



# **CAL FIRE - Office of the State Fire Marshal Battery Energy Storage Systems Workgroup Charter**

### **PURPOSE**

The Battery Energy Storage Systems Workgroup (Workgroup) will review publications and reports from national groups focusing on the energy storage systems and lithium-on-Battery fire problem. The working group may also propose code changes, adoption of standards, public education strategies, fire service training, and best practices for fire service response and tactics. The working group will also look at the hazards and best practices for fires involving Battery Energy Storage Systems (BESS) and mobility devices (i.e., e-scooters, hoverboards, wheelchairs). The Workgroup will provide a forum for subject matter experts from the fire service and industry to address BESS fire issues of statewide concern. CAL FIRE-Office of the State Fire Marshal (OSFM) shall post recommendations on the department's website.

### **GOALS AND OBJECTIVES**

The Workgroup is being formed to act in an advisory capacity for proposed code changes, adoption of standards, public education strategies, fire service training, and best practices for fire service response and tactics. This Workgroup reports to the State Board of Fire Services.

#### **Goal:**

To provide science-based solutions to enable CAL FIRE – Office of the State Fire Marshal, in consultation with the State Fire Marshal and the State Board of Fire Services to make recommendations on how to reduce the risk of fire, safely respond to fires, and implement best practices related to lithium-ion batteries.

#### **Objectives:**

- Provide a document with recommendations for the State Fire Marshal including:
  - Best practices for responding to BESS fires.
  - Identification the need for education seminars related to BESS fires, codes, regulations, standards, and permitting.
  - Public education campaign for fire hazards associated with BESS.
  - Proposed regulations to reduce the risk of fire.



## BATTERY ENERGY STORAGE SYSTEMS WORKGROUP

### WORKGROUP MEMBERSHIP

Members of the Workgroup shall be all of the following:

- The State Fire Marshal or their designee
- A representative from the Department of Forestry and Fire Protection (CAL FIRE)
- A representative from the California Governor's Office of Emergency Services
- A representative from the California Energy Commission
- A representative from the California Public Utilities Commission
- A representative from the Department of Resources, Recycling, and Recovery (CalRecycle)
- A designated campus fire marshal from the University of California
- A designated campus fire marshal from the California State University.
- A representative from the California Fire Chiefs Association
- A representative from the Fire Districts Association of California
- A representative from the California Training Officers Association
- A representative from the California Fire Prevention Officers Association
- A representative from the California Building Officials (CALBO)
- A representative from the California Building Industry Association
- A representative from the California Professional Firefighters
- A representative from the California Fire Fighters Joint Apprenticeship Committee (Cal-JAC)
- A representative from the California State Firefighters' Association (CSFA)
- A representative from the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
- A representative from the Fire Safety Research Institute
- A Battery Energy Storage Systems (BESS) industry representative appointed by the State Fire Marshal
- A consumer product industry representative appointed by the State Fire Marshal

The State Fire Marshal may decide to add other appropriate stakeholders. The appointed members of the advisory Workgroup shall serve at the pleasure of the State Fire Marshal. The members of the Workgroup shall serve without compensation.

The chairperson of the Workgroup shall be the State Fire Marshal or their designee. The vice chairperson of the advisory Workgroup shall be appointed by the State Fire Marshal.

The chairperson can create subgroups to focus on specific goals and objectives. The subgroups will report their findings back to the Working Group.



## BATTERY ENERGY STORAGE SYSTEMS WORKGROUP

### MEETINGS

- Schedule
  - The Workgroup shall identify the meeting times.
- Location
  - Meetings shall be regularly scheduled in Sacramento, but with a virtual option.
  - Meetings may be scheduled throughout the state on an as-needed basis
- Meetings will not be cancelled without cause

In order to ensure consistency and transparency, the following Roberts Rules of Order shall be adhered to:

- An approved published agenda,
- Meeting minutes,
- A quorum,
- Motions and seconds, and
- Voting requirements (including requests for roll call voting).

Rules for recognition and timelines for debate will be suspended unless specifically enacted by the membership.

A motion will be passed by a simple majority of the membership in attendance.

All members, voting and non-voting, may submit informational, discussion, and action items for the agenda before the meeting. Agenda items will take precedence, and non-agenda items may be transacted upon if time permits.

### WORKGROUP PROTOCOL

- The Workgroup shall comply as required with the Bagley-Keene Open Meeting Act
- Only items listed on the published agenda as "Motion Required" may be acted upon
- The Workgroup chair has the authority to set time limits on any agenda item

### PROCESS

- The Office of the State Fire Marshal will provide administrative support to the Workgroup
- Agenda items should be submitted to the Workgroup coordinator three weeks before the scheduled meeting date



## BATTERY ENERGY STORAGE SYSTEMS WORKGROUP

- Minutes will be taken at each meeting that capture the essence and actions of the meeting
  - Draft minutes will be posted on the Office of the State Fire Marshal website for review by the Workgroup and other interested parties
  - After approval at the next meeting, final minutes will be posted on the Office of the State Fire Marshal website

### **QUORUM**

A simple majority (50% plus 1) of the Workgroup membership shall be a quorum.

### **RESPONSIBILITY OF THE CHAIR**

- Interpretation and decisions are the purview of the chair