



CAL FIRE - Office of the State Fire Marshal Lithium-Ion Battery Workgroup Charter

PURPOSE

The Lithium-Ion Battery Workgroup (Workgroup) will review publications and reports from national groups focusing on the Lithium-Ion Battery fire problem. The national groups will include but are not limited to the US Fire Administration, National Association of State Fire Marshals (NASFM), National Fire Protection Association (NFPA), Fire Safety Research Institute (FSRI), International Code Council (ICC). 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 lithium-ion battery fire issues of statewide concern. CAL FIRE 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 =
- Recommend best practices for responding to Lithium-Ion Battery fires.
- Discuss and identify the need for education seminars related to Lithium-Ion Battery fires, codes, regulations, standards, and permitting.
- Develop a public education campaign for fire hazards associated with Lithium-Ion Batteries. Evaluate proposed regulations to reduce the risk of fire.



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 (OES)
- A representative from the California Energy Commission
- A representative from the California Department of Housing & Community Development (HCD)
- A University of California Designated Campus Fire Marshal, to be appointed by the department in consultation with the University of California Office of the President
- A California State University Designated Campus Fire Marshal, to be appointed by the department in consultation with the California State University Office of the Chancellor
- A fire chief representative, to be appointed by the department in consultation with the California Fire Chiefs Association and the Fire Districts Association of California
- A fire prevention officer representative, to be appointed by the department in consultation with the California Fire Chiefs Association and the Fire Districts Association of California
- A training officer representative, to be appointed by the department in consultation with the California Fire Chiefs Association and the Fire Districts Association of California
- A building official representative, to be appointed by the department in consultation with the California Building Officials (CALBO)
- A building industry representative, to be appointed by the department in consultation with the California Building Industry Association
- A representative from the California Tribal Fire Chiefs' 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 California Metropolitan Fire Chiefs Association (Metro Chiefs)
- A representative from the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
- A representative from the Fire Safety Research Institute
- A representative from UL Solutions



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- A representative from the National Fire Protection Association (NFPA)
- A Battery Energy Storage Systems (BESS) industry representative
- A mobility devices industry representative

The State Fire Marshal may decide to add other appropriate stakeholders, including representatives from local governmental agencies and industry.

The chairperson of the Workgroup shall be the State Fire Marshal or the State Fire Marshal's designee. The vice chairperson of the advisory Workgroup shall be the person filling the fire chief representative position.

The appointed members of the advisory Workgroup shall serve at the pleasure of the department. The members of the Workgroup shall serve without compensation.

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

MEETINGS

- Schedule
 - The Workgroup shall meet on the [need to determine]. If the meeting lands on a holiday, the Workgroup shall postpone and meet on the subsequent Monday.
- Location
 - Meetings shall be regularly scheduled in Sacramento
 - 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.

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

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



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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 with 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
- 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