

FIRE CODE TECHNICAL ADVISORY COUNCIL (TAC) BYLAWS

Article I — Identification

Section 1. Name

Fire Code Technical Advisory Council (the “Advisory Council”)

Section 2. Compliance with Applicable Laws

The Advisory Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Advisory Council shall use the Fire Department’s website or another website designated by the Fire Department.

Article II — Establishment and Mission of the Advisory Council

The Board of Supervisors established the Advisory Council on May 31, 2026 in Board Ordinance No. 74-26. The Advisory Council’s powers and duties are codified in San Francisco Administrative Code Chapter 5, Article XLII, sections 5.42-1 through 5.42-8.

The Advisory Council is responsible for advising the Board of Supervisors, the Mayor, and the Fire Department on criteria and evidence the Fire Marshal should consider in determining whether to approve alternate methods and materials, waive specific individual requirements, and grant necessary extensions of time, as permitted in Section 1103.5.4 of the San Francisco Fire Code.

Article III — Fire Code Technical Advisory Council

Section 1. Membership

The Advisory Council has 11 members. Seats 1 through 6 are appointed by the Board of Supervisors.

1. 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.

2. Seat 2 shall be held by a non-owner tenant of a building affected by Section 1103.5.4.

3. Seat 3 shall be held by a duly authorized homeowners’ association representative of a building subject to the requirements of Section 1103.5.4.

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.

5. Seat 5 shall be held by a construction professional with experience in either general labor or a skilled trade.

6. 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.

7. Seat 7 shall be held by an employee of the Controller's Office appointed by the Controller.

8. Seat 8 shall be held by an employee of the Fire Department appointed by the Fire Chief.

9. Seat 9 shall be held by an employee of the Department of Building Inspection, appointed by the Director of the Department of Building Inspection.

10. Seat 10 shall be held by an employee of the Public Utilities Commission, appointed by the General Manager of the Public Utilities Commission.

11. 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.

Section 2. Terms

The initial terms of all members of the Advisory Council began on September 18, 2026. Unless the Board of Supervisors by ordinance extends the term of the Advisory Council, the Ordinance shall expire by operation of law, and the Advisory Council shall sunset, one year after its first meeting, on September 18, 2027.

Section 3. Removal and Absences

Members may be removed by their appointing authorities at any time.

Additionally, any member who misses three regular meetings of the Advisory Council within a 12-month period without the express approval of the Advisory Council at or before each missed meeting will be deemed to have resigned from the Advisory Council ten days after the third unapproved absence. The Advisory Council will ask the Fire Department to inform the member's appointing authority of any such resignation.

The Advisory Council may vote to excuse an absent member from a Council meeting. If the Advisory Council does not take such a vote at the meeting or at a previous meeting, then the minutes shall note that the absence is unexcused. Regular attendance at the Advisory Council meetings is critical to the Advisory Council's ongoing success.

Section 4. Compensation

Council members shall serve without compensation from the City except that a City employee appointed to Seats 7 through 11 will receive compensation as an employee, because service on the Advisory Council is part of that employee's work for the City.

Section 5. Purpose and Responsibilities

The Advisory Council has the following responsibilities:

1. The Advisory Council is responsible for advising the Board of Supervisors, the Mayor, and the Fire Department on criteria and types of evidence the Fire Marshal should consider in determining whether to approve alternate methods and materials, waive specific

individual requirements, and grant necessary extensions of time, as permitted in Section 1103.5.4.4 of the San Francisco Fire Code.

2. In addition, the Advisory Council shall develop definitions for the following terms used in Section 1103.5.4.4: “reasonable degree of fire protection”; “alternative protection”; “not physically possible”; “disproportionate effort”; and “undue hardship.”

3. In developing criteria and definitions described in subsection (a), the Advisory Council shall consider all documents and information submitted to it, including but not limited to the Public Utilities Commission’s response to a December 16, 2025 Letter of Inquiry from a member of the Board of Supervisors seeking information related to water capacity and sprinkler retrofits, and all reports prepared by the Budget and Legislative Analyst related to or regarding residential high rise sprinkler retrofits.

4. No later than 90 days following its first meeting, the Advisory Council shall submit to the Board of Supervisors, the Mayor, and the Fire Department its findings and recommendations.

Article IV — Officers

Section 1. Officers

The Advisory Council shall have two officers: a Chair and a Vice Chair.

Section 2. Term of Office

The terms of the Chair and Vice Chair appointed by the Advisory Council at its inaugural meeting on September 18, 2026 shall expire at the start of the Advisory Council’s first regular meeting of September 2027. Thereafter, the term of each officer shall expire at the start of the Advisory Council’s first regular meeting each September.

Section 3. Nomination and Election of Officers

A. The Advisory Council shall elect officers at the first regular Council meeting in October of each year. At that Council meeting, any Council member may nominate themselves or another Council member for the office of Chair or Vice Chair. A Council member nominated for an office may decline the nomination. Unless the Advisory Council member declines, all Council members nominated at that meeting shall be considered candidates for office.

B. The Advisory Council shall vote on the office of Chair, with each member voting for one of the candidates. If one candidate receives six votes, that candidate shall be elected as Chair. If no candidate six votes, the Advisory Council may have additional discussion and votes, the Advisory Council may reopen nominations, and candidates may withdraw their candidacy. After the Advisory Council selects a Chair, the Advisory Council shall vote on the office of Vice Chair following the same procedure.

C. If the office of the Chair is vacated before the expiration of a term, the Vice Chair shall serve as Chair until the next regular meeting. The Advisory Council shall elect a Chair at that meeting to fill the vacancy. If the Vice Chair is elected as Chair, the Advisory Council shall elect a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, the office shall remain vacant until the next regular meeting, at which time the Advisory Council shall elect a new Vice Chair.

Section 4. General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Advisory Council. The Chair, working with the Advisory Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall also perform such other duties as may be assigned by the Advisory Council. Unless the Advisory Council assigns a different member, the Chair (or the Chair's designee) shall serve as the Advisory Council's spokesperson and liaison to the media and City departments, agencies and commissions, as necessary.

Section 5. General Duties and Responsibilities of the Vice Chair

The Vice Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair as described above.

Article V — Administrative and Clerical Support

The Fire Department will provide clerical and administrative support for the Advisory Council, including posting agendas and minutes online, circulating agenda materials to Council members, and assisting with the administration of meetings. The Fire Department will select and supervise the staff that supports the Advisory Council.

Article VI — Meetings

Section 1. Quorum

At all meetings of the Advisory Council, the presence of six members shall constitute a quorum. Regardless of the number of members present, the affirmative vote of at least six members shall be required for the approval of any matter unless otherwise provided in these Bylaws.

Section 2. Public Participation

Consistent with its mission and as required by law, the Advisory Council shall hold meetings open to the public and encourage the participation of interested persons. Each meeting agenda shall provide an opportunity for members of the public to directly address the Advisory Council on items of interest to the public that are within the Advisory Council's jurisdiction but not on the Advisory Council's agenda.

Section 3. Meeting Minutes

The Fire Department shall record the minutes of every meeting. The minutes shall be approved by the Advisory Council at a subsequent meeting.

Section 4. Record Retention

The Advisory Council shall utilize the Fire Department's record retention and destruction policy.

Section 5. Meetings

The Advisory Council is required under its Ordinance to 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 Administrative Code Article XLII, section 5.42-7.

The Advisory Council's regular meetings will occur at City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, every two weeks beginning Friday, September 18, 2026, at

10:00 a.m. (October 2, room 408; October 16, room 416; October 30, room 416; November 13, room 408; and December 11). Due to the Thanksgiving holiday, there will be a meeting on November 20 in room 408, instead of November 27. The meeting on December 11, will take place at 49 South Van Ness, room 136, San Francisco, CA 94103. The Chair may schedule a special meeting at any time, subject to applicable noticing requirements. Additionally, the Advisory Council by vote of at least six (6) members may schedule a special meeting at any time, subject to applicable noticing requirements.

Section 6. Future Agenda Items

The agenda of each regular Advisory Council meeting shall include an item for the Advisory Council to discuss and approve items for future meeting agendas.

Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of the Advisory Council to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these Bylaws. The Fire Department shall provide a copy of Section 67B.1 to each member of the Advisory Council when the member assumes office. Any member who intends to take parental leave under this policy must inform the Fire Department and the Chair of the Advisory Council in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Advisory Council meetings remotely during the leave. But the notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid Fire Department and the Chair in planning the work and the meetings of the Advisory Council while the member is on parental leave.

Article VII — Voting and Abstention

The Advisory Council will act by motion. Any Advisory Council member may make a motion orally during a meeting, and any other member may second that motion. All motions must receive a second before the Advisory Council votes.

Each member present at a Council meeting shall vote "yes" or "no" on all motions.

Article VIII — Parliamentary Procedures

Unless the Charter, City law, or these Bylaws provide to the contrary, the Advisory Council's parliamentary procedure shall be governed by Robert's Rules of Order.

Article IX — Amendment of Bylaws

The Advisory Council may amend these Bylaws by a majority vote of the Advisory Council, provided that a description or copy of any substantive proposed amendments are circulated in writing to all Advisory Council members and noticed to the public at least ten days prior to such meeting.

Adopted at the Regular Meeting on October 2, 2026

Ayes: 10

Nays: 0