


BOARD of SUPERVISORS



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MEMORANDUM

Date: April 3, 2026
To: The Honorable Members, Board of Supervisors
From: Angela Calvillo, Clerk of the Board 
Subject: Fire Code Technical Advisory Council (File No. 260216)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 260216 Ordinance amending the Administrative Code to establish the Fire Code Technical Advisory Council to evaluate and advise the Board of Supervisors, the Mayor, and the Fire Department, on the criteria and types of evidence the Fire Marshal should consider in determining whether to waive, modify, or delay certain compliance requirements under the Fire Code that certain existing high-rise residential buildings have sprinkler systems; and to set forth the membership and duties of the Fire Code Technical Advisory Council.

- Does a current body address the same or similar subject matter?
(Pursuant to Board Rule 2.21, the Clerk of the Board shall advise the Board if there is a current body that addresses the same or similar subject matters.)
No. There are no bodies that address the same subject matter.
- Language requiring the body to meet at least once every four months
(Pursuant to Board Rule 2.21, the enabling legislation must include language requiring the subordinate body to meet at least once every four months.)
Yes. Section. 5.42-6 states "Following the inaugural meeting, the Council shall hold a regular meeting not less than twice each month during the first 90 days following its first meeting, and thereafter shall continue to meet no less than once per month until its sunset as provided in Section 5.42-7."



- Language indicating members serve at the pleasure of the appointing authority
(Past practices have shown the need to ensure the appointing authority may remove an appointee at any time.)

Yes. Section 5.42-4 states “Members of the Council shall serve at the pleasure of their appointing authority and may be removed by their appointing authority without cause.”

- Language establishing attendance requirements
(Past practices have shown the need to ensure a process is in place to address attendance concerns and quorum issues.)

No. Pursuant to the BOS Rules of Order, suggest adding “Any member who misses two regular meetings of the Council within any 12-month period without the express approval of the Council at or before each missed meeting shall be deemed to have resigned from the body.”

- Number of seats and qualifications
(Pursuant to Board Rule 2.21, the enabling legislation must include a description of the qualifications for each member, the date on which the appointments commences, and the length of term of appointments.)

Yes. Section 5.42-3 states The Task Force shall consist of eleven(11) voting members. Seats 1 through 6 shall be appointed by the Board of Supervisors.

- Seat 1 shall be held by a property owner or building manager of a building subject to the requirements of Section 1103.5.4 of the San Francisco Fire Code.
- Seat 2 shall be held by a non-owner tenant of a building affected by Section 1103.5.4.
- Seat 3 shall be held by a duly authorized homeowners’ association representative of a building subject to the requirements of Section 1103.5.4.
- Seat 4 shall be held by a person who holds an active C-16 fire protection contractor license issued by the California Contractors State License Board (CA-CSLB), as defined in California Code of Regulations, Title 16, Division 8, Article 3.
- Seat 5 shall be held by a construction professional with experience in either general labor or a skilled trade.
- Seat 6 shall be held by a professional architect who holds an active license issued by the California Architects Board or a professional structural engineer who holds an active license issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.
- Seat 7 shall be held by an employee of the Controller’s Office appointed by the Controller.
- Seat 8 shall be held by an employee of the Fire Department appointed by the Fire Chief.
- Seat 9 shall be held by an employee of the Department of Building Inspection, appointed by the Director of the Department of Building Inspection.
- Seat 10 shall be held by an employee of the Public Utilities Commission, appointed by the General Manager of the Public Utilities Commission.
- Seat 11 shall be held by a member of the Board of Supervisors appointed by the President of the Board of Supervisors; the appointed Supervisor may designate a legislative assistant to serve in the Supervisor’s seat.”



- Term limits (E.g., commencement date? Staggered terms?)
(Pursuant to Board Rule 2.21, the enabling legislation shall include the commencement date and length of term of appointments.)

No. Not applicable as the Council shall sunset one year after its first meeting.

- Administering department
(Pursuant to Board Rule 2.21, the enabling legislation shall identify the City Department that will provide administrative services to the subordinate body.)

Yes. Section 5.42-4 states “The Fire Department shall provide administrative support for the Council.”

- Reporting requirements
(Past practices have shown the need to detail and codify the reporting requirements of a body.)

Yes. Section 5.42-5(c) states ”No later than 90 days following its first meeting, the Council shall submit to the Board of Supervisors, the Mayor, and the Fire Department its findings and recommendations.”

- Sunset date
(Pursuant to Board Rule 2.21, the enabling legislation shall include a sunset clause not to exceed three years.)

Yes. Section 5.42-7 states “Unless the Board of Supervisors by ordinance extends the term of the Council, this Article XLII shall expire by operation of law, and the Council shall sunset, one year after its first meeting.”

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