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# AB 176 CHILD CARE CENTER WORK GROUP

## Meeting Minutes – Friday, May 9, 2025

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### Work Group Leadership

Crystal Sujeski, CAL FIRE – Office of the State Fire Marshal, CDA-DC, Chair  
Lya Johnson, DSS – CCL, Licensing Program Manager III, Co-Chair

### CAL FIRE – OSFM Support

Jena Garcia, OSFM-CDA Supv.

*\* Attendance is recorded. Attendance Log is available upon request.*

## 1. CALL TO ORDER 8:30 AM

- A. Welcome/Introductions
- B. Agenda Reviewed
- C. Minutes Reviewed

**Lya Johnson**  
**Crystal Sujeski**  
**Crystal Sujeski**

## 2. OLD BUSINESS –

**Sujeski/Johnson**

- A. Side-by-side Code Comparison – Updates/Posted
  - i. J. Garcia - Presented the Code Comparison Matrix
  - ii. C. Sujeski – Requested the 2025 proposed language be added to matrix for drafting proposals.
  - iii. Availability/Access – A copy will be posted to our Work Group webpage for the groups access.
  - iv. Reviewed Definitions – Open Discussion and added the definitions based on the following input.
    - 1. L Johnson – Is there a definition for infants in Title 24? Added “Infant”
    - 2. M. Huici – Is there a definition for non-ambulatory? Added “Nonambulatory Persons”
    - 3. T. OMalley – Coordination of definitions between all parts of Title 24.
    - 4. J Gibson – Coordination of definitions and alignment with the Health & Safety Code (Title 19, 22, 24)
    - 5. S. Scarborough – Include defined terms used in industry to identify ratios for head start and early head start since both require license and are different. Including defining “ratio”. Added “Ratio”
    - 6. T. Jordan – Include regulations that support definitions.
  - v. Chapter 3 – Occupancy Classification
    - 1. [305.2](#) - Group E, Child-Care Facilities
    - 2. [310.4](#) vs [305.2.3](#)
      - a. L. Johnson - Do we need to clarify these R-3 Child Care facilities definitions? T. Thopson – Yes. Stakeholder – support.
    - 3. Clearly defined child care center occupancies is critical to the completion of the 850 Fire Clearance form.
      - a. A. Chico – The 850 form could be a little clearer.
      - b. L. Johnson – Recommend joining the sub-group that will be working on updating the 850 fire clearance form.

- c. M. Duarte – Identification of current occupancy classification of existing facilities.
- d. C. Sujeski – It is important that the provider evaluates the location and confirms it is appropriate for what the end use is.
- e. L. Johnson – Take back this information to the Child Care Center Orientation and add something about occupancy that it's the applicant's (provider) responsibility when choosing a location to verify the occupancy to ensure that it can support the facility that they are requesting licensing for.
- f. K Scott – Recommend adding to CCL Guidebook, but doesn't believe it would benefit on the 850.
- g. B Pohl – Has held licenses in Ohio and Indiana and added:
  - i. The licensing process in Ohio and Indiana integrates fire safety regulations from the beginning. During orientation, a fire marshal informs new applicants about fire codes, establishing expectations prior to licensing actions like lease signing. Applicants must submit blueprints to the Department of Health and Safety, where specialized fire marshals determine compliance with I4 or E classifications, followed by a final inspection from the County Fire Marshal upon completion of the building. In comparison, California's process appears disorganized, hampered by the absence of updated fire codes on the county website. It may be helpful for California to explore how other states streamline their processes for greater efficiency.

- B. Requested agenda items from participants to be reported to [jena.garcia@fire.ca.gov](mailto:jena.garcia@fire.ca.gov).
  - i. Nothing reported.

### 3. NEW BUSINESS

**Sujeski/Johnson**

- A. Propose Sub-Work Groups Topics – Discuss and make recommendations as identified in the Charter.
  - i. Definitions-
    - 1. Code Comparison - Title 22 & 24 Alignment, & HSC
  - ii. Occupancy Classifications – Gaby Manzo/Melanee Cottrill
    - 1. Code Comparison - Title 22 & 24 Alignment, & HSC
  - iii. 850 Form – Revision/Processes
    - 1. Code Comparison - Title 22 & 24 Alignment, & HSC
  - iv. Chapter 4
    - 1. Code Comparison - Title 22 & 24 Alignment, & HSC
  - v. Others to consider - Alternate Means, Mitigating Factors, Legislative – (C. Sujeski)
    - 1. Alternate Means – Purview of the Local Fire Authority or Building Official not going to be included into this work group.
    - 2. Legislative – Not going to be included in this work group at this time due to bandwidth.
    - 3. Mitigating Factors – further research needed to support.
- B. Volunteers needed to support and lead sub-work groups listed above.

- i. Create and post a poll to organize sub-work groups.

**4. ROUNDTABLE / PUBLIC COMMENT**

**Crystal Sujeski**

- A. Streaming Lining Processes - Training and Awareness

**5. UPCOMING MEETING DATE FOR 2024**

**Crystal Sujeski**

- A. Second Friday of each month starts at 8:30 AM and ends at 10 AM.

- i. Next Meeting – June 13, 2025, 8:30-10 AM

**7. MEETING ADJOURNED 10:00 AM**

**Crystal Sujeski**

If you would like to watch the recording of this meeting, please visit the link below:

<https://youtu.be/uPY6y4fFgBs>