



CAL FIRE - Office of the State Fire Marshal Portable Fire Extinguishers Advisory Committee Charter

PURPOSE

The Portable Fire Extinguishers Advisory Committee (Committee) will provide a means of communication between CAL FIRE - Office of the State Fire Marshal, representatives of industry, state agencies, the fire service, and other stakeholders. The Committee will provide a forum for addressing Portable Fire Extinguisher 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 Fire Extinguisher 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 Portable Fire Extinguishers to the State Fire Marshal to ensure professional, effective, and consistent delivery of the programs and activities of the Fire Engineering and Investigation Division as it relates to the Portable Fire Extinguishers Program.

Objectives:

Provide advice to the State Fire Marshal on the Portable Fire Extinguishers program by:

- Providing a consistent and regular means of communication on topics related to automatic extinguishing systems, special effects and the theatrical industry between the Office of the State Fire Marshal, representatives of relevant industries, state agencies, fire service agencies, and other partners.
- Providing a forum for addressing automatic extinguishing systems issues of statewide concern.
- Sharing latest available research and best practices regarding Portable Fire Extinguishers industry and products.



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- 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 Automatic Extinguishing Systems program within the Office of the State Fire Marshal

COMMITTEE MEMBERSHIP

Members of the Committee shall be all of the following:

- The committee chair shall be appointed by the State Fire Marshal.
- The Program Coordinator (ex-officio)
- California Fire Service (up to 4)
- Industry (3 members)
- Public/End User (Universities, Property Management Companies, etc.)
 - (up to 1)
- Manufacturer/Distributor (Amerex, Badger, Tyco, Brooks etc.)
 - (up to 4)
- Associations (NFSA, CALSAFE, AFSM, etc.) (up to 3)

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 work groups may be utilized by the committee chair and Fire Engineering 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



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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 Tuesday before the third Wednesday of each January, April, July and October from 9:00 to 12:00. If the meeting lands on a holiday, 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.

Meetings may be rescheduled if the Committee is unable to meet a quorum.

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 Investigation Division will provide administrative support to the Committee.
- Agenda items should be submitted to the Program coordinator eight weeks before the scheduled meeting date.



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- 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 Committee 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 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.