AB 176 CHILD CARE CENTER WORK GROUP
Meeting Minutes – October 9, 2026
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Contacts:
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Chair – Jena Garcia, Deputy State Fire Marshal III (Supv), (916) 531-7650, jena.garcia@fire.ca.gov
Co-Chair – Melanie Huitt, DSS, melanie.huitt@dss.ca.gov
Support – Becca Mansergh, OSFM-CDA-Analyst, becca.mansergh@fire.ca.gov
Support – Adrienne Janowiak, OSFM-CDA-Office Technician, adrienne.janowiak@fire.ca.gov

I. CALL TO ORDER at 8:34 AM PDT

A. Welcome/Introductions – Jena Garcia (filling in for Crystal Sujeski) and Melanie Huitt
   1. Adrienne Janowiak welcomed participants and read a statement that provided notice that the meeting would be recorded, with a link to the recording to be included in the meeting minutes. She reviewed meeting protocols, including keeping microphones muted unless called upon, using the raise hand feature to request the floor, refraining from using AI note-taking tools, and maintaining respectful and professional dialogue throughout the session.
   2. Jena Garcia introduced herself and welcomed new Co-Chair Melanie Huitt, who was noted for her prior involvement in the previous intervening work group, giving her foundational knowledge of the ongoing effort. Melanie Huitt expressed enthusiasm for the project, emphasizing the importance of finding solutions that improve safety within child care settings.

B. Agenda/Minutes Review - September 11, 2026 Minutes
   1. Jena Garcia directed attendees to the OSFM Code Development and Analysis Work Groups webpage, where agendas and meeting minutes are posted.
   2. Following a soft Bagley-Keene Open Meeting Act process, Jena Garcia called for a motion to approve the agenda and minutes.
   3. Motion to approve today's agenda and the September 11, 2026 meeting minutes was made by Melanee Cottrill, seconded by David Nye, and the motion carried.

II. OLD BUSINESS

A. No old business on the agenda.

III. NEW BUSINESS

A. Definitions – Alicia Hatfield and Cortney Nelson
   1. Neither of the co-leads were present at the meeting and it was indicated there was no available update on whether the subgroup had convened since the last main work group meeting. OSFM-CDA support staff was directed to send an email to the subgroup leads offering assistance and forwarding any previously withdrawn proposals as a reference and reminder.

B. Occupancy Classification – Melanee Cottrill and LaWanda Wesley
    1. Melanee Cottrill reported confusion regarding the subgroup roster, noting that most of her prior subgroup members were absent from the last main meeting and that no one had reached out to join the subgroup since. It was clarified that interested participants are expected to reach out directly to subgroup leads using contact information included in the meeting minutes. Melanee Cottrill indicated she would re-engage the members from the original occupancy classification subgroup and dropped her email in the chat, inviting any meeting attendees to contact her directly if they wished to participate. OSFM-CDA support staff confirmed that subgroup lead contact information would be updated in the agenda and included in the forthcoming meeting minutes.
C. Fire Protection Requirements – Volunteer Needed
    1. Jena Garcia noted that the previous lead for this subgroup, Patricia Rock, was no longer available to serve. No volunteer came forward during the meeting. The work group was encouraged to contact the support staff or OSFM-CDA at CodeDevelopment@fire.ca.gov to express interest in leading this subgroup.
D. Chapter 4 Special Detailed Requirements Based on Occupancy and Use – Volunteer Needed
    1. No volunteer was identified for this subgroup. Interested parties were similarly directed to contact OSFM-CDA.
E. Mitigating Factors – Volunteer Needed
    1. No volunteer was identified for this subgroup. The call for volunteers remained open.
F. STD 850 Form – Vince Kauppi
    1. Vince Kauppi was not in attendance. Jena Garcia noted that Kauppi had previously volunteered to co-lead the STD 850 fire clearance form subgroup and nominated Chrishana Fields from OSFM-CDA to serve alongside him. The scope of this subgroup was described as examining the history and oversight of the STD 850 form — including the respective roles of DSS and CAL FIRE — and identifying opportunities for improvement.

IV. ROUNDTABLE/ PUBLIC COMMENT

A. Aaron Murg, representing the San Diego County fire department and acting in an AHJ capacity, expressed interest in joining several subgroups and noted that his jurisdiction had substantive input to contribute. He inquired about how to connect with individual subgroup leads. OSFM-CDA support staff confirmed that contact information would be updated on the agenda reposted to the website prior to next week and would also be included in future meeting minutes.
B. Melanee Cottrill raised a concern about the low attendance at the meeting and questioned whether meeting minutes were being distributed via email. Jena Garcia explained that minutes are posted to the website rather than emailed, due to the volume of work groups currently active, some of which meet biweekly. In response to the concern that subgroup participation may suffer without broader outreach, Jena Garcia proposed sending a poll through the work group's Constant Contact mailing list to solicit subgroup sign-ups, with the results distributed to the respective subgroup leads. The idea was well received.

C. Melanie Huitt suggested that the work group leverage her organization's listserv to distribute subgroup contact information and upcoming meeting dates, so that interested parties could place the meetings on their calendars.
D. LaWanda Wesley joined the meeting late due to a scheduling conflict with a conference she was facilitating. She was briefed on the plan to send out a poll to solicit subgroup participants and confirmed that no one had contacted her to join the occupancy classification subgroup.

V. UPCOMING MEETING DATES

A. Meetings are held on the second Friday of each month at 8:30 AM PDT
    1. Jena Garcia confirmed that meetings are held on the second Friday of each month at 8:30 AM PDT. The remaining meeting dates were identified as follows: November 13, December 11, and January 8, 2027. A possible additional meeting on January 22 was noted as contingent on outstanding work remaining at that time. Jena Garcia emphasized that January 29 represents the hard deadline for the completion of the work group's work, with February 1 identified as a firm cutoff.
B. Next meeting: November 13, 2026

VI. MEETING ADJOURNMENT AT 8:58 AM PDT

A. Jena Garcia called for a motion to adjourn, motion was made by Aaron Murg, seconded by Melanee Cottrill, the motion carried and the meeting was adjourned with no further business.

*Please subscribe to the “OSFM Committee and Workgroup Updates” mailing list to receive updates

If you would like to watch the recording of this meeting, please visit the link below:
https://youtu.be/RSJ_MHud6y8

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