



CAL FIRE - Office of the State Fire Marshal Special Effects Advisory Committee Charter

(A) COMMITTEE GOAL

To provide a means of communications between CAL FIRE - Office of the State Fire Marshal, representatives of the special effects industry, fire service, manufacturer, wholesaler and labor; to seek comments and specific views on proposed regulations and technical issues.

(B) COMMITTEE MEMBERSHIP

- (1) The committee chair shall be appointed by the State Fire Marshal.
- (2) Committee members shall be appointed the State Fire Marshal.
- (3) Alternate Committee Members are authorized but are those individuals who have been appointed by the State Fire Marshal to serve on the Committee in the capacity of a Committee Member in the absence of the primary member.
- (4) Committee members shall serve staggered, two-year terms.
- (5) The committee shall be comprised of the Program Coordinator (ex-officio) and representatives from the following organizations:
 - (a) Local Fire Departments (up to 4)
 - (b) Manufacturer (up to 2)
 - (c) Wholesaler (up to 2)
 - (d) Labor/End User (up to 3)
 - (e) Film Industry (up to 3)
 - (f) Rockets (up to 2)
- (6) Committee participation is voluntary and there is no expectation of compensation.
- (7) The committee chair will appoint one member as the vice-chair who will act in place of the chair when needed.
- (8) Nonvoting technical advisors and work groups may be utilized by the committee chair and the Fire Engineering & Investigations Division based on a specific need.

(C) MEETINGS

- (1) Location
 - (a) Meetings shall be regularly scheduled in Southern California.
 - (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) Comply with Bagley–Keene Open Meeting Act.
- (2) Only items listed on the published agenda as “Motion Required” may be acted upon.
- (3) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS

- (1) Fire Engineering & Investigations 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.