
FLAME RETARDANT ADVISORY COMMITTEE MEETING

Meeting Minutes – Wednesday, April 23, 2025, 9:00 AM – 12:00 PM



Meeting Location:

The California Natural Resources Building
Office of the State Fire Marshal
715 P Street, 2nd Floor Conference Room 2-301
Sacramento, CA 95814

Meeting ID: 874 9430 0279

MEMBERS PRESENT

Almeda Hall, Fort Irwin Fire Department
Beth McDowell, Sacramento City Fire Department
Riley Munson, Victorville Fire Department
Bobby Brown, SGS North America, Inc.
Jason Friedrich, OAI Laboratories
Cori Leffler (Alternate), Firetect, Inc.
Donny Vasquez, CEO Made in the Shade Tent
John Ramos, Disney Live Entertainment
John Kardos, Advanced Textiles Association
Rebecca Carranza (Alternate), Disney Live Entertainment

MEMBERS ABSENT

Brian Dement, Diversified Testing Laboratories

OSFM STAFF

Patricia Setter, Committee Chairperson, OSFM
Andrew Henning, OSFM
Brice Bennett, OSFM
Cortney Walker, OSFM
Jeffrey Schwartz, OSFM
Adam Stewart, OSFM
Wanda Albritten, OSFM
Chris Dale, OSFM

PUBLIC GUESTS

None

1. CALL TO ORDER

A. Welcome and Logistics Briefing.

The meeting was called to order by Chairperson Patricia Setter at 9:08 A.M. PDT on April 23rd, 2025. Attendees were informed of meeting logistics and etiquette.

B. Committee Member Introductions and Roll Call.

The Roll call was conducted by Adam Stewart, and it was determined that there was a quorum, (9 of 10) members were present.

C. Introductions of Non-Committee Members.

All attendees introduced themselves.

- D. Approval of Past Meeting Minutes – July 24th, 2024, was approved at 9:12 a.m. Chairperson Patricia Setter asked for approval of the minutes for the July 24th, 2024, meeting. Motion to approved by Member Bobby Brown; motion seconded by Member Elizabeth McDowell. Motion was carried out with a unanimous vote in favor of approval of the July meeting minutes as presented.
- E. Announcements.
Chief Brice Bennett stated that he will be the Acting Division Chief of Fire Engineering & Investigation. Announcing Chief Greg Andersen has retired from the Division. Chief Bennett welcomed the new members. Chief Bennett announced a new bulletin sent out by OSFM regarding program-related topics.

2. OLD BUSINESS

- A. Regulation Update- California Code Regulation Title 19, Chapter 8.
Chairperson Setter updated the Committee of the revisions of Title 19, Chapter 8, regulations. Chairperson Setter mentioned that they are in the process of reviewing with internal staff. Chairperson Setter stated when completed, the revisions will be prepared for Committee review and comment on the document; reminding the Committee Member the document is confidential and cannot be disclosed to the public or released. Chairperson Setter stated the finished document will be turned over to Administrative Law for review, if approved it will be open for public view, for comments or concerns.

3. NEW BUSINESS

- A. AHJ Access to Public Records for Fabric and Chemicals.
Member McDowell stated previously that she would like the local Authorities Having Jurisdiction (AHJ) to have more access to GovMotus information. Member McDowell mentioned the difficulty at times accessing records from GovMotus, especially product information and laboratory reports.

Chairperson Setter turned the question over to Chief Jeffrey Schwartz to respond to the inquiry regarding GovMotus database.

Chief Schwartz asked Member McDowell to elaborate the information needed.

Member McDowell explained the ability to utilize lab reports in the event a registration has expired. Expressing that when registrations expire, they are no longer listed on the public search tool, making it equally difficult for other jurisdictions. Member McDowell expressed concerns with fraudulent documentation.

Chairperson Setter mentioned that OSFM has gotten fraudulent documents in the past from vendors at events.

Member McDowell and Member Donny Vasquez mentioned the challenges they face by using GovMotus, trying to work around with historical data going back many years. They both mentioned that the data that they receive is not always accurate.

Chairperson Setter mentioned to the Committee that in the California Code of Regulations Title 19, Chapter 2 in section 315, allows the use of laboratory reports in lieu of registration of fabric, if permitted by the Authority Having Jurisdiction.

Member Vasquez stated that he finds GovMotus is a valuable tool for his business. When training others in the industry, it allows them to teach other tent owners how to be in compliance with the OSFM requirements.

Member McDowell stated that she wanted to know if local authorities could have access to “read only” material on GovMotus. Member McDowell mentioned as the local authority, not having the ability to gain access to the testing records in GovMotus limits her permitting options. Member McDowell stated that one of the big struggles that local authorities are having when out in the field is typically after hours, when OSFM is not available for testing record requests. Member McDowell wanted to know if that was a possibility, because without access to records on “off” times, renders local authority’s incapable of doing their full due diligence in the field.

B. Placing a Restriction on Non-Approved Tents Online Sales.

Member McDowell stated that another concern that is noticed is 10 by 10’s canopies or small tents. Many of these tents are not approved for use in the State of California. Member McDowell mentioned the reason for this is because they are being purchased online. Member McDowell stated it would be helpful to the consumer if unapproved tents not authorized for sale in California include a disclaimer at time of purchase that it is unavailable to be shipped to their California address. Member Elizabeth McDowell expressed that it would be an option worth pursuing because it would help our end user not waste their money on goods that are not approved.

Chairperson Patricia Setter thanked Member McDowell for the information on the topic and stated that she would look into this as well.

C. Information Bulletin: 24-009 Self-Authorization Exams through Pearson Vue

Cortney Walker stated that OSFM has gone to the Self- Authorization process through Pearson Vue. The ability to take the exam is still the same, however you no longer apply to OSFM first. She mentioned that applicants will need to first register with Pearson Vue and schedule their exam. Upon successful completion of an exam, applicants would then submit an application for either General Applicator, or Limited Applicator.

D. OSFM Approved Testing Laboratories.

Chairperson Patricia Setter announced the revised Flame Retardant State Fire Marshal approved laboratory list has been updated and added to the website.

4. OPEN FORUM

Chairperson Patricia Setter opened the floor for an open forum.
There were no comments in the open forum.

5. PUBLIC COMMENT

Chairperson Patricia Setter opened the floor for public comment.
There was no public comment.

6. UPCOMING MEETING DATES FOR 2025

A. Wednesday, July 23, 2025

Office of the State Fire Marshal

Second Floor, Conference Room 2-301

715 P Street, Sacramento, CA 95814

7. MEETING ADJOURNMENT

A motion to adjourn was made by Member Bobby Brown and seconded by Member Cori Leffler (Alternate). Motion was carried with a unanimous vote to adjourn the meeting.

Chairperson Patricia Setter thanked everyone for their participation and adjourned the meeting at 09:33 A.M. PDT.

This notice and copies of the written materials have been posted on the Office of the State Fire Marshal website <https://osfm.fire.ca.gov/>. For information concerning the Committee meeting, please email the Flame Retardant Program inbox at fr@fire.ca.gov. Any written reports being provided to the Committee members in advance of the public meeting will also be available to the public upon request.

In accordance with Title II of the Americans with Disabilities Act of 1990, reasonable accommodations are available. Requests for reasonable accommodations should be made at least five (5) working days prior to the meeting date. To request reasonable accommodations, including documents in alternative formats, please contact the Flame Retardant Program inbox at fr@fire.ca.gov.