



National Fire Protection Association

1 Batterymarch Park, Quincy, MA 02169-7471
Phone: 617-770-3000 • Fax: 617-770-0700 • www.nfpa.org

ROP MEETING MINUTES
Building Code – Life Safety Technical Committee
on Fundamentals

September 21, 2009
Embassy Suites Hotel Cleveland – Downtown

1. Call to Order.

The meeting was called to order by Chair Wayne (Chip) Carson at 8:00 a.m. on Monday, September 21, 2009 at the Embassy Suites Hotel Cleveland – Downtown. The Chair provided introductory remarks. Staff liaison Ron Coté presented the actions that the committee could take at the meeting. The handout from the Ron’s PowerPoint presentation is included as an attachment to the minutes.

2. Introduction of Attendees.

The following committee members and guests were in attendance.

TECHNICAL COMMITTEE MEMBERS PRESENT

<u>NAME</u>	<u>REPRESENTING</u>
Wayne Carson, Chair	Carson Associates, Inc.
Ron Coté, Secretary (nonvoting)	NFPA
Amy Cheng, Principal	Clark County Department of Development Services
Robert Eugene, Principal	Underwriters Laboratories Inc.
Ralph Gerdes, Principal	Ralph Gerdes Consultants, LLC Rep. American Institute of Architects
Norman Groner, Principal	John Jay College of Criminal Justice
Morgan Hurley, Principal	Society of Fire Protection Engineers
David Jacoby, Principal	Arup Fire
David Klein, Principal	US Department of Veterans Affairs

James Lathrop, Principal	Koffel Associates, Inc.
Rodney McPhee, Alternate (Voting Alternate)	Canadian Wood Council Rep. American Forest & Paper Association
Jake Pauls, Principal	Jake Pauls Consulting Services in Building Use & Safety – Rep. American Public Health Association
Rick Thornberry, Principal	The Code Consortium, Inc. Rep. The Alliance for Fire & Smoke Containment & Control, Inc.
Victoria Valentine, Principal	National Fire Sprinkler Association, Inc.
Steven Wydeveld, Principal	Village of Homer Glen

GUESTS

NAME

REPRESENTING

David Collins	The Preview Group, Inc. American Institute of Architects
Josh Elvove	General Services Administration
Sam Francis	American Forest & Paper Association
Jonathan Humble	American Iron and Steel Institute
Scott Laramee	Schirmer Engineering
Dennis Pitts	American Forest & Paper Association
Robert Solomon	NFPA

TECHNICAL COMMITTEE MEMBERS NOT PRESENT

NAME

REPRESENTING

Farid Alfawakhiri, Principal	American Iron and Steel Institute
Salvatore DiCristina, Principal	Rutgers, The State University of NJ

Ben Greene, Principal

City of Englewood

David Lind, Principal
(newly appointed)

North Shore Fire Department
Rep. International Fire Marshals
Association

Milosh Puchovsky, Principal
(newly appointed)

Worcester Polytechnic Institute

Stephen Skalko, Principal

Portland Cement Association

3. Approval of Minutes.

The minutes of the October 3, 2007 meeting were approved with two corrections. In (6) Other Business, last bulleted item, change “structural fire protection performance-based design” to “structural performance-based design” in two places.

4. Responsibility for High-Rise Building Provisions.

The Standards Council transferred responsibility for the high-rise building provisions (NFPA 101 Section 11.8 and NFPA 5000 Chapter 33) to the BLD/SAF-FUN committee.

5. Extracting Text.

Robert Solomon advised that the NFPA Information Systems Group was working toward a software enhancement that will make identifying associated provisions of NFPA 1, NFPA 101 and NFPA 5000 easier.

6. Premises Security.

The task group was discharged. The committee noted that SAF-MEA Egress Committee will address correlation issues between NFPA 101 and NFPA 731.

7. Multi Hazards (other than fire).

The task group was expanded to include Chair Norm Groner, Amy Chang, Scott Laramee and Jake Pauls. Committee proposals were developed to allow the subject to be addressed during the ROC-preparation.

8. Structural Fire Protection in Performance-Based Design.

The task group report was accepted and a committee proposal generated and accepted.

9. NFPA 101 Chapter 43 TIA-related Change.

A committee proposal was generated and accepted to move the subject forward for inclusion in NFPA 101-2012 as there was no public proposal on the subject.

10. Standardization of Language Where Supervision of Sprinkler Systems Is Required.

The committee noted that no changes were needed in its chapters.

11. Consistency of List Based Options – i.e., when all conditions must be met or some conditions must be met.

The committee noted that no changes were needed in its chapters.

12. NFPA 101 ROP Preparation.

All proposals were addressed. See the ROP letter ballot.

13. NFPA 5000 ROP Preparation.

All proposals were addressed. See the ROP letter ballot.

14. Other Business.

None.

15. Future Meetings.

The Report on Comments (ROC) meeting will be held the week of October 4, 2010 along with the other “core” technical committees. The occupancy committees will meet the week of October 18, 2010.

16. Adjournment.

The meeting was adjourned at 6:00 PM.

Attachment

Minutes prepared by Ron Coté and Linda MacKay



NFPA 101 and NFPA 5000 ROP Meetings

**September 2009
Embassy Suites Downtown
Cleveland, OH**



- ◆ **NFPA is concerned with your Safety**
- ◆ **If the fire alarm sounds, we will evacuate**
- ◆ **Exiting...exits are**



Overview

- ◆ **General Procedures for Meeting**
- ◆ **Timeline for Processing the Code**
- ◆ **Committee Actions**
- ◆ **Committee Statements**
- ◆ **Balloting**



BLD/SAF Committees
Report on Proposals Meetings

- ♦ Participation in NFPA Committee Meetings is generally limited to Committee Members and NFPA Staff
- ♦ Participation by guests is usually granted by the Chair
- ♦ The Chair may limit the time of any presentation (member or guest)

4



BLD/SAF Committees
Report on Proposals Meetings

- ♦ All guests are requested to sign-in and identify their affiliation
- ♦ Members, please verify/update your contact information on pages attached to sign-in
- ♦ Use of tape recorders or other means of reproducing verbatim transcriptions of the meeting are prohibited

5



BLD/SAF Committees
Report on Proposals Meetings

- ♦ Formal voting
 - Secured by post-meeting letter ballot (2/3 majority agreement)
 - Voting during meeting requires simple majority vote and is used to establish a sense of agreement that can be letter balloted
 - Only the results of the letter ballot determine the official position of the Committee on any Proposal

6



BLD/SAF Committees
Report on Proposals Meetings

- ◆ **Reminder to Members in Special Expert (SE) Category: If representing a non-SE interest (such as a consultant representing a manufacturer or an association of users), this must be declared. The member should refrain from voting on the issue.**

7



BLD/SAF Committees
Report on Proposals Meetings

Timeline for processing the 2012 edition of NFPA 101 and NFPA 5000

- ◆ Proposals closed July 31; ROP meetings in Sept. 2009 and Dec. 2009; letter balloting follows
- ◆ Comment Closing Date: September 3, 2010
- ◆ ROC meetings Fall 2010; balloting follows
- ◆ NITMAM Closing Date: April 2011
- ◆ NFPA Annual Meeting: June 2011
- ◆ Standards Council Issuance: August 2011 for 2012 document

8



BLD/SAF Committees
Report on Proposals Meetings

- ◆ **Report on Proposals (ROP) preparation - today!**

9



◆ **General Procedures**

Motions:

1. Follow Robert's Rules of Order
2. Prior to discussion, a motion is required

10



◆ **Committee Member participation:**

1. Member addresses the Chair
2. Member receives recognition from the Chair
3. Member speaks to the Chair
4. Member poses questions to others through the Chair
5. Member answers questions through the Chair

11



◆ **Committee Chair Actions:**

1. Re-states the Motion
2. Calls for discussion
3. Ensures all issues have been heard
4. Takes the Vote
5. Announces the result of the Vote

12



Committee Actions on Proposals:

- Accept
- Accept In Principle
- Accept In Part
- Accept In Principle In Part
- Reject

13



◆ **Accept:**

The Proposal is accepted by the Committee without change. No Committee Statement is required for an Accept, but one is permitted to be provided for clarification.

14



◆ **Accept in Principle:**

The Committee agrees with the change in principle, and accepts the proposal but with change in wording. Committee must indicate change in Committee Action and rationale in Committee Statement.

15



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Report on Proposals Meetings

◆ **Accept in Part:**

Only part of the Proposal is accepted. Committee must indicate accepted part in Committee Action and address rejected part and rationale for rejection in Committee Statement.

16



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Report on Proposals Meetings

◆ **Accept in Principle in Part:**

A combination of Accept in Principle and Accept in Part. Committee must indicate accepted and changed parts in Committee Action. Committee must indicate rejected parts and rationale for changed/rejected parts in Committee Statement.

17



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◆ **Reject**

The Committee rejects the proposal in entirety. Committee must indicate reasons for rejection in Committee Statement.

18



◆ **Committee Statements (Explaining the Committee Action):**

Action of "Accept" requires no Committee Statement

All other actions require a Committee Statement to explain the action of the Committee



◆ **Committee Statement must include a valid reason for the action. The reason should be technical where applicable.**

◆ **Must explain why the proposal was not accepted.**

◆ **Acceptance of another proposal is not an adequate reason to reject a proposal.**



Committee Statements (continued)

◆ **Should not reference a Proposal with opposing action unless the referenced Proposal satisfactorily explains the rejection.**

◆ **Should not make a vague reference to intent. Should explain how submitter's substantiation is inadequate.**



BLD/SAF Committees
Report on Proposals Meetings

- ◆ Letter ballots are on the Committee Action
- ◆ The Ballot form allows you to vote
Affirmative on all actions
Affirmative on all actions except those specifically noted
- ◆ The Ballot form provides a column for affirmative with comment and should be checked if there is an accompanying affirmative comment.

22



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- ◆ Balloting
 - ◆ Return Ballots by e-mail, fax, or mail.
 - ◆ Alternates are encouraged to return ballots (insurance if Principal's ballot not received).

23



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Report on Proposals Meetings

- ◆ Initial letter ballot
- ◆ Circulation of Negatives, if any received
- ◆ Second ballot (if Circulation of Negatives occurs) to allow change of vote

24



Questions?
