


MEMORANDUM

Date: May 28, 2015
To: The Honorable Members, Board of Supervisors
From:  Angela Calvillo, Clerk of the Board
Subject: Emergency Interagency Fire Safety Task Force

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating, 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. 150431 Administrative Code - Establishing Emergency Interagency Fire Safety Task Force

The proposed legislation establishes the Emergency Interagency Fire Safety Task Force (Task Force) to review and make recommendations to the Board of Supervisors on legislation to improve fire safety in multi-unit residential and multi-use buildings, and the advisability of requiring the installation of fire alarms and sprinklers in existing buildings.

- Does a current body address the same or similar subject matter?

No, there is no current body that addresses the same subject matter.

- Language requiring the body to meet at least once every four months

Section 5.22-4 states that the "Task Force members shall meet at least once every two weeks for three months."



- Language indicating members serve at the pleasure of the appointing authority

The membership of the Task Force consists of various City department staff representatives that are assigned by their respective departments. Since they are City staff they are assumed to serve by virtue of their office.

- Language establishing attendance requirements

City department staff members are assigned to represent their respective departments as part of their office duties. There are no public members where attendance requirements should be established to remove them from their seat due to non-attendance.

- Number of seats and qualifications

The Task Force shall consist of seven members:

- ✓ *Two (2) representatives from the Department of Building Inspection
 - *One (1) of whom shall be from the Housing Division**
- ✓ *Two (2) representatives from the Fire Department
 - *One (1) of whom shall be the Fire Marshal or his/her designee**
- ✓ *Two (2) representatives from the Department of Public Health*
- ✓ *One (1) representative from the Public Utilities Commission*

- Term limits (i.e., commencement date? staggered terms?)

All members are City department staff and area assumed to serve by virtue of their office.

- Administering department

The Department of Building Inspection will provide clerical and administrative support and staffing to the Task Force.

- Reporting requirements

Three months after the effective date of the Ordinance, the Task Force shall submit a report to the Board of Supervisors on all matters within its purview.

- Sunset date

The Task Force shall expire by operation of law, six months after the effective date of the Ordinance.