



CAL FIRE - Office of the State Fire Marshal

I-3 Occupancy Work Group Charter

PURPOSE

The Office of the State Fire Marshal's I-3 work group was established to support CAL FIRE's mission and strategic plan, which serves and safeguards the people and protects California's resources. The purpose of the work group is to evaluate and recommend improvements to building codes, standards, materials, and communication strategies that reduce fire and life-safety risks in I-3 Occupancies, while ensuring regulatory changes remain practical, cost-effective, and science-based.

GOALS AND OBJECTIVES

Goal:

1. To promote statewide consistency and clarity with CA amendments pertaining to I-3 Occupancy regulations and communications.
2. To help provide continuing clarity to CBC Chapter 4 Special Detailed Requirements based on I-3 occupancy.

Objectives:

- Evaluation of current model code language for I-3 Occupancy, and evaluation of intervening CA changes and amendments.
- Ensure that clear, evidence-based justification supports all recommendations and code change proposals.

WORK GROUP PARTICIPATION

Members of the work group shall be open to interested parties as well as the following: State and local fire agencies, industry experts, detention occupancy experts, architects, engineers, fire protection engineers, Board of State and Community Corrections (BSCC), Judicial Council of California (JCC), California Department of Corrections and Rehabilitation (CDCR) stakeholders, academic researchers, material manufacturers, and community stakeholders.

MEETINGS

- Schedule.
 - The work group shall meet every third Tuesday of each calendar month.
 - Additional meetings may be scheduled to meet workload demands (i.e. biweekly on Tuesday every other week)
- Location.
 - Meetings shall be regularly scheduled virtually.
 - Meetings will not be canceled without cause.
- Sub-Groups.



- May be formed to address specific technical topics.
- Recommendations will be presented to the core work group for discussion and voting.

To ensure consistency and transparency, the following shall be adhered to:

- An approved, published agenda.
- Meeting minutes.

Rules for recognition and timelines for debate will be suspended unless enacted explicitly by the chair or co-chair.

Meetings may be rescheduled if the work group finds a scheduling conflict where most interested parties cannot attend.

A simple majority of the entire work group will pass a motion.

All participants may submit informational, discussion, and/or action items for the agenda before the meeting. Agenda items will take precedence, and non-agenda items may be transacted upon if time permits.

To the maximum extent possible, even though not required by law, the work group shall follow the Bagley-Keene Open Meeting Act. This includes, but is not limited to, published notices and agendas, meetings open to the public, and voting on agenda items that require it.

WORK GROUP PROTOCOL

The work group will operate under the following leadership structure:

- **Chair:** Chief of Code Development & Analysis or designee, serving as the designee of the State Fire Marshal.
- **Co-Chair:** Designated representative from the Fire & Life Safety Division.

PROCESS

- The Code Development and Analysis Division will provide administrative support to the work group.
- Agenda items should be submitted to the work group coordinator a minimum of 15 days before the scheduled meeting date.
- Minutes will be taken at each meeting that captures the essence and actions of the meeting:
 - Minutes will be posted on the Office of the State Fire Marshal website.

RESPONSIBILITY OF THE CHAIR

- Interpretation and decisions are the purview of the chair or co-chair.
- The chairperson has the authority to set time limits on any agenda item.