

North Carolina Fire Code Revision Committee – Operating Policy

1. **Purpose of Committee Policy:** This policy establishes the North Carolina Fire Code Revision Committee (NCFCRC) and sets forth the objectives, procedures, and organization of the Committee.
2. **Objectives of Committee:** The NCFCRC is organized as a special committee under the North Carolina Fire Marshals Association (NCFMA) whose purpose is to enhance the technical requirements of the North Carolina Fire Code and secondarily to support code officials with review of proposed code changes. The committee shall pursue opportunities to improve and enhance the code as needed. This includes both the technical aspects of the codes as well as the code content in terms of scope and application of referenced standards. This is accomplished by submitting proposed code changes and participating in the code development process. This participation consists of supporting the proposed changes submitted as well as participating in the consideration of related changes proposed by others.
3. **Scope of Committee:** The NCFCRC should consider the overall scope of all North Carolina Codes in their work. The North Carolina Fire Code is part of the family of codes in North Carolina and changes should be vetted properly to eliminate impact on the other codes.
4. **Mission Statement:** To promote minimum code requirements consistent with nationally recognized practice to ensure the protection of life, property and the environment from the effects of fire and other hazardous events.
5. **Committee Organization and Structure:**
 - 5.1. **Appointments:** Appointments to the committee shall be made by the Board of Directors in accordance with this section. The Board of Directors shall take into consideration a candidate's interpersonal and administrative skills, code experience, support of employer, professional association, geographical location of the candidate, and active support of the NCFMA mission and goals.

- 5.2. Composition: The committee shall consist of 4 members from each of the eastern and western regions and 6 from the central region. Additionally, the committee shall also include an Ex-Officio representative from each of the following:

NC Fire Chief's Association

NC DOI – OSFM Engineering

Building Code Council Fire Service Representative

North Carolina State Firefighter's Association

COCO Representatives from each trade

NCFMA President and Secretary

The committee will appoint a chair, vice chair and secretary to serve and to perform the following duties:

Chair – Overall coordination of the committee to include: preparation of meeting agendas, presiding over meetings, serving as committee spokesman at various meetings, conducting research on code development issues and completing quarterly reports as required.

Vice-chair – Will serve in the absence of a chair and will coordinate committee activities with the chair. May be assigned other duties as prescribed by the chair.

Secretary – Keep records related to the business of the committee. The Secretary will distribute agendas, prepare and distribute meeting minutes, prepare and mail letters as required, to include: member letters, jurisdictional letters and miscellaneous correspondence.

- 5.3. Terms: Members shall be appointed to a four-year term with half of the representatives from each region on a staggered term. Committee members in good standing can be reappointed at the end of each four-year term.
- 5.4. Membership: Individuals interested in serving on the committee must submit a Letter of Interest to the committee. Letters will be reviewed by the committee and recommendations made to the NCFMA Board for appointment if vacancies exist within applicable region. A letter of support from individual's supervisor shall accompany the Letter of Interest when submitted.
- 5.4.1. Appointment: Upon approval of the NCFMA Board, appointment letters will be mailed to individual's that are approved for membership on the committee. Non-appointment letters will also be sent if the NCFMA Board doesn't approve the request.
- 5.4.2. Upon appointment, the committee shall also send a letter to the appointee's jurisdiction recognizing their service on the committee.

6. Meetings:

- 6.1. Standard meetings of the committee shall be convened quarterly. The committee may also schedule additional work sessions as needed to review items from newer editions of the international codes or other business as determined by the committee.
- 6.2. The committee chair will prepare agendas for each meeting and distribute to committee members one week in advance of the scheduled meeting.
- 6.3. The committee Secretary will prepare minutes for each meeting and distribute to committee members within two weeks of the meeting.
- 6.4. Members must attend 75% of the scheduled meetings annually to remain on the committee. An evaluation to ensure compliance with this requirement will be conducted by the committee annually and recommendations for member removal will be made to the NCFMA Board.
- 6.5. Meetings will be held be conducted in the central region as determined by the committee chair. Meeting location information will be included on the agenda.
- 6.6. Meetings are generally attended by committee members; however, the committee periodically may have subject matter experts attend to present information that may be pertinent to a specific code change. All meetings shall be open to interested individuals and be conducted in accordance with Roberts Rules of Order.
- 6.7. As indicated in Section 5.2, the committee chair will preside over meetings using a prepared agenda. The organization of the meeting will be as follows:
 - a. Review of the upcoming Building Code Council (BCC) agenda with discussion on items that are applicable to fire service.
 - b. Review of submitted code change proposals from jurisdictions. Committee will determine if proposal should be submitted to BCC. Committee will follow up with proponent on the action taken by the committee.
 - c. Discuss any agenda items that committee members may have.
 - d. Discuss code issues from other associations.
- 6.8. Members shall be present, either in person or by proxy, to cast a vote for any items requiring a decision from the committee.

7. Code Change Proposals:

- 7.1. Fire code change proposals can be submitted to the committee by jurisdictions, inspectors or individuals. Those entities are encouraged to submit all proposals to this committee for review and discussion before a submittal is made to the BCC.
- 7.2. Proposals must be submitted on the BCC Code Change Proposal Form. All requested information on the form shall be completed for consideration. Form can be obtained at: https://ncdoi.com/OSFM/Engineering_and_Codes/Documents/BCC_Documents/CodeChangeForm.pdf
- 7.3. Proposals shall be submitted via email to the committee chair for inclusion on the agenda.

8. Other:

- 8.1. The committee may create Ad-hoc work groups of interested persons for the specific purpose of preparing proposed code changes for consideration by the BCC. All meetings of the work groups shall be open with notice provided to interested parties which have expressed such interest. Work groups shall produce and develop an agenda and work plan for each assignment inclusive of the establishment of goals, timelines, and deliverables.