

# **SFM Residential Care Facility Advisory Committee Education Ad-Hoc Committee**

**Minutes, Thursday, February 5, 2009**

**Office of the State Fire Marshal, Sacramento, California**

## **PRESENT:**

Greg Lake, Chair  
Pat Stranahan, Co-Chair, Teleconference  
Rocque Ybala, Teleconference  
Steve Hart  
Denise Johnson  
Heater Harrison  
Terri Merry  
Daisy Braxton

## **ABSENT:**

Joe Garcia  
Steve Guarino  
Cindy Moore

## **I. CALL TO ORDER**

Gregory Lake, Chair, called the meeting to order at **1000** hours at the Office of the State Fire Marshal (OSFM) Headquarters, 1131 S Street, Sacramento, California.

## **II. INTRODUCTIONS**

Each attendee gave their name and the organization they represent.

## **III. SCOPE:**

To review the existing classes being taught to the fire service and providers on Residential occupancies and to develop a format and content guide that would be used state-wide. It was determined, by consensus, that the scope of our task was not to create a formal training program that would be part of the State Fire Training Program, but that we establish the format and information for training fire officials that is consistent with all teachers.

## **IV. APPROVAL OF MINUTES OF NOVEMBER 13, 2009**

Motion to approve by Steve Hart, 2<sup>nd</sup> by Denise Johnson. Carried.

## **V. GENERAL DISCUSSION:**

### **1. Presentation of Topics to be covered:**

Greg Lake: Noted that fire departments get questions about I-1, R-4, R-3.1 and other facilities that are not regulated by the State Fire Marshal. While the class focus is on the SFM regulated facilities we will note those "others", the Foster Homes, Group Homes. While these uses are not regulated by the SFM and local fire, they are regulated by the Dept. of Social Services. These occupancies still need to have a Fire Clearance by the local fire jurisdiction. The inspection is a basic inspection looking at obvious hazards to life and property. We should look at them as a single family residence including the visibility of the street address, testing the smoke alarms, seeing that the exit doors operate and recommend that they have a 2A:10B:C fire extinguisher. R-3.1 occupancy requirements specifically, do not apply. This

should be explained in the presentation. Greg also mentioned that he might create a presentation module or handout to address this issue to the fire service.

Steve Hart: In presenting the "scope" of the class, definitions could be given for each occupancy.

Bullet point these uses as R-3 along with the other Occupancies with the explanation.

Explain that they are all regulated, but that these are not regulated by the local jurisdiction.

The SFM is working on moving the I-1 occupancy back into the "R" Occupancy group.

Pat Stranahan: Foster care is a good example. If there are 6 or less then they are just an R-3.

The agency is just asking if a reasonable degree of fire safety exists.

## 2. Determination of Presentation Format:

Greg Lake: I am looking for a consensus on the format of the presentation. For the Fire Service, we first list the requirements for the occupancy we are working on. The Building Code and Fire Code address topics by application of physical elements: types of construction, allowable heights and areas, exiting, etc. When we review a set of plans or receive a pre-inspection request, we need a list of requirements that are specific to the stated occupancy or use. Joe Garcia sent a list of his recommendations which included presenting by occupancy classification. Does anyone have a different model that they would prefer?

Group: No objections to formatting by occupancy classification

## 3. Determine Topics To Be Covered:

Greg Lake: I have made a list of topics as shown on the agenda and would like for everyone to take a look and see if there are additional topics that need to be added. Discussion followed:

### Original List

Definitions  
History  
Authority and Responsibility  
Applicable Codes  
Limitations of Law  
Pre-Inspections  
Standard Form 850  
Conversion of Existing Buildings  
Basic Plan Review  
Construction Features  
Exiting  
Fire Sprinklers  
Smoke Alarms  
Fire Extinguishers  
Handouts

### To Be Added

Roll of Agencies, between history & Auth  
History should include Historical Code  
Maintenance or Annual Inspections, not req  
Appeals and Alternate Means  
Fees  
Agency Contact List  
The Future

Terri Merry: Is there was a decision tree that could be included in the presentation?

[Greg Lake: One has not been developed yet. Applicable codes are dictated by the Pre-Inspection or Fire Safety Clearance Form.]

Steve Hart: Isn't there a Pre-Inspection form that could be sent out to applicants?

Rocque Yballa: Yes, there is, but it is not standardized throughout the State.

Greg Lake: In the training that an administrator goes through, the Orientation meeting at CCL has copies of the process and forms. Most of the time, though, people just show up at the Fire Prevention Office and ask for a Pre-Inspection. I will email a copy of the Pre-Inspection Form 9092 to everyone.

Discussion followed on what the Pre-Inspection form looked like. Since a copy was not readily available, Pat Stranahan read the information from a copy that he had.

Pat Stranahan: It is a lot cheaper for an applicant to pay the Pre-Inspection fee to find out what they need to do before paying the Dept of Social Services the license fee. If they pay the license fee first, they may find out that they can't afford the construction and the fee would be wasted.

Steve Hart: The student needs to know that something had to happen prior to the customer asking for the Pre-Inspection. There are other agencies, like Alcohol and Drug Programs (ADP) that send the applicant a blank 850 Form and then they give it to the fire department and tell them to fill it out. In the Fire Service, we need to have the top part filled out before they send it to us (fire department). We are working with ADP through the Protective Social Care (R-4) Ad-Hoc Committee to change their process to be more like Social Services.

Pat Stranahan: We have had discussions with ADP in the past. They want the applicant to have the fire clearance completed and signed by the Fire Dept before they will look at their application.

Greg Lake: We will add Steve's comment to the class.

Terri Merri: So, when the Fire Inspector gets out of his car, he knows if it is going to be an ambulatory or non-ambulatory or bedridden facility.

Greg Lake: Yes, that information would be on the Pre-Inspection form.

Steve Hart: We need to define the "Roll" of each agency. Give a general description of what each does.

Rocque Yballa: We need to add the fact that maintenance or annual inspections are not required, but that some jurisdictions do them because they are a target hazard. We also should talk about "Appeals" and that there is accountability for the fire service. We should talk about the availability of the CalResCare discussion list, the RCF Advisory Committee, and the SFM authority to conduct a dispute hearing between the public and a local fire jurisdiction for these State regulated occupancies.

Heather Harrison: When talking about "Rolls" of the different agencies, would it be helpful to describe the "roll" of the Care Provider and the service they are providing; why the facility is there? Or is that too far removed from their function?

Greg Lake: In describing the "roll" of the fire service, the emphasis is on applying the proper codes to complete the 850 Form. My feeling is that this would be outside the area of interest for the fire service. As far as the enforcement of the codes for care facilities, I don't think that they would be interested in that information.

Steve Hart: Sometimes too much information is distracting to our purpose, and could lead to other discussions that are not profitable.

Daisy Braxton: Is there a section that talks about pending regulations?

Greg Lake: We do have a slide near the end that talks about the Future, but not in great detail.

Steve Hart: Near the end, we should have a Contact List of the different agencies that would be affected. Not necessarily, an individual, but a location where they can get additional information.

#### **4. Arrange Sequence of Topic Presentation**

Discussion as to sequence of presentation resulted in the following:

Overview of the Presentation

History

Old vs. New

Define Occupancy Classes

(Definition of specific of terms will be expressed when used)

Rolls of Agencies

Limitations of Law

Local Ordinances

Fees

Authority & Responsibility

General Description of Applicable Laws

Building, Fire, Title 19, H&S, Historic Building

Pre-Inspections, Form 9092

Fire Safety Clearance, Form 850

New Facilities

Conversion of Existing Buildings

Construction Features

Basic Plan Review  
Exiting  
Fire Sprinklers  
Smoke Alarms  
Fire Extinguishers  
    Alternate methods and materials  
Maintenance or annual inspections  
    Not required for 6 or fewer facilities  
    Owner can do his own fire sprinkler inspection  
Appeals

Handouts  
Course Outline  
Copy of 9290  
Copy of 850  
Definitions  
Interpretations  
H&S

Codes Terri Merry: What happens when you have to have brush clearance in a high hazard fire zone? When a specific clearance is required from a dwelling and you only have 10 feet to the property line, does it ever make a difference if there is National Forest that can't be cleared on the other side?

Greg Lake: It would for 7 or more facilities. I would have to call someone in this (SFM) office to see if they would have any reservations about a fire department denying a "Fire Clearance" based on the lack of fire clearance from a forest.

Steve Hart: We need to consider if anything happens when someone wants to have several facilities on a cul-de-sac.

Greg Lake: Over-concentration!

Denise Johnson: Over-concentration does not apply to Seniors.

Greg Lake: It does not apply to Foster Homes or to the Elderly.

## **5. Expanding the Course Content**

Discussion as to presentation content resulted in the following:

Overview of the Presentation  
    Review Course Outline  
    Review/ Locate Handouts  
    Identify Class Evaluation  
History  
    Old vs. New  
    Define Occupancy Classes  
        I-1, R-4, R-3.1, R-3, Protective Social Care  
        (Definition of specific of terms will be expressed when used)  
Rolls of Agencies  
    SFM  
    DSS  
    Local AHJ  
Authority & Responsibility for local enforcement  
General Description of Applicable Laws  
    Building, Fire, Title 19, H&S, Historic Building  
Limitations of Law  
    Local Ordinances  
    Fees  
    Zoning, Use Permits, Registrations  
    Over-Concentration

Pre-Inspections, Form 9092

Fees

Describe the Paper-trail Process

Fire Safety Clearance, Form 850

Originate from what agencies

Describe the Paper-trail Process

New Facilities

I-1 - With Definition

Construction Features

Basic Plan Review

Exiting

Fire Sprinklers

Smoke Alarms

Fire Extinguishers

Bedridden Residents

Truly bedridden vs. needing help transferring from bed only

Alternate methods and materials

Conversion of An Existing Building To A Facility

R-4 - With Definition

Construction Features

Basic Plan Review

Exiting

Fire Sprinklers

Smoke Alarms

Fire Extinguishers

Alternate Methods and Materials

Conversion of An Existing Building To A Facility

Integral Facilities

R-3.1 – With Definition

Construction Features

Basic Plan Review

Exiting

Fire Sprinklers

Smoke Alarms

Fire Extinguishers

Accommodating one bedridden resident

Accommodating more than one bedridden resident

Alternate methods and materials

Conversion of An Existing Building To A Facility

R-3

Facilities Requiring Inspection, not under SFM

Group Homes, Foster Homes, Small Family Day Care

Maintenance or Annual Inspections

Not Required For 6 Or Fewer Facilities

Owner can do his own fire sprinkler inspection

Appeals

Applicant to AHJ

AHJ to SFM

The Future

Handouts

Course Outline

Copy of 9290

Copy of 850  
Definitions  
SFM Interpretations  
H&S Codes  
I-1 Checklist  
R-4 Checklist  
R-3.1 Checklist

Discussion:

Terri Merry: What happens when you have to have brush clearance in a high hazard fire zone? When a specific clearance is required from a dwelling and you only have 10 feet to the property line, does it ever make a difference if there is National Forest that can't be cleared on the other side?

Greg Lake: It would for 7 or more facilities. I would have to call someone in this (SFM) office to see if they would have any reservations about a fire department denying a "Fire Clearance" based on the lack of fire clearance from a forest.

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#### **VI. CONCLUSION**

At the request of Supervising Deputy, Steve Guarino, we are concluding this meeting at 2 PM.

#### **VII. SUMMARY**

Greg Lake will continue to work on the outline and construct some slides to reflect what we have done so far with some narrative notes. Steve Hart asked if we were going to keep the slides to 6 lines? He noticed that some of the slides in previous presentations had complete Health & Safety Code sections on them. Greg said that he would include the H&S sections in the handouts and bullet point the subject of the H&S Code on the slides. Every attempt will be made to limit the number of lines per slide to 6.

#### **VI. SET MEETING DATE:**

Our next meeting will be March 24<sup>th</sup>, 2009 at 10 AM., same location.

#### **VI. MEETING ADJOURNED:**

2:00 PM

Respectfully Submitted,

Gregory Lake, Chair

PS. Pre-Inspection Form: <http://www.cdss.ca.gov/cdssweb/entres/forms/english/lic9092.pdf>