



# **CAL FIRE - Office of the State Fire Marshal Fire Alarm Advisory Committee Charter**

## **PURPOSE**

The Fire Alarm Advisory Committee (Committee) is created by the State Fire Marshal as an advisory body. The purpose of the Committee is to provide advice to the State Fire Marshal through communications at meetings between the CAL FIRE - Office of the State Fire Marshal (OSFM), representatives of industry, state agencies, the fire service, and other partners. The Committee will provide a forum for addressing fire alarm/listing issues of statewide concern, share best practices, seek comments and specific input on programs and technical issues, and inform local agencies and the public of applicable new laws and regulations.

## **GOALS AND OBJECTIVES**

To provide advice to the State Fire Marshal based on coordinated and consistent interpretation and guidance of the Building Materials Listing (BML) Program throughout the State of California as set forth by the Office of the State Fire Marshal. The Committee has no discretionary authority to exercise on its own and recommendations of the Committee are non-binding and shall be considered at the discretion of the State Fire Marshal.

### **Goal:**

To provide advice and interpretations regarding fire alarm systems and devices to the State Fire Marshal to ensure professional, effective, and consistent delivery of the programs and activities of the Fire Engineering and Investigations Division.

### **Objectives:**

Provide advice to the State Fire Marshal on fire alarm systems and devices by:

- Providing a consistent and regular means of communication on topics related to fire alarm and Building Material Listings (BML) program between the OSFM, representatives of relevant industries, state agencies, fire service agencies, and other partners.
- Providing a forum for addressing fire alarm/listing issues of statewide concern.
- Sharing latest available research and best practices regarding fire alarm industry and products.
- Seeking and providing comments and specific input on proposed programs, policies, guidelines, budget, and technical issues, and inform local agencies and the public of applicable new laws and regulations.



- Providing and receiving updates and feedback regarding the BML program within the OSFM.

### **COMMITTEE MEMBERSHIP**

Members of the Committee shall be all of the following:

- The chair appointed by the State Fire Marshal
- The Program Coordinator (ex-officio)
- A representative from the Department of Health Care Access and Information (ex-officio)
- A representative from the Department of General Services' Division of State Architect (ex-officio)
- Up to four fire prevention officers or fire service representative
- A fire protection engineer
- Up to two fire alarm contractors
- Up to two representatives from the fire alarm manufacturers
- Up to two representatives from the testing laboratories
- Up to two representatives from the fire alarm associations
- Up to two public/end user/consultant

The State Fire Marshal may decide to add any other appropriate partners, including representatives from local governmental agencies.

The chair of the Committee shall be appointed by the State Fire Marshal.

Alternate Committee Members, those serving as a representative of a Committee member that cannot attend a meeting, are authorized and shall serve on the Committee in the capacity of a Committee Member in the absence of the primary member.

Committee members shall serve two-year terms. Terms will be staggered with half of the committee members expiring each year.

The members of the Committee shall serve is voluntary and there is no compensation.

Nonvoting technical advisors and workgroups may be utilized by the Committee chair and BML Program staff based on a specific need.

### **MEETINGS**

To the maximum extent possible, even though not required to by law, the Committee shall follow the Bagley-Keene Open Meeting Act. This includes, but is not limited to,



published notices and agendas, meetings open to the public, and voting on those agenda items that require it.

### **Schedule:**

- The Committee shall meet on the first Wednesday of the second quarterly month from 10:00 AM to 12:00 PM (Pacific Time). The first quarter Committee meeting should coincide with the California Automatic Fire Alarm Association Annual Conference. If the meeting lands on a holiday, then the Committee shall postpone and meet on the subsequent Wednesday.
- The meeting may be rescheduled based on the members ability to participate so that the requirements for a quorum may be met.

### **Location:**

- Meetings may be scheduled throughout the state on an as-needed basis to encourage industry participation.
- Virtual options are available.

Meetings will not be cancelled without cause.

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 entire voting membership.

All members, voting and non-voting, may submit informational, discussion, and/or action items for the agenda prior to the meeting. Agenda items will take precedent and non-agenda items may be transacted upon if time permits.

### **COMMITTEE PROTOCOL**

- Only items listed on the published agenda as “Motion Required” may be acted upon
- The Committee chair has the authority to set time limits on any agenda items.

### **PROCESS**

- The Fire Engineering and Investigations Division will provide administrative support to the Committee.
- Agenda items should be submitted to the Program Coordinator eight weeks before the scheduled meeting date.
- Minutes will be taken at each meeting that capture the essence and actions of the meeting.



- Draft minutes will be posted on the OSFM website for review by the Committee and other interested parties.
- After approval at the next meeting, final minutes will be posted on the OSFM website.

### **QUORUM**

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

### **RESPONSIBILITY OF THE CHAIR**

- Interpretation and decisions of this Charter and the actions and advice of the Committee are the purview of the chair.