CAL FIRE - Office of the State Fire Marshal
Building Material Listing
Fire Alarm Advisory Committee Charter

(A) COMMITTEE GOAL
To provide coordinated and consistent interpretation and guidance of the BML Program throughout the State of California as set forth by the Office of the State Fire Marshal. Recommendations of the committee are non-binding and at the discretion of the SFM.

(B) COMMITTEE MEMBERSHIP
(1) The committee chair shall be appointed by the State Fire Marshal.
(2) Committee members shall be appointed by the State Fire Marshal.
(3) Committee members shall serve staggered, two-year terms.
(4) The committee shall be comprised of the Program Coordinator (ex-officio) and representatives from the following organizations:
   a) State Agency Liaisons
      1. OSHPD Chief Fire & Life Safety Officer
      2. DSA
   b) Fire Service Members
      1. Maximum of 4
   c) Fire Protection Engineer
      1. Maximum of 1
   d) Fire Alarm Contractor
      1. Maximum of 2
   e) Fire Alarm Manufacturer
      1. Maximum of 2
   f) Fire Alarm Sales Representative
      1. Maximum of 2
   g) Testing Laboratory
      1. Maximum of 2
   h) Associations
      1. Maximum of 3
   f) Public/End Users/Consultants
      1. Maximum of 2
(5) Committee participation is voluntary and there is no expectation of compensation.
(6) The committee chair will appoint one member as the vice-chair who will act in place of the chair when needed.
(7) Nonvoting technical advisors and work groups may be utilized by the committee chair and Fire Engineering based on a specific need.

“The Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.”
(C) MEETINGS
   (1) Location
       (a) Meetings shall be regularly scheduled in Sacramento.
       (b) Meetings may be scheduled throughout the state on an as-needed basis.
   (2) Schedule
       (a) The committee shall, at a minimum, meet bi-annually.
       (b) Additional meetings can be scheduled on an as-needed basis.
       (3) Meetings will not be cancelled without cause.

(D) COMMITTEE PROTOCOL
   (1) Only items listed on the published agenda as “Motion Required” may be acted
       upon.
   (2) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS
   (1) Fire Engineering Division will provide support to the committee.
   (2) Agenda items should be submitted to the Program Coordinator four weeks
       before the scheduled meeting date.
   (3) Minutes will be taken at each meeting that capture the essence and actions of
       the meeting.
       (a) Draft minutes will be posted for review by the committee and other
           interested parties.
       (b) After approval at the next meeting, final minutes will be posted.

(F) QUORUM
   (1) A simple majority (50% plus 1) of the committee membership shall be a
       quorum.

(G) RESPONSIBILITY OF THE CHAIR
   (1) Interpretation and decisions are the purview of the chair.
   (2) The chair shall evaluate any issue that is sensitive or ambiguous and report
       such issues to the State Fire Marshal.