

Oregon Fire Code Advisory Board

MISSION STATEMENT

To make recommendations on Oregon Fire Code issues to the State Fire Marshal, and to provide advice and guidance on issues of code enforcement, regional disputes, policies, and emerging topics that affect the fire protection and life safety of Oregonians.

SCOPE

Committee members will accomplish a unanimous position when achievable, leading to recommendations to the SFM during an Oregon fire code adoption cycle, mid-cycle, or when identifying emerging fire and life safety issues.

If dispute arises, the State Fire Marshal may appoint a regional board. Oregon Fire Code Advisory Board members may serve on a regional appeals advisory board in accordance with ORS 479.180, 476.113 and 476.115.

Directs the Oregon Fire Code Committee. The Oregon Fire Code Committee will direct any formed subcommittees. Supervising Deputy State Fire Marshal will head the Oregon Fire Code Committee.

OBJECTIVES

- To make recommendations to the SFM during Oregon Fire Code adoption cycle (typically every three years) and mid-cycle adoptions.
- Identify emerging fire and life safety issues and develop appropriate recommendations to the SFM.
- To ensure laws, rules, policies, and procedures are understandable and necessary for public protection.
- Task the Oregon Fire Code Committee to establish subcommittees as needed for fire and life safety code related issues.
- To conduct Oregon Fire Code Advisory Board activities in a manner that effectively utilizes available resources through both public and private stakeholder engagement.

CUSTOMERS/BENEFICIARIES

- Oregonians and visitors to the state of Oregon
- Oregon Fire Service and public safety organizations
- Business and industry
- Building code officials and organizations

SUCCESS INDICATORS

- Reaching consensus on issues of common interest.
- The State Fire Marshal indicates the Oregon Fire Code Advisory Board is meeting its objectives and aids in the mitigation of fire and life safety threats.

- Fire service organizations, industry, and the public turn to the board for advice, counsel, and support.

LIMITATIONS

- The Board may participate in creating recommendations to the SFM, but the ultimate authority resides with the State Fire Marshal.
- The Board may not participate in the discussion of traditional labor relations issues.

PROCEDURES/MEETING FREQUENCY

- The Board shall meet at least quarterly.
- Meetings shall be conducted according to Robert's Rules of Order.
- The Office of State Fire Marshal shall provide staff services to the Board.
- Attendance will be logged.
- Meetings will be held in Salem; however, members may participate remotely via voice or electronic means when available.
- Meeting notices will be sent to Board members.
- The Board shall elect a chairperson and vice chairperson at the first Board meeting of each odd-numbered year.
- Agendas will be developed and followed. Agendas shall include a "visitors comment" period during which time guests may address the Board. Otherwise comments from non-Board members shall be at the request of the chair.

RECOMMENDATION MAKING PROCESS

- It is the goal of the Board to achieve a "unanimous" position.
- When unanimity is not possible, the Board shall seek a "consensus" position, defined as a simple majority. For purposes of drafting a consensus position, the chair shall appoint a delegate for each position, e.g. the consensus position and the minority position. The delegates shall prepare separate reports and recommendations that will be combined into a single report to be signed and advanced by the chair.
- As issues are identified that are outside the Board's scope, the Board may choose to take "no position" and refer the matter for the input and resolution by another party.

HOW RECOMMENDATIONS ARE COMMUNICATED

Minutes, shall be transmitted electronically to members and posted on the State Fire Marshal's website.

ADVISORY BOARD MEMBERS

- Oregon Fire Chiefs Association
- Oregon Fire Marshals Association (2)
- Oregon Building Codes Division
- Public Member at Large
- Business or Industry Representative

- Approved Design Professional

Board members from stakeholder groups may serve two consecutive 3-year terms; however, initial terms may be adjusted to ensure board stability.

OSFM Fire and Life Safety Division Chief or designee will serve as Administrator (non-voting).

Oregon Life Safety Codes and Technical Supervising Deputy State Fire Marshal or designee will serve as lead of the Oregon Fire Code Committee.

MEMBER SELECTION CRITERIA

- All prospective members must complete an interest form to the Administrator.
- The interest form must be accompanied by a written recommendation from the organization for which they are representing.
- Administrator will review interest forms and written recommendations and make final member selection.
- Reappointments must complete an interest form and submit with a written recommendation from the organization for which they are representing

ANNUAL REVIEW SCHEDULE

The Board will review bylaws for continued relevance each odd-year.

OREGON FIRE CODE ADVISORY BOARD ORGANIZATIONAL CHART

