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## **FLAME RETARDANT ADVISORY COMMITTEE MEETING**

**Meeting Minutes – Tuesday, January 27th, 2026, 9:15AM – 9:51AM**

*Hybrid Committee Meeting*

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### **Meeting Location:**

Office of the State Fire Marshal  
5<sup>th</sup> Floor, OSFM McKittrick Conference Room 512  
37800 Kilroy Airport Way, Long Beach, CA 90806

**Meeting ID:** 874 9430 0279

**Passcode:** FRAC

### **MEMBERS PRESENT**

Brice Bennett, Committee Chairperson, OSFM  
Jason Friedrich, P.E. Engineering Manager OAI Laboratories  
Donny Vasquez, CEO Made in the Shade Tent  
Kathy Newman CEO FireTect

### **MEMBERS ABSENT**

Almeda Hall, Fort Irwin Fire Department, Fire Prevention Specialists III Fort Irwin Fire Department  
Riley Munson, Fire Inspector City of Victorville  
Elizabeth McDowell, Senior Fire Protection Officer, Sacramento City Fire Department  
Bobby Brown Director of Operations, SGS North America, Inc.  
Brian Dement Vice President Diversified Testing Labs  
John Kardos Research and Development Manager, Snyder Manufacturing  
Jonathan Ramos, Project Manager, BCT Entertainment

### **OSFM STAFF**

Andrew Henning, OSFM  
Jeffrey Schwartz, OSFM  
Jennifer Reiss OSFM  
Cortney Walker, OSFM  
Larry Godbout, OSFM  
Adam Stewart, OSFM  
Chris Dale, OSFM  
Thomas Setnan, OSFM  
Galileo Atalig, OSFM

### **PUBLIC GUESTS**

Raul Herrera, Public (walk out)  
MJ Lee States volunteer with the Portola Valley Wildfire Preparedness Committee

## **1. CALL TO ORDER**

### **A. Welcome and Logistics Briefing.**

The meeting was called to order by Chairperson Brice Bennett at 9:15 A.M. PDT on January 27th, 2026. Attendees were informed of meeting logistics and etiquette. This advisory committee will conduct its meetings in accordance with the open meeting requirements of the Bagley-Keene Act. Committee members are requested to keep their

cameras on during the meeting. To avoid audio interference, participants should mute their microphones when not speaking and state their name before speaking for the record and meeting minutes.

**B. Committee Member Introductions and Roll Call.**

Roll call was conducted by Adam Stewart. It was determined that a quorum was not present, with only three of the ten members in attendance.

Chairperson Brice Bennett noted that the group had been polled in advance and a quorum was expected. The meeting paused briefly to allow time to contact additional members and determine whether they could log in. Attendees agreed to wait until 9:15 a.m. for any additional members to join. If a quorum was not achieved by that time, the meeting would proceed as an informational meeting only. No voting would take place, and any items requiring a vote would be deferred to the next meeting to achieve a quorum.

**C. Introductions of Non-Committee Members. All attendees introduced themselves**

Roll call was conducted by Adam Stewart. It was determined that a quorum was not

**D. Announcements.**

Chairperson Brice Bennett stated he would pass the announcements over to Chief Jeffrey Schwartz. Chief Schwartz announced that Deputy Jennifer Reiss is our new flame-retardant coordinator for the Flame-Retardant Program. Deputy Jennifer shares her background to the members.

**2. OLD BUSINESS**

A. Non- Approved Online Tents Sales Update.

B. Chapter 8 Regulations Update. Chairperson Brice Bennett mentioned along with Chief Henning that (OSFM) will be adding a second attorney for the purpose of ensuring with the Regulations packages are in a timely manner completed. This will safeguard that our Regulatory packages will go through Office of Administrated Law successfully.

**3. NEW BUSINESS**

A. Individual Chemical Applicators vs Company Applicators

Member Kathy Newman stated that it's been requested by the general applicators, and limited applicators to mirror the same criteria as the Portable Fire Extinguisher Program Certificate of Registration License. Member Kathy Newman wants to implement a subcommittee discussion workgroup. It was moved by members on a workgroup that Chief Schwartz will facilitate.

B. Deputy Jennifer Reiss had two questions for the Advisory Committee. Regarding historical information for the regulations package. Kathy Newman offered to provide emails and documents for reference.

**4. OPEN FORUM**

A Chairperson Brice Bennett opened the floor for an open forum. There were no comments in open forum.

B Member Donny Vasquez mentioned tents 180 vs 165 temporary structure, or permanent structure interpretation from the local Fire Department (AHJ)

**5. PUBLIC COMMENT**

A. Chairperson Brice Bennett opened the floor for public comment.

B. MJ Lee mentioned attending the meeting to see if we covered fire retardants around homes and vegetation and decks.

**6. UPCOMING MEETING DATES FOR 2026**

A. Thursday, April 23rd, 2026, 01:30 – 04:30 PM (PST)  
California Natural Resources Building Natural Resources Building  
2<sup>nd</sup> Floor, Conference Room 02-201  
715 P Street, Sacramento, CA, 95814

**7. MEETING ADJOURNMENT**

A. Chairperson Brice Bennett Announced no motion to adjourn. We will simply adjourn this was an informational meeting at 09:51 A.M. PDT.