



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

**REGULAR MEETING**

**Wednesday, April 20, 2011 at 9:45 a.m.**

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

**Aired Live on SFGTV Channel 78**

**ADOPTED October 19, 2011**

**MINUTES**

The regular meeting of the Building Inspection Commission was called to order at 11:00 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**

Warren Mar, **Vice-President**

Mel Murphy, **Commissioner**

Frank Lee, **Commissioner, excused**

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

Vivian Day, **Director**

William Strawn, **Communications Manager**

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

Tony Grieco, **Acting Chief Building Inspector**

Steve Panelli, **Chief Plumbing Inspector**

Sonya Harris, **Secretary**

**CITY ATTORNEY REPRESENTATIVE**

John Malamut, **Deputy City Attorney**

**2. President's Announcement.**

President Hechanova stated that April 27 is Administrative Assistants Day and he would like to recognize all Administrative Assistants in all departments, but more importantly those at DBI. President Hechanova said that he wanted to remind everyone to do something special for them on that day. President Hechanova stated that almost a year ago the Board of Supervisors provided legislation for voluntary seismic upgrades and San Francisco has had multiple earthquakes during the course of that time and that the Department really needs to step up active and more conscious efforts to bring about seismic safety. President Hechanova said that whether public or private properties would have shelter in place is important, and he also mentioned soft story legislation and most of the alternative funding gives options for how to make the city safer and more responsive. President Hechanova stated that DBI hopes to promote the level of higher service

than what has been provided in the past, and it is important to learn from past mistakes in order to bring about the next level of preparedness. President Hechanova said that what has happened in Japan is unfortunate but somewhere down the line our time will come and the City has to be prepared for that, so he urged everyone to look at where they are during the day if they are at work and think about how they are going to be safe and make their families safe in the place they live.

### **3. Update on DBI's Integration with the City's Earthquake Preparedness Policies, Plans and Procedures.**

Mr. Tony Grieco, Acting Chief Building Inspector, stated that he would like to update the Commission in two areas: One is to report on the most recent developments taken to establish and ensure DBI's vital role in disaster and emergency response and obtain feedback and guidance from the Commission and he is available to respond to any questions they may have regarding these issues. Mr. Grieco gave some background information on the Disaster Coordination Unit (DCU), and said that it was reactivated on March 7, 2011 with the assignment of himself as Manager and Senior Housing Inspector Matthew Greene reporting to Deputy Director Edward Sweeney. Mr. Grieco stated that their office is located in Room 2001 at 1660 Mission Street, and their mission is to prepare, coordinate, provide and effectively manage response to incidents of earthquake, emergency and other disasters in conjunction with the Department of Emergency and Management. Mr. Grieco said that pursuant to that they had developed a work plan and the office had been started a couple of years ago with Ron Tom and Vernon Takasuka. Mr. Grieco stated that they drafted a plan that was in place with a lot of resources, so part of their work plan that he has outlined is six items:

- Provide training and education for all staff as City Disaster Service Workers, and this is required every two years. Assess training needs and develop training goals for all Department staff consistent with FEMA and California Office of Emergency Management which involves training as well as post disaster earthquake design of buildings.
- Revise and update DBI's emergency response plan to conform to all current city standards and ensure compatibility and integration with the City and County of San Francisco All-Hazard Strategic Plan.
- Assign and update positions and clarify duties with the assessment team, verify recall costs, documents and reporting requirements are current.
- Attend regular emergency operation center meetings and workshops, participate in tabletop exercises and support the emergency resource planning work group which is participating and apply for available grant funding opportunities through the Department of Emergency Management. On a monthly basis there are emergency resource planning work groups that are interdepartmental and have been important for communicating information and resources, sharing resources throughout departments, and one aspect is to work with the city's response plan that has emergency support functions and they are numbered. One item they are focused on is working with the Department of Public Works, and that is infrastructure response to damaged buildings. They are starting a group again to meet regularly and get back in operation.
- Evaluate and identify all emergency resources including the use of DBI's emergency command vehicle for disaster response, verify agreements for mutual aid and volunteers at the Marriot Hotel and confirm access to emergency equipment and supplies at the Moscone Center as an alternative center.

- Modernize the Department center and conduct training exercises for staff.

Mr. Grieco stated that Thursday, April 21, 2011 at noon at 1660 Mission Street is the DBI Brown Bag Lunch meeting that will be hosted by Laurence Kornfield, and the topic will be lessons learned from the Loma Prieta earthquake. Mr. Grieco said that it is particularly important for him and Matt Greene to attend, and there has been a great amount of historical information over the years. Mr. Grieco said that he remembers that earthquake and at the time he had a house on Russian Hill, and he left work early that afternoon to watch the World Series and recalls being on the great highway. Mr. Grieco stated that the memory vividly comes back to him, but he realizes all the actions and activities that took place, everything that was developed was really important, vital, historic information and he is trying to coordinate with that. Mr. Grieco said that he is going to meet with Deputy Director Kornfield to hand over some of that information so DBI has the historical data.

Commissioners/Staff Question & Answer Discussion:

- Could the Disaster Coordination Unit (DCU) coordinate with the Code Enforcement Outreach Program (CEOP) and the SRO Collaborative who have information about who might be in buildings that could help with emergency response?
- Commissioner suggested having a list of occupants and number of individuals in a unit that could be obtained from the above groups, and some of them may be NERT trained.
- Tony said any information shared with other City Departments is vital.
- If there is an earthquake what communication does DBI have with the Planning Department for rebuilding? No specific details, but the Department Operations Center (DOC) would be activated to deal with rapid permitting and through that process DBI will communicate with Planning.
- It may be a good idea to schedule a joint meeting with the Planning Department to discuss above issues.
- The concept of shelter in place was mentioned, which is a way to provide shelter if a building is structurally ok to inhabit.
- The new Zoning Administrator, Mr. Sanchez, comes to DBI and works with his counterparts.
- Could staff provide a timeline from the work plan with some target dates in terms of accomplishing goals? Tony said yes at the next meeting.
- DBI's command vehicle is in Central Shops being worked on right now. It was last used at the Broadway Rock Slide and also used at events to educate staff & DBI customers.
- Is there going to be public outreach to help the public understand what help the DCU can provide? Yes the DCU will educate DBI staff & customers.
- All city employees are considered Disaster Service Workers and required to come to the city in the event of an emergency.
- DBI has a unique role because inspectors and engineers will be doing the post-damage, safety, and assessment of buildings.
- Tony & Matt are attending meetings regarding the Building Occupancy & Relocation Program (BORP), and they have the latest list of approximately 120 buildings.
- It would be beneficial to identify geological areas that are more vulnerable and can

suffer more damage.

- There is great mapping that was plotted recently, including transportation routes in the city, critical facilities, shelters, and all types of infrastructure mapping that will help coordinate where to send the strike teams.
- Has DBI coordinated with PG&E to identify where the gas lines are that will exacerbate some of the problem areas? DBI would not be directly involved with PG&E in this case, but the Department of Emergency Management would take the lead in terms of coordinating with DPW and other departments.
- Important for staff to be prepared and also take NERT training if possible.
- Commissioner asked Senior Inspector Green how often routine Housing inspections were done? No more than once every 5 years, unless there are problems with the building then it is more often.
- Is it part of that inspection to have the Housing Inspectors inspect where the gas meters are located? Yes they will look at the meters and there is supposed to be a shutoff tool and diagram to explain how to turn off the gas.
- Where is the Department in terms of preparedness on a scale of 1 to 10? Better than a few months ago and now DBI is at a 4 or 5, but reaching for an 8 or 9.
- How could DBI get to 8 or 9 even with budget issues? FEMA money is pretty much gone so there are limited resources for brochures, training, etc.
- Goal of DBI is to have all employees trained.
- Commissioner said DBI should take the lead in the event of a disaster.
- Commissioner requested a monthly update on the DCU. Director Day said this would be provided during Director's Report.

President Hechanova called for public comment on Item 3.

Mr. Spencer Gosch stated that he was a 30-year resident of San Francisco and he is very pleased that this unit has been re-started again. Mr. Gosch said that it boggles his mind that it was left unfilled for two to three years and the city was fortunate enough not to have an earthquake and he strongly recommends that DBI has training and drills because that is the only way that staff is going to be prepared.

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

Mr. Spencer Gosch said that this was the first meeting he has attended since the first Building Inspection Commission meeting in 1994. Mr. Gosch stated that he made two inquiries, and asked if they had been responded to.

President Hechanova stated that this is something that the Commission is trying to discuss but they have not made those evaluations yet. President Hechanova said that the BIC will provide a response to those inquiries in due time.

Mr. Gosch said that he was used to stonewalling and stated that he was going to proceed since he has three minutes and probably only used one. Mr. Gosch said that there is a serious problem in the Department, and he knows the Commission is listening to Director Day telling them how

wonderful everything is. Mr. Gosch stated that they are saying everything is “peachy keen” but that is not the case, and the biggest problem he sees comes directly from the Directors office. Mr. Gosch said that one of his first inquiries is how many written directives has Ms. Day signed or initialed, and in lieu of any actual information he would have to say that the Director is not directing the Department. Mr. Gosch stated that Director Day has put nothing in writing and the Department is being run on hearsay and innuendo, so he considers this gross negligence. Mr. Gosch said that the Director should be running the Department but is just apparently trying to manage it and not very effectively. Mr. Gosch said that the failure of putting directives in writing and actually directing the Department by the Director is a dereliction of duty and it is more importantly malfeasance. Mr. Gosch stated that he mentioned this in a public meeting and he is making the commissioners aware of this malfeasance, and he would be back at the next meeting.

**5. Discussion and possible action to appoint Commissioners to serve on the Litigation Sub-Committee.**

President Hechanova asked Assistant Secretary Harris to name the current members of the Litigation Committee.

Assistant Secretary Harris stated that the current members are Commissioners Mel Murphy, Debra Walker, and Kevin Clinch.

Commissioner Walker volunteered to continue serving, and said that she thinks it is important to talk about Code Enforcement so she would be honored to serve again.

Commissioner Murphy stated that he wanted to nominate Commissioner Clinch one more time as he is someone he worked with on that committee and he has very good knowledge.

Commissioner Clinch said that likewise he would agree with Commissioner Walker and Commissioner Murphy that they should continue their involvement in the committee.

*Commissioner Romero made a motion, seconded by Commissioner Mar to nominate the same members to serve on the Litigation Committee. The motion carried unanimously.*

**RESOLUTION NO 016-11**

**6. Discussion and possible action to appoint Commissioners to serve on the Nominations Sub-Committee.**

Commissioner Walker asked Assistant Secretary Harris which members are currently serving on the Nominations Sub-Committee.

Assistant Secretary Harris stated that the current members are Commissioners Hechanova, Lee, and Romero.

President Hechanova asked Commissioner Romero if he wanted to continue to serve and he said yes.

*Commissioner Walker made a motion, seconded by Commissioner Romero that the current members continue to serve on the Nominations Sub-Committee. The motion passed unanimously.*

## **RESOLUTION NO. BIC 017-11**

### **7. Director's Report.** **a. Update on DBI's finances.**

Deputy Director of Administration Services, Pamela Levin, stated that the Department continues to see revenues staying steady and with a little bit of an upward trend. Ms. Levin said that DBI recently got the final March posting on the apartment license fees, and if there was anything that was paid up through April 10 then it will show next time. Ms. Levin stated that the charges for services continue to be strong so the Department is projecting \$1.6M in revenues over the budget for 2010-2011, and DBI suspects savings of over \$2M. Ms. Levin said there are 12 requisitions that have not been approved by the Mayor's or the Controller's Office and there is about \$1M in savings with that. Ms. Levin stated that all of the projected savings in terms of line items remains the same, so staff expects by the end of the year to be able to put \$3.6M in the Department's fund balance. Ms. Levin said that DBI is working with the entities to try to get the requisitions approved and be able to fill positions, as well as replace people that the Department lost or those that have been promoted. Ms. Levin stated that staff is talking to the Mayor's Office and the Department of Human Resources every other day in order to move forward.

#### Commissioners/Staff Question & Answer Discussion:

- Where is the money coming from in order to fill the positions and is it currently budgeted? Does DBI have sufficient funding for all of the positions that there are requisitions for in the current year and for next year? The money is currently budgeted for this year and next year, and no additional funding has to be moved.
- Will the work flow be able to accommodate the people that are coming back? Yes, all of the divisions are busy and there a lot of people on the 5<sup>th</sup> floor for Over-the-Counter permits.
- There are many large projects that are coming through to DBI and staff sees a long-term continuation of the strength of projects and permit issuance and inspections.
- Commissioner asked Ms. Levin to name at least three large projects that would be coming in? Ms. Levin mentioned 333 Harrison St., and 1825 Sutter St. (Galaxy Theater) but she could not recall the others but would provide them at the next meeting.
- What positions are being filled? 1406's (Clerks), 1408's (Principal Clerks), and two Engineers (1 Mechanical, 1 Civil).
- Are there more accountants being brought in? One accountant has been hired and there is a requisition out for a junior accountant: In the finance area there is over a 50% vacancy rate and there is more work to do in terms of revenue collection, processing requests, and making sure the financial health of the Department is maintained.
- Are 26 people being brought back? No, 12 people are being brought back.
- Commissioner said DBI should not be on a hiring spree, because it is his experience in talking to architects and engineers that there is no sign of a recovery. Commissioner is

worried about bringing people back and then having to lay them off.

- Commissioner said the permit load is increasing and they have heard from people who are in attendance that the service being provided is inadequate because of staffing shortages, so it is a good idea to bring people back.
- Some positions were not filled because the city had not done testing for certain categories, so has DHR caught up and are there adequate lists for clerks or other positions? The list for clerks is exhausted as testing is extremely slow.
- There is kind of a “black hole” and DBI is not 100% sure when testing will be done on a specific position until Department is given a list.
- If this “black hole” exists then how long will it stay this way because this needs to be solved? DBI is allowed to hire on a temporary basis and not full time until testing done.
- Positions need to be released by the Mayor’s Office and DHR and that was the holdup with the mechanical engineers since so many departments needed them and DHR wanted to release them all at once.
- Junior clerks are coming in at entry-level positions and DBI downgraded its positions to 1406’s from 1426’s and some 1424’s in order to help out the City during the recession.
- If a person is hired and there is no test, when the test is available then they have to take it and pass in order to retain their position.
- Is DBI selecting unqualified people? No the Department selects qualified people and tells them they have to take the test when it comes up.
- Commissioner Romero explained Civil Service requirements are very specific and there could be as many as 100 people applying for a job, and all of these tests or exams have to be weighed equally so this is what really takes a long time. One analyst is looking at every application and everyone the same way, so it holds up to the challenges if someone has to decide that they were not chosen and that it was unfair so this ends up taking a very long time as well.
- Commissioner said he loves to see people hired and put back to work, but right now this is something the Department should put off until 2012 as they need to be cautious and maybe have an outside evaluator come in and look at budget and come up with figures that could convince him, because he is not convinced.
- Commissioner said the BIC has passed the budget so the Commission should let the Director do her job.
- Commissioner mentioned an *S.F. Examiner* article titled, “Return to Boomtown” and showed that DBI was in the “red” by \$8.1M.
- Article failed to explain that revenues are high due to Intergovernmental agreements.
- Commissioner expressed that the Department could have the Public Information Officer give the newspaper an accurate chart.
- Commissioner said that staff should not be spending time on an *Examiner* article because these types of articles are not helpful in creating an environment where people will feel good about their work.
- William Strawn, Communications Manager, stated that reporters normally do not write headlines and if the numbers were read correctly then they would not have been interpreted that way. It is always a good idea to provide people with accurate information and DBI does so to the best of its ability.

President Hechanova called for public comment on Item 7a.

Mr. Drake Gardner stated that he is with an organization called San Francisco Coalition for Responsible Growth, and they are group of businesses both large and small and a large percentage is development, construction and architectural engineering industry. Mr. Gardner said regarding budgeting and finance they would like to see the figures be accurate and everyone on the same page, because if not then it is almost impossible to make any decisions about hiring or anything if the figures are not correct initially. Mr. Gardner stated in regard to hiring the SFCRG feels that efficiency is the key to employment, and DBI wants to make sure that current employees are working as efficient as possible before they determine that more employees are needed. Mr. Gardner said that the SFCRG is concerned that permitting happens quickly and efficiently so that the revenue will be generated and at that point DBI will have more money coming in and will be in a position to need additional help but they do not see that happening right now. Mr. Gardner stated that the focus needs to be on efficiency in the Department and some of the other stuff will take care of itself.

Mr. Rodrigo Santos said that he was a former Commissioner and he is a member of the SFCRG, and he agrees with the need of an additional mechanical engineer. Mr. Santos stated that 92% of permits in San Francisco are issued over-the-counter and some of the small remodels will require a quick mechanical review, such as Title 24 or some ventilation or heating issues. Mr. Santos stated that unfortunately the mechanical review division has a backlog of about three weeks and he thinks it would be prudent to bring in another mechanical engineer to make sure the process of over-the-counter permitting is successful. Mr. Santos said that the fifth floor process is very accurate and looking at mechanical review, most of that will consist of looking at Title 24 reports that can be done pretty quickly, so again he urges DBI to bring in a mechanical engineer to assist with this process.

**b. Update on proposed legislation.**

Director Day stated that there was no update on proposed legislation.

**c. Update on Permit Tracking System.**

Deputy Director of Administrative Services, Pamela Levin, said that the Department is tracking against the schedule for the Permit Tracking System (PTS). Ms. Levin stated that a chart was provided that shows that DBI has completed the demonstration portion of the evaluation process, and there is a presentation to the Steering Committee which will happen in the beginning of May. Ms. Levin said that the schedule has slipped a bit because of vacations and schedules of the senior policymakers of the City, but the Department is moving along.

President Hechanova asked if demonstrations have been executed. Ms. Levin said yes they occurred last week.

Assistant Secretary Harris called for public comment on Item 7c.

Mr. Luke O'Brien of the SFCRG said that he heard there has been some activity on the PTS and his gut instinct is having this agenda item, given the exposure that has been given over the last three or four months, has focused resources on this project that he thinks is very important for the city. Mr. O'Brien stated that he was glad to see that there is activity taking place and



he would have loved to hear a little bit more last week about the testing and demonstration or just been able to get a feel for what happened and the staff's reaction. Mr. O'Brien said that it would be helpful to know what staff witnessed because it feels like the public is in the dark as far as activities are concerned. Mr. O'Brien stated that he was grateful to see the overall progress and it is good to keep this item on the agenda and he will keep tracking this year to monitor it and hopefully see the PTS move forward as quickly as possible.

President Hechanova said given that it is still an ongoing selection process some of the details of what the results are cannot be made public at this point in time.

**d. Update on other activities affecting administration of the Department.**

Director Day stated that she provided the BIC with two charts regarding the permits issued since July 1, 2010 and the permits that are filed but not issued as of July 1, 2010. Ms. Day said that there are several large projects all over \$1M, and these are not all the projects in the Department. Director Day stated that some of the permits that were issued were side permits coming through for addenda in their first construction documents, so they are proceeding on that. Ms. Day said that she talked to the representative for the second tower on Rincon Hill about getting the permit reinstated and what it would take to do that, and she is working with Hunter's Point and Hunter's View to address all of the units they are bringing in for permitting. Director Day stated that DBI is going through a lot of the smaller projects under \$1M that are for condo conversions, and she will update the Commission monthly on the projects that are issued and filed whether they are over \$1M or not. Ms. Day said that if the Commission wants more information she could pull it from the permits, but a lot of people do not wish to have their contractor names on the list and made public right now.

President Hechanova asked if square footage could be added. Director Day stated no she could not as that information has never been collected by the computer system and has not been entered so it would only be under the description. Ms. Day said that is something the future Permit Tracking System would do.

President Hechanova asked if there was going to be anything on the America's Cup to be added in the future. Director Day said that she does not know at this point but DBI is talking with the committee on the America's Cup, and Jeremy Hallisey is working on this project with the Mayor's Office.

President Hechanova inquired if Jeremy Hallisey was still part of the Department. Director Day stated yes but he would probably transfer to the Mayor's Office on July 1 of next year.

President Hechanova called for public comment on Item 7d.

Mr. Luke O'Brien of the SFCRG stated that he was looking at the agenda and he figured this was probably an update on other activities affecting the administration of the department. Mr. O'Brien said that his comments include ideas he has gotten from the public as well as his own suggestions. Mr. O'Brien stated that it is fair to say that the Department is running reasonably well thanks to some of the changes that were pioneered by this Commission over the last year with the fifth floor, but he thinks there are some things that could help. Mr. O'Brien said that

he interacts with staff on a regular basis and sometimes they feel disconnected from the people at the top on the executive level and there could be more interaction. Mr. O'Brien stated that he would suggest that like a hotel manager or person running a business that wants to attract the public into their business that they are seen on the floor, and are in the trenches with the people doing the day-to-day operations, talking to staff, and asking how their day is going. Mr. O'Brien said that it would be good to just be seen more often throughout the building interacting with staff and even meeting customers coming through the door: Shake their hand and you would be amazed at the kind of responses given from that kind of interaction. Mr. O'Brien stated that this would raise morale and would be favored by people that would be very impressed, and another suggestion is the "death knell" of leadership is a lack of delegation. Mr. O'Brien said that he suffers from the same affliction from time to time and his peers said that he needs to learn to let someone else take over responsibility as they are quite capable of doing so. Mr. O'Brien stated that a couple of months ago he mentioned automating the 3-R report and he does not think anything has happened with that, but it would be easy to run with that.

Mr. Drake Gardner said that as far as interacting between employees and the Department, some of the feedback that the SFCRG has gotten is that employees are not being listened to as much as they would like. Mr. Gardner stated that you could hear that in almost any department, but he thinks if there was a mechanism where employees could get together and talk about how they feel about the process that might be helpful. Mr. Gardner said that the SFCRG is also involved in the Public Advisory Committee and it is going fairly well, but they would like to expand that and hopefully get the Commission more involved in the process if there is a way for them to kind of oversee what happens. Mr. Gardner stated that they also understand that the BIC periodically has meetings with the Planning Commission and the SFCRG feels it is imperative to get Planning involved with what is going on in the Building Department. Mr. Gardner said that there is a disconnect that is really hindering the process and this started when they left the building and moved to their own offices away from what was happening at the Building Department. Mr. Gardner stated that they were able to set up their own institution and pretty much dictate their involvement with DBI, which has been subject at this point and maybe there is some way that the BIC can think of to get them back in the picture more and get everyone back on the same page. Mr. Gardner said that a lot of the process issues are with Planning and the SFCRG would appreciate it if the BIC could help with that.

Commissioner Murphy stated that he just came off of a two-year term as President and there were many suggestions from the stakeholders, homeowners, contractors, and some of the staff had ideas to make moves for the Department. Commissioner Murphy said that they went to the Director with ideas and the answer was always yes she would take a look at it, but nothing ever happened. Commissioner Murphy stated that DBI was really short on cashiers for about a year to help collect the money and just take the checks but that was not done, so instead of saying it cannot be done maybe the question should be why it cannot be done. Commissioner Murphy said that former Director Isam Hasenin called him before he resigned, and he came up with two or three names for replacements and one of them was Director Day and she got the position and it was supposed to be very temporary. Commissioner Murphy stated that the BIC was supposed to do a nationwide search to find a new Director at the time, but they did not have much discussion about it because the Department was under tremendous pressure

financially and in the middle of layoffs so the last thing he wanted to do as President was ask the Commission to spend another \$100K to do a search. Commissioner Murphy said that he really worked hard to try to make Director Day succeed and nobody wanted her to succeed more than he did, but he got really frustrated and he is glad that he is not President anymore. Commissioner Murphy stated that he has noticed in the past week or so that there is some communication with Director Day's name assigned to it and she is having an executive meeting and at least the BIC knows about it, but he never got any of that information when he was President. Commissioner Murphy said that quite honestly he felt very frustrated and there are some incredible people working in the Department who really wanted to help and step up to the plate, but they did not get the opportunity to do so. Commissioner Murphy stated that for the last two years morale has been pathetic and he made some suggestions early on that staff could have coffee once a month or something and staff did have coffee and donuts, and he assumed that the Director was going to give the "troops" a little pep talk but that did not happen. Commissioner Murphy said that he went to a couple of the breakfasts and he was not even introduced when he got to the meetings, and the Director and Deputy Director sat in the corner and did not talk to anybody. Commissioner Murphy stated that he does not like airing the "dirty laundry" in public but somebody has to step up and say it. Commissioner Murphy said that he sat down with Commissioner Romero for an hour and a half at a meeting and he left after one hour and it was obvious that this was regarding personnel and he was not very well informed: Commissioner Romero was very well informed but he was not and did not understand it all. Commissioner Murphy stated that basically the Department has been taken hostage for a couple of years and now there is a new President, and he hopes that he is treated with a little more respect than he was. Commissioner Murphy said that the Director does not have much respect for the Commission and most Directors do not want seven bosses, and the BIC are not bosses but just overseers. Commissioner Murphy stated that the Commission's role for the next year is to find out what the needs of the Department are and to help the Director with those needs and he hopes that Director Day can work with President Hechanova.

Commissioner Walker said that she wanted to again thank President Murphy for serving and it was a challenge to serve as Commission President and she thinks that this Department as evidenced by the financial state it is in and how DBI is actually hiring back staff that they have tried to respond to some of the ongoing issues, and the fact is that it takes a long time. Commissioner Walker stated that she has served as President and she knows even with agreement on everything, and with leadership doing what they can it is oftentimes like pushing water uphill. Commissioner Walker said that it has taken DBI 10 years to get the IT system going through three or four directors, and the same amount of time to do what seems obvious, preparing for earthquakes and doing what can be done as a Department. Commissioner Walker stated that she gets Commissioner Murphy's frustration but she thinks that in hindsight the BIC should look to the great successes the Department has had, and she thinks that it is probably very difficult for a Department head to work with the Commission and she thinks most departments do not. Commissioner Walker said that the issue of morale in the Department has been there since she has been on the BIC, and the people that work for DBI work hard and they believe in and love the City. Commissioner Walker stated that staff looks to the BIC to help support the Director in running the Department and she hopes that the Commission could continue to do that, because she thinks DBI is going in the right direction and it is frustrating for everybody that the Department has gone through this economic

challenge over the last couple of years but she reminded the Commissioners that DBI is actually in the “black” and this has been painfully done because a lot of people had to be laid off. Commissioner Walker said that even though they may disagree on issues she thinks the Commission actually works together probably better than most in the City, so she would like to commend the DBI staff, the leadership, and the Commission for being willing to work together in spite of their differences.

Vice-President Mar stated that he is happy to serve as Vice-President this year, but he is still the new kid on the block. Commissioner Mar said that he has been very appreciative of the staff and his fellow commissioners who updated him on what has been going on, and he noticed that sometimes the BIC does not hear from a lot of the people that come in and get taken care of. Commissioner Mar stated that he understands for example, when the inspectors have to go out and tell a contractor that he did not do the job right or they have to hear from the property owner that yes they did work without a permit, but did not know they needed one. Commissioner Mar said that some of the things they heard this morning feels like part of their position is to act as a bridge to the community, but also to work with staff and help them when things come up. Commissioner Mar stated that some of the people that speak at public comment are the same people, but at the same time he knows there are a lot of other people that are getting their permits passed and everything is fine so they do not come to the BIC. Commissioner Mar said that he is conscious that the homeowner or landlord has to tell people what to do with permits, to get them signed off, and do the job right and then they would not have any problems. Commissioner Mar stated that he is appreciative of the Director and the inspectors in the field, because nobody wants somebody walking through their house or property saying that this trap was not done right but at the same time it is a thankless job but that is why there are Codes.

**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.**

Commissioner Walker asked if the BIC could get a follow-up to DBI working with the Health Department on the update from the hearing that was held on bed bugs. Commissioner Walker stated that maybe the BIC could get information about the concept of adaptive reuse of some of these buildings and how it is that the Department, either through education or discussion about Codes – like the issue the AAB heard where people are living in buildings that were previously offices. Commissioner Walker said that maybe the Department could engage in some conversations with some of the groups recommending Code changes or process changes to the Department, perhaps even at the Code Advisory Committee meetings. Commissioner Walker stated that she does not know if this would be an agenda item, but maybe get DBI involved in those discussions.

Director Day stated that she could get the BIC information on what the Department can and cannot do.

President Hechanova stated that he had a question for Chief Plumbing Inspector, Steve

Panelli: In the past he has asked about gray water in dealing with how the Department could move forward on more green technology and he would love to work with DBI to help promote the clarity on how to move forward on the green side, especially with plumbing.

Chief Plumbing Inspector Panelli said that DBI has been working with the Health Department and PUC as well as trying to get notification out to a bunch of different organizations on how it is being performed and what is being done, in addition to what is being looked at. Chief Panelli stated that there are some projects where certain requirements from the PUC are different and they are coming to DBI after the fact or starting the process and not coming to DBI and finding out until after. Chief Panelli said that DBI is trying to clarify that with certain business owners and contractors so they know exactly what to look for and how to install these types of systems.

President Hechanova stated that he would love to sit down and have a conversation of how the process would work and he knows there is the move towards green roofs and that sandbags would be needed as a result of the roof drains.

Chief Panelli said that in the past these types of changes have always been in the Code and that was used as clarification to explain the requirements to certain agencies or contractors. Chief Panelli stated that the Code would be used to state yes this is a requirement for San Francisco or no it is not a requirement. Chief Panelli said that getting the word out and having people speak to the Plumbing Department is very helpful to a lot of different agencies in selling these types of systems.

President Hechanova asked with this new type of project and the pre-plan review if it would require a permit review process to allow for that to happen.

Assistant Secretary Harris stated that this item would need to be agendaized to discuss it further.

- 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.**

Assistant Secretary Harris said that the next regular meeting is on May 18, 2011, and the next Litigation Committee meeting is on May 17, 2011.

Assistant Secretary Harris called for public comment on Items 8a and 8b. There was no public comment.

**9. Review and approval of the minutes of the Special Meeting of October 7, 2010.**

*Commissioner Walker made a motion, seconded by President Hechanova, to approve the minutes of the Special Meeting of October 7, 2010. The motion passed unanimously.*

**RESOLUTION NO. BIC 018-11**

**10. Review and approval of the minutes of the Regular Meeting of November 17, 2010.**

*Commissioner Walker made a motion, seconded by Vice-President Mar, to approve the minutes of the Regular Meeting of November 17, 2010. The motion passed unanimously.*

**RESOLUTION NO. BIC 019-11**

**11. Adjournment.**

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

**RESOLUTION NO. BIC 020-11**

**The meeting was adjourned at 12:50 p.m.**

Respectfully submitted,

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

<b>SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS</b>	
Schedule a Joint Meeting with the Planning Department to discuss rebuilding in the event of an earthquake. – Hechanova, Walker	Page 3
Report monthly on Disaster Coordination Unit, including providing a timeline of target dates & goals. – Hechanova, Grieco	Page 3
Report on the list of large projects that are coming in to DBI. – Hechanova, Levin	Page 6
Monthly update on projects that are issued and filed. – Day	Page 9
Update on DBI working with Dept. of Health regarding bed bug issue. – Walker	Page 12
Report on the issue of gray water. – Hechanova, Panelli	Page 13