depending on the situation.
- In the case of 570 O'Farrell St. Chief Bosque has had Housing Inspectors there on a daily basis, several times a day and they have tried to press the contractor to get things done.
- Housing Inspection is up-to-date on the Notices of Violation that have been issued.
- Commissioner Walker asked if DBI is forced to do something, then what is done if it is 30 degrees out and there are elderly people in a building and the heat is off?

- Ms. Bosque said depending on the circumstances DBI may or may not issue an emergency order.
- The repair and demolition fund appeared 17 years ago as a \$150K supplement to deal with imminent hazards.
- In the past because of issues with contractors DBI has many times used DPW's Bureau of Building Repair to do those repairs, particularly in instances where the heat was not centrally controlled, but it was in a particular unit where staff could get access. There was permission from the complainant.
- In some cases the Department was able to restore those heating devices, but when it comes to a central system when you need access over time and then it is a much more complex situation.
- Commissioner Walker asked what is done in this case? Ms. Bosque said what DBI has done is deal with the exigent circumstances to make the building more stable to deal with the issue, but not necessarily restore the whole system. When you get into a boiler system there may be other issues.
- Commissioner Walker asked if space heaters are brought in? Ms. Bosque stated in instances where there was a single source and there may be an elderly individual or infirmed individual and staff has access, and there was sufficient money to stabilize the situation.
- When you are dealing with several large building systems, it becomes a much more complicated situation. You bill the property owner for time, building repair, all other administrative costs; then if they do not pay then staff has to lien the property.
- After notification is sent and the property is referred to a lien hearing then when the tax bill gets paid, next April, there is an amount that the owner pays and DBI gets part of the money in the first installment and part in the second. They have to pay the tax bill because the tax collector cannot take a portion of that payment and give it to a department, so they need to pay their full installment before DBI gets any money and that could be several months. – This is just recouping what has been spent.
- The Commission or Department could perhaps make a policy change to address these types of issues but there are only certain jurisdictions that have done this successfully.
- Cities that have additional adjudication mechanisms have done this successfully, for example New York has Housing Court.
- Commissioner Lee asked about the replenishing process: Does DBI bill the property owner for the cost or is there a multiplier or penalty process? Ms. Bosque stated because this is an assessment, not a fee, DBI is billing them for our cost.
- However Chapter 1 warned the property owner, once the Building Official undertakes the repairs, a property owner is told that it will cost them much more: Department's cost to hire a contractor, to contract with the Bureau of Building Repair is usually three or four times more expensive than them hiring their own contractor. Once DBI starts the repairs it is their job to make sure the Department is reimbursed.
- If you are dealing with punitive damages then you will need to litigate, and that is part of the Code Enforcement process which is the emergency order to make the repairs. An NOV may be issued as well as an emergency order depending on the conditions.

Commissioner's & Staff Question & Answer Discussion:

- Since DPW is the one that normally goes out, the Department does not engage

contractors.

- Is the category of emergencies objective or is it by virtue of the Department to render what is an emergency? The Code has specific language about imminent hazard and talks about the fact that the Building Official has to act reasonably: It has to be something where not just the heat is going out, but an imminent hazard.
- If the ambient temperature outside is 60 degrees that will not be much of a hazard, compared to one of those days where the temperature is in the 30's.
- If it is a central system DBI has to do a tremendous amount of coordination, get the Bureau of Building Repair out there to assess what they can do on an interim basis to get the system back up. DBI is usually not dealing with complete replacement or repair and does not have the funds to deal with those issues.
- It would be a total shift from educating, implementing, documenting the requirements of and enforcing the Electrical, Mechanical, Building, and Administrative Codes to building management.
- There are extreme cases that warrant the Department to do something, but it is just expensive at this juncture.
- DBI has to look at the overall process to see what can be done better, but it does not seem like there is a lot of incentive for the property owner to get things fixed.
- Right now the last course of action is referring cases to the City Attorney which is time consuming but also expensive for the property owners. The vast majority of property owners when they reach that stage will take care of the repairs.
- The Litigation Committee meets every other month to discuss such cases.
- It is an ancient system and keeps breaking down and I imagine the parts are hard to come by, but staff has identified the problem; there are NOV's that will force the owners to replace the boiler with a modern one and that should take care of the problem.
- How many complaints does DBI get in a year? There are peaks of complaints in the winter but an estimate would be about 50 a year calling to say there is no heat or hot water.
- Commissioner Lee asked if DBI could give a report on the number of heat complaints.

Commissioner Hechanova called for public comment on Item 4.

Mr. Sandy Biernbak stated that he is not the only one that has called to complain, and there have been other complaints. Mr. Biernbak said the other thing, in this particular case of no heat for eight days is it was not until the seventh day that the landlord attempted to call a repair man. Mr. Biernbak stated he called DBI after 24 hours with no heat, and he asked how many days should it be when the welfare of residents is at stake? In the Housing Code, under the paragraph purpose it says the purpose of the Code is to provide for the maintenance of the minimum requirements for the protection of life, limb, health, property, safety, and welfare of the general public, owner, and occupants of the residential building. Mr. Biernbak said seven days without heat and no attempt to repair it: He understands the problem in trying to reimburse the City for the money expended but he does not think a repairman coming out and spending two hours is going to be an enormous charge. Mr. Biernbak stated Commissioner Murphy indicated last time that it was a small number of landlords that were a problem and he agrees with that, as he has lived in rental units most of his life but he has written letters to this particular landlord and she does not respond. Mr. Biernbak said in terms of a Director's hearing nobody came to the hearing.

President Hechanova asked if the inspectors were able to get into Mr. Biernbak's unit to take a look?

Mr. Biernbak said yes he was there to open the door for them and this is seven days before an attempt was made, and he asked where are the priorities of DBI if not for the citizens? Mr. Biernbak stated the time that he went without heat, the low temperature was 37 degrees and the high temperature in the eight days was 54 degrees and he has lived in cold climates: He does not get that cold but 45 degrees is cold when you have not had heat for seven days and nothing was done. Mr. Biernbak said he called DBI and they came back and issued paper work, then it goes into the ether.

Commissioner Walker stated that the discussion has been helpful in dealing with the issue but she thinks seven days without heat, without the Department forcing the issue is too much. Commissioner Walker said that DBI is now headed in the right direction.

Mr. Ken Cochran said that he did not intend to speak about this issue, but he heard about it when he arrived and has had some experience in this area. Mr. Cochran stated that he lives in a building in the City where he ultimately became the property manger because there was a boiler situation like this one, and there was no heat or hot water over Christmas. Mr. Cochran said that it took four days and he wanted to point out the difficulty in repairing or replacing a system like that, where there is asbestos present in the building: Even in the best circumstances it is hard to find contractors who can work in those asbestos containment conditions and if they have to remove asbestos that is a huge project and it is going to take a lot longer and be more expensive because of the magnitude of cost. Mr. Cochran stated that it goes up about three, four times because of the presence of asbestos and even in the best circumstances and that kind of asbestos that is found around boilers is one of the dangerous types.

Commissioner Murphy asked if the owner has applied for a permit to have the boiler replaced? Inspector Panelli said not as of yet, but he should have a response from the owner within the next couple of weeks.

5. Update on plumbing plan check relating to Gray Water Systems.

Chief Plumbing Inspector Steve Panelli gave a presentation regarding the plumbing plan check for gray water. Mr. Panelli stated that he spoke with the Public Utilities Commission (PUC) as to where we are and he knows the Department is questioning how to go forward.

Mr. Panelli addressed the following points in his presentation:

- There are new inspectors coming forward for plan check and staff is doing it as needed and as referred by the PUC.
- PUC is putting DBI in their handout and the booklet they will have for contact information with the Department and to notify where to get plan check for any type of gray water systems that will be installed in San Francisco.
- How many requests has DBI had for gray water plans? Between 10 and 15 that have actually been requested, and seven or nine have been installed this past year.

- Is there a guideline to some of the pro-active things a homeowner or property owner can make with regard to the technical component of what the site will allow or typography? The PUC has that information and works hand in hand with the Plumbing Code.
- Looking at the Code will be more from the plumbing standpoint from inspectors and then you have the handout that will be able to give them the basic information of what they need to do and where they need to go and what type of situation you have.
- Does the Department have handouts as far as plans or specs for a system? DBI does not design a system, because every system is different as far as the gallons, what they put in their backyards, and the location.
- DBI does not have a guideline as to how the system is supposed to look: Their design is their own design.
- There are different groups that do designs for these systems and do installations, so if you hire one of those contractors they should be able to do both.

President Hechanova called for public comment. There was none.

6. Director's Report.

a. Update on DBI's finances.

Deputy Director Pamela Levin gave an update on DBI's finances. Ms. Levin stated that they do not actually close the books until October or November, but the entries are still going into the system through the end of August, but DBI is still missing a lot of charges on the expenditure side but the revenues are pretty much in.

Ms. Levin continued her presentation on the following points:

- DBI is looking at a year-end balance in revenues of almost \$5.3M, most of that is either on the TJPA for the terminals, and DBI will have a lot of very large projects coming in at the end of the year.
- Things are looking up for the Department, and in terms of expenditures there is a saving in salaries due to the fact the DBI was not able to hire so we achieved more salary savings than expected.
- There could still be some charges for retiree subsidies and those other things that come in on the fringes at the end of the year.
- In non-personnel services DBI is behind in several contracts because they have not submitted their billing, so that number is going to change at the end of the year.
- Some contractors have not been submitted yet since they bill on a quarterly basis.
- DBI did not order as many materials and supplies as originally budgeted, and there are not going to be any savings in the services of other departments.
- Several departments such as the City Attorney's Office and the Department of Technology have not billed DBI for everything.
- DBI is looking at about \$3.5M in expenditure savings and in terms of the excess revenue or revenue above budget the Department is looking at about \$8.8M and this is before any deferred credits are done.
- Funding has been set aside for doing the plan check on certain projects, and that should be in the neighborhood of \$6M.
- The intergovernmental projects that include the Joint Powers Board, they prepay in this

type of situation, so DBI will be calculating that in the next month or two when all of the information is in.

- DBI is expecting the surplus to decrease to around \$3M or so.

Commissioners Question & Answer Discussion:

- On the replacement of retirees, what process will take place for the balance of the year and are those positions going to remain open? Requisitions have been put in for the retirees but until they retire DBI cannot “float” a requisition but many of them were approved at the end of the year. DBI plans to refill those positions.
- Commissioner said that he is always worried about the lag that takes place and how it affects the Department when these individuals retire and are not replaced quickly.
- Is there a central storage system of files and is there some digitizing of that material? There is a project in place to digitize the majority of the Department’s documents.
- There was an RFP out for an Electronic Data Management System all along with an electronic Plan Review System but it was not successful but DBI plans to put that out again and staff digitized and scanned all of the plans.
- Some of the above preparation of the documents can be done by staff in house, but the majority of the work would be done outside but then quality assurance has to be done and DBI has to make sure the indexing is correct so staff can actually find those documents.
- DBI is running out of room to store records in our building, so the Department has to go forward into digital.
- There are a lot of projects throughout the various departments to do all electronic data management systems, and this is a citywide issue.

b. Update on proposed legislation.

Director Day said the only legislation going before the Board of Supervisors in August is the amount of money involved in the lien cycle is \$222K, and DBI expects to receive that money on the tax bills by next April. Ms. Day stated that will be revenue for next year’s budget if people pay their property taxes. Director Day said that she passed out the organizational chart and some of the things that happened in the budget cycle for this year are: The 0941 position was deleted by the Mayor’s budget analyst and DBI also had two MIS positions deleted. Director Day stated that in the next iteration of this schedule, Code Enforcement is going back along with that every year 2% of the budget goes to the Controller’s Office for oversight.

Commissioner Murphy said in regard to disaster coordination which is headed by Mr. Grieco and Matt Green, where would the budget amounts come from? Director Day stated that it is completely funded by DBI but is being funded by the Strong Motion Impact Program which is the earthquake fund DBI collects on permits which was previously used for the CAPSS program to identify soft storied programs, and since that was transferred to the City Administrator’s Office, DBI funded two or three positions in the Disaster Coordination Unit with that money. Director Day stated that there is a resiliency committee and they are addressing housing after a disaster and Inspectors Grieco and Green are attending all of the meetings on the evaluation of what buildings are to be inspected and what priority. Director Day said that staff also attends the community outreach programs and they passed out disaster information at this meeting, and they are busy every day. Commissioner Murphy said that he would like to get an update on how the Disaster

Coordination Unit is doing.

c. Update on Permit Tracking System.

Deputy Director Levin gave a brief update on the Permit Tracking System and said that as of June 1st DBI is working out some issues with the City Attorney and the Department still hopes to have the beginning of the project in the beginning of September.

Vice-President Mar asked if other departments are involved in the PTS system. Director Day stated yes and the initial implementation of the system will be with Planning and DBI, and staff meets with them several times a week so they are very involved.

Commissioner Murphy asked when the PTS system was going to be up and running. Director Day stated that the RFP was a 24-month project so that would be two years from September 1st, but there is a possibility they could get it sooner. Commissioner Murphy expressed that the project should not take 12 years.

d. Update on Training provided to staff and list of hires.

Director Day said that there have been 8 new hires since the last BIC meeting, and they are replacement hires and DBI is replacing the people who are retiring that have several vacant positions that DBI was not able to fill due to the fact there were no current lists available. Director Day stated that they became available so DBI has new hires coming and staff is interviewing again on Monday for additional clerks – Interviews are next week and this will help with a lot of problems the Department has been having. Director Day said that Emily Morrison who was on loan from DHR is now a permanent employee which is improving the Personnel issues for the Department.

President Hechanova asked if Ms. Morrison had support staff. Director Day said she has 2 support staff to help with Payroll and Personnel.

Director Day stated that DBI is bringing on a new Plumbing and Electrical Plan Checker. Ms. Day said that under Hanson Tom's division, Plan Review Services, there are several vacancies that requisitions have been put in for including Mechanical Engineers.

e. Update on Q-Matic.

Director Day gave an update on Q-Matic, and stated that all of the systems have been tested and DBI is waiting to get the people to actually help customers through this system, but it is finally ready to go.

President Hechanova asked Director Day to give a broad description of how the Q-Matic system would be organized provided the level of service. Director Day explained the process of how staff would assist the customer in getting an over-the-counter permit and said how the routing would go throughout the Department. Customers would get all of the routing information from the Help Desk on the first floor, and they would be routed to the next available service area they would need. Ms. Day said if one station had a blockage, it would route the customer to the next

available station and Planning would be first in most cases, but the actual clerk has the ability to route them and they will sign off and route the customer to the next station. Ms. Day stated that the clerical staff has all been trained on the Q-Matic system. Director Day mentioned that DBI's staff has been doing the Q-Matic training.

7. 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.**

President Hechanova asked for a quarterly or monthly update on the Q-Matic system.

Commissioner Walker requested an update from Laurence Kornfield on CAPSS.

President Hechanova stated that there was an article on violations within the Housing Authority and housing stock, and there are significant issues that are not being responded to. President Hechanova asked if DBI executes NOV's to these properties.

Commissioner Walker said that she wanted to request an agenda item on the state of the MOU with the Housing Authority. Commissioner Walker stated that staff could invite the Director of the Housing Authority to attend the next meeting.

- 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.**

Interim Secretary Harris stated that the next meeting of the Building Inspection Commission would be on August 17th.

Commissioner Walker asked about following up on the Joint Meeting with the Planning Department.

8. Review and approval of the minutes of the Regular Meeting of January 19, 2011.

Commissioner Walker made a motion seconded by Commissioner Murphy that the minutes of January 19, 2011 be approved. The motion carried unanimously.

RESOLUTION NO. BIC 018-11

9. Adjournment.

Commissioner Walker made a motion to adjourn, seconded by Commissioner Murphy. The motion carried unanimously.

The meeting was adjourned at 10:17 a.m.

RESOLUTION NO. BIC 019-11

Respectfully submitted,

Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Report on number of heat complaints DBI gets per year. – Lee	Page 6
Monthly update on the Disaster Coordination Unit. – Murphy	Page 9,10
Update on the Q-Matic System, either monthly/quarterly. – Hechanova	Page 11
Status of the MOU with the Housing Authority. – Walker, Hechanova	Page 11
Schedule Joint Meeting with the Planning Commission. – Walker	Page 11