Q 10/21/95

MEETING LOG

DATE OF MEETING: August 16, 1995

LOCATION OF MEETING: Hyatt Regency O'Hare Hotel
Chicago, Illinois

MEETING WITH: National Fire Protection Research Foundation

ATTENDEES: See Attachment A

LOG ENTRY SOURCE: Elizabeth W. Leland, ECPA

LOG ENTRY DATE: September 12, 1995

SUMMARY OF MEETING:

The meeting was organized and facilitated by the National Fire Protection Research Foundation ("the Foundation") for the purpose of exploring the possibility of an independent research project related to carbon monoxide (CO) detection. The proposed project specifically would focus on carbon monoxide detector location. The attendees at this meeting were considered to be a Core Planning Committee for the project.

After introductions were made by each person, Mr. Mulhaupt opened the meeting with a presentation of the objectives of the meeting. He described the work of the Foundation and the procedures by which research projects are funded, developed, and managed by the Foundation. Information about the Foundation and its working procedures is provided in Attachment B. This particular meeting constituted a meeting of the Core Planning Committee; the purpose of the meeting of the Core Planning Committee was to discuss the goals, scope, tasks, schedule, budget, and deliverables of the proposed project, as well as sources of funding.

Ms. Leland of the Consumer Product Safety Commission (CPSC) presented information about CPSC, with a particular focus on the activities associated with the CPSC CO Detection project. Ms. Leland was followed by Mr. Merton Bunker of the National Fire Protection Association (NFPA), who presented information on the work of the NFPA in developing an installation standard for CO detectors. Mr. Bunker indicated that one of the questions that

often is asked by the NFPA committee members is the question of location, not only with respect to where a detector should be placed in an individual room, but also with respect to the places in a house where a detector should be installed. During the past four years in which installation standards and code proposals have been discussed, it has appeared that no study ever has been conducted to provide substantiated answers to the questions of location.

Mr. Gus Degenkolb described his experience with CO detector code activity during the past four years. He provided detailed information about the specific concerns expressed by code committees when they were presented with a code proposal to require CO detectors in new residential construction. Mr. Degenkolb emphasized that one of those concerns was detector location in a room and in a house.

It was generally agreed that information about CO detector location, both in a room and in a dwelling, was important information for code groups, NFPA committees, detector manufacturers, and consumers.

Mr. Alex Spataru then provided a "strawman" workplan for a project which would focus on aspects of detector location. The strawman workplan included proposed objectives and proposed tasks. The proposed objectives included: 1) to answer the question "Does wall height location matter as far as the time for a residential CO alarm to respond?" and 2) to make specific recommendations based on the test result data. Attendees then discussed the need to broaden those proposed objectives to include location within a dwelling. The attendees agreed on the following objectives: 1) to improve the effectiveness of CO detectors, to reach consensus on a methodology for evaluating the proper location for CO detectors, and to generate data that will be useful in providing guidelines about the proper placement of CO detectors. The possibility of separating the project into two phases was discussed, with Phase 1 being determination of detector location in a single room, and Phase II being determination of detector location in a dwelling. The scope of the project would be limited to residential CO detectors. The proposed tasks included a preliminary assessment of test work and data required to achieve the above objectives, including a literature search; the development of preliminary protocols for testing defined scenarios; the development and issuance of a Request for Proposal (RFP) to candidate testing laboratories, and testing and analysis of data. Attendees also discussed a possible schedule for the study, as well as the amount of funding needed to conduct such a study. The hope was expressed that the study begin as soon as possible, with completion being in the summer of 1996.

After general agreement on the scope and on the objectives, the meeting was adjourned. The Foundation will be preparing official minutes of the meeting and will be developing a second workplan for approval of the Core Planning Committee as well as determining sources of funding for the project. If the trustees of the Foundation approve the project, then a Technical Advisory Committee would be formed and the usual Foundation process to carry out the research project would be initiated.

ATTACHMENT A

ATTENDEES
CORE PLANNING COMMITTEE
NATIONAL FIRE PROTECTION RESEARCH FOUNDATION
AUGUST 16, 1995

| NAME | ORGANIZATION |
|---|---|
| Susan Baden | National Fire Protection Research Foundation |
| Bruce Swiecicki | National Propane Gas Association |
| Alex Spataru | The Adept Group, Inc. |
| Pat Coughlin | International Association of Fire Chiefs |
| John G. Degenkolb | Code Consultant (Self-employed) |
| Wendy B. Gifford | BRK Brands/First Alert |
| Nick Bellavia | BRK Brands/First Alert |
| Paul E. Patty | Underwriters Laboratories Inc. |
| Bob Craig | System Sensor Division of Pittway |
| Elizabeth Leland | U.S. Consumer Product Safety Commission |
| Glenn A. Smith | National Association of State Fire Marshals |
| Bill Smith | American Sensors |
| Ted A. Williams | Gas Research Institute |
| Frank Stanonik | Gas Appliance Manufacturers Association |
| Marian Stamos | Association of Home Appliance Manufacturers |
| Merton Bunker, Jr. | National Fire Protection Association |
| Kelly Reynolds | Code Reporter (publication) |
| Craig Farnsworth | American Gas Association Laboratories |
| Trevor Perera | American Gas Association Laboratories |

ATTACHMENT B

NATIONAL
FIRE PROTECTION
RESEARCH FOUNDATION

1 BATTERYMARCH PARK, QUINCY, MASSACHUSETTS, U.S.A. 02269

FREDERICK K. MULHAUPT
PRESIDENT

# INFORMATION BRIEF

The National Fire Protection Research Foundation is uniquely suited to conduct fire safety research. As the NFPA's microscope and telescope on the future, the Research Foundation is an independent public nonprofit Foundation, providing practical, usable data on fire risk and state-of-the-art firesafety methods.

The Research Foundation brings together research centers of excellence, practical expertise and capital from various directions to focus objective research initiatives on the most crucial fire problems of the day. Research teams conduct research under contract to the Foundation, guided by Technical Advisory Committees.

Since 1982, the Research Foundation has served standards writers, firesafety professionals, corporate and public agency top management, and the international regulatory community.

The Foundation pursues its mission through research in two primary program areas:

- **New Technologies and Strategies**
  What is the "state of the art" in firesafety? The Foundation continues to probe the frontiers of fire protection technology and firesafe human behavior. Flammable liquid, quick response sprinkler, fire detection and halon fire protection have been extensively tested and documented.

- **Fire Risk Assessment**
  What is the quantitative risk associated with various materials, products, processes, procedures, standards and strategies? The Foundation supports improved databases, risk and hazard assessment, and cost-risk-benefit methods. Major initiatives have developed a comprehensive fire lifesafety risk assessment methodology, and test protocols for firefighter protective equipment.

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# WORKING WITH THE NFPA RESEARCH FOUNDATION

**Hour Glass Project Organization.**
- TAC ↔ Foundation ↔ Contractor(s)

**Technical Advisory Committee Governs Project.**
- Helps build consensus.
- Meets every 1-3 months, depending on test activity, decisions.
- Works as closely with NFPA, UFC Technical Committee as members wish.
- Questions, issues can be dealt with outside NFPA Technical Committee.
- Less formal than code committees.

**Foundation Raises Funds.**
- Multiplies investment of each contributor.
- Responsibility to sponsors.
- Charitable tax deduction under IRC 501(c)(3).
- Multi-industry support.

**Executive Support.**
- Facilitates communication between TAC members (data, reports, code and test activity).
- Facilitates attainment of consensus, technical objectives.
- Arranges TAC meetings.

**Results.**
- TAC review of data and draft final report.
- Direct transmittal to NFPA, UFC code committees, enforcers.
- Active publicity to trade, firesafety journals.

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# PROJECT DEVELOPMENT

**Foundation Approached with Problem/Project**
- Technical Committees with issues.
- Organizations/Associations needing research, analysis.

**Core Planning Meeting**
- Gather interested parties to discuss goals, scope, tasks, schedule, budget and deliverables.
- Determine sources of funding.

**Foundation Trustees Approval**
- Trustees answer questionnaire.
- Trustees determine objectivity, pertinence to fire problem, public interest, practical end product and feasibility.

**Technical Advisory Committee (TAC) Formed**
- Principal Sponsors, Fire Service, codewriters, technical experts and Building Code Officials.
- Determine details of the project and testing criteria.

**Foundation Issues Proposal and Goes to Bid**
- Proposal is used to raise funds, gain code and enforcer participation.
- Testing laboratories issue proposals to meet project goals.
- Test laboratory is selected.

**Testing is Performed**
- Testing/literature review performed.
- TAC members witness fire tests.
- TAC reviews and analyzes test results, draft, final reports.

**Results Are Published**
- Report is issued on tests/literature review.
- Presentations on results.
- Information distributed to NFPA, UFC code committees and other interest parties.

# Technical Advisory Committee

- ***Composition***

  Technical representatives of sponsors, authorities having jurisdiction, standard and codewriters, the fire service, insurers, industry, and other experts in the field of the research.

- ***Mission***

  To act as the technical advisory body to the Research Foundation for the research project.

  To support the project by helping bring to bear all the resources, technical and otherwise, necessary to expedite the project and make it a success.

  To review draft reports and make suggestions about future research.

  The Committee shall not, as a body, make recommendations or proposals to fire codes.

- ***Activity***

  The Committee will meet approximately 3-4 times per year at NFPA Headquarters, a test site or another convenient location.

  The Committee will be requested to review and comment on project materials from time to time.

  The Committee will be invited to observe fire tests.