



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

**Revised December 2020**

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### **(A) COMMITTEE GOAL**

The Pipeline Safety Advisory Committee (PSAC) is formed by the CAL FIRE – Office of the State Fire Marshal (OSFM), pursuant to Government Code Section 51012. The goal of the PSAC is to inform local agencies and every pipeline operator of changes in applicable laws and regulations affecting the operations of pipelines and reviewing proposed hazardous liquid pipeline safety regulations related to, including, but not limited to, compliance orders, penalties, and inspection and maintenance provisions.

Recommendations of the committee are non-binding and may be used at the discretion of the OSFM.

### **(B) COMMITTEE MEMBERSHIP**

- (1) The committee chair shall be the OSFM Assistant Deputy Director, Chief of Pipeline Safety or his or her designee.
- (2) Committee members shall be appointed by the State Fire Marshal.
  - (a) Committee members shall serve staggered, two-year terms, as determined by the State Fire Marshal.
- (3) The committee shall be comprised of eight members from the following organizations in the following numbers:
  - (a) two shall represent pipeline operators
  - (b) three shall represent local agencies
  - (c) one shall be a fire chief, and
  - (d) two shall be public members
- (4) The members shall be paid expenses and one hundred dollars (\$100) per diem for each meeting.

### **(C) MEETINGS**

- (1) Meetings shall be scheduled at a time and location chosen by the Committee Chair to best meet PSAC goals.
- (2) The committee shall meet not less than once a year.
- (3) Additional meetings can be scheduled on an as-needed basis.
- (4) Meetings will not be cancelled without cause.

### **(D) COMMITTEE PROTOCOL**

- (1) Committee shall comply with Bagley–Keene Open Meeting Act.
- (2) Only items listed on the published agenda as “Motion Required” may be acted upon.
- (3) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS

- (1) The CAL FIRE – OSFM, Pipeline Safety Division will provide administrative and logistical support to the committee.
- (2) Agenda items should be submitted to the Committee Chair four weeks before the scheduled meeting date.
- (3) Minutes will be taken at each meeting that capture the essence and actions of the meeting.
  - (a) Draft minutes will be posted on the OSFM website for review by the committee and other interested parties.
  - (b) After approval at the next meeting, final minutes will be posted.

(F) QUORUM

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

(G) RESPONSIBILITY OF THE CHAIR

- (1) Interpretation and decisions are the purview of the chair.
- (2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal.