

# Project Guidelines

(May 29, 2015)

## 1. General Guidelines

- a. The National Association of State Fire Marshals Fire Research and Education Foundation Board (NASFM Foundation) will be responsible for oversight and final decision making authority for all aspects of the project. Decisions are subject to the established procedures of the National Association of State Fire Marshals (NASFM) and the NASFM Foundation.
- b. With the exception of identified pre-existing material, the NASFM Foundation shall own and retain the copyright and sole ownership of all published reports and materials.
- c. It shall be the responsibility of each participant and the NASFM Foundation Board to ensure impartiality and professionalism of all participants associated with the project, and the avoidance of any conflict of interest.
  - i. Failure to abide by NASFM Foundation Board direction in this matter may lead to removal from project participation.

## 2. Organizational Responsibilities and Duties

- a. Project Councils
  - i. Project Councils shall be formed to solicit input and provide technical guidance from stakeholder groups associated with the project. For the purposes of Project FAIL-SAFE the following Councils will be established:
    1. Industry Council
    2. Testing/Technical Agency Council
    3. Fire Service/Code Official Council
    4. Academic Council
    5. Any others as deemed necessary
  - ii. Stakeholder organizations shall have the ability to have one member serve on a Project Council, the selection of whom is subject to NASFM Foundation Board approval.

- iii. Project Councils shall, with NASFM Foundation Board approval, select two members to serve as chair and vice-chair of each Council. The Chair and Vice-Chair shall work cooperatively with NASFM Foundation staff to establish guidelines and schedules for completion of council work.
- b. Project Advisory Committee
- i. A Project Advisory Committee shall be formed, composed of the Chair and Vice-Chair of each Project Council. The NASFM Foundation Board shall appoint one member to serve as Project Advisory Committee Chair, from either within or without the Committee. The Project Coordinator, or his or her designee, will be a voting member of the Project Advisory Committee.
  - ii. It shall be the work of the Project Advisory Committee to provide NASFM Foundation staff with scientifically valid direction for the purpose of conducting the proposed experimentation. They shall solicit and consider the input of the various Project Councils to ensure broad stakeholder input and expertise.
  - iii. The Project Advisory Committee will work cooperatively with NASFM Foundation staff to establish guidelines and schedules for completion of project work.
- c. The NASFM Foundation shall appoint a Project Coordinator to provide management and leadership for the Project Councils, Project Advisory Committee, NASFM Foundation staff, and contracted entities.
- i. The Coordinator shall be responsible to carry out the direction of the NASFM Foundation Board, typically reporting to the NASFM Foundation Executive Director to whom the NASFM Foundation Board has delegated day to day authority.
  - ii. The Coordinator shall facilitate business transactions and overall administration of the project.
  - iii. The Coordinator shall serve as liaison to the NASFM Foundation Board, NASFM Foundation Executive Director and NASFM Foundation Science Advisory Committee.

### **3. Test Criterion Selection**

- a. It will be the work of each Project Council to propose test criterion, designed to meet the stated goals and objectives of Project FAIL-SAFE. All members shall have equal opportunity to propose subjects for discussion by their respective Council. A written record of all proceedings will be produced.
- b. Selection of proposed individual criteria will require a majority vote of members present and voting, either in person or via approved electronic means. All criteria meeting the majority threshold will be advanced to the Advisory Committee, accompanied by the relevant written record.
- c. The Advisory Committee will consider each proposed criteria in a timely manner, assessing it for validity and reasonableness. A 2/3 vote of members present and voting, either in person or via approved electronic means, will be required to move the proposal forward.
- d. The Advisory Committee will exercise one of three options relative to the proposed criteria.
  - i. If the proposal fails to reach the 2/3 threshold, refer it back to the Project Council with comments for reconsideration,
  - ii. Table the proposal for consideration of incorporation into the testing master plan, or
  - iii. Forward the proposal with comments and a recommendation of incorporation into the testing master plan to the NASFM Foundation Board and staff for their consideration and decision.
- e. The NASFM Foundation Board, with the advisement of the NASFM Foundation Science Advisory Committee, will approve final test criterion.
  - i. Utilizing approved information, the NASFM Foundation will prepare a Request for Proposal for testing services according to NASFM Foundation policies and procedures.
  - ii. Selection of the successful RFP respondent will be at the discretion of the NASFM Foundation Board. While total cost of the proposal will carry significant weight, primary selection bench marks will encompass a demonstrated understanding of the project goals and

objectives, and previous experience in successfully performing work of a similar nature.

#### **4. Stakeholder Participation**

- a. Participating organizations and individuals are asked to make a three year commitment to the project. Upon receipt of notice of commitment, the NASFM Foundation will execute a binding contract with each participating organization subject to the following guidelines.
  - i. For the purposes of Project FAIL-SAFE, the NASFM Foundation will execute a one (1) year contract, with the option for two (2) additional years, pending mutual agreement.
  - ii. The NASFM Foundation, a 501(c)3 organization, will be responsible for collection, accounting and expenditure of all contributions in a manner consistent with current NASFM Foundation policies, and the goals of Project FAIL-SAFE.
  - iii. Contributions for the first year must be made in whole, payable net 30, upon receipt of invoice from the NASFM Foundation.
  - iv. Contributions for year two (2) will be invoiced upon execution of the contract option, payable net 30 from receipt of the invoice.
    1. Contractual consideration for payment timing may be made with respect to the commencement of the participant's fiscal year.
  - v. Contributions for year three (3) will be invoiced prior to the expiration of the year two (2) contractual period, payable net 30 from the commencement of the participant's fiscal year.
- b. Some organizations may assume different roles, as well as multiple roles, the common core of which will consist of the following:
  - i. Three year financial commitment commencing January 1, 2016
  - ii. Three year financial and time commitment commencing January 1, 2016

- iii. In-kind contributions that significantly impact the production and outcome of the project.
- iv. Three year time commitment commencing January 1, 2016
- c. Stakeholder participants shall serve without compensation and shall be responsible for all costs associated with involvement in project activities, including, but not limited to, travel, lodging, meals, and expenses.
  - i. Participants representing governmental agencies and approved non-profit organizations will be eligible for expense reimbursement as part of overall project expenses consistent with the policies and procedures of the NASFM Foundation.
- d. In the event an organization chooses to withdraw from the Project, the transaction shall be governed by the terms of the executed binding contract between the participant and the NASFM Foundation. As a general rule the following constraints apply:
  - i. Contributions made for the fiscal year in which the participant is requesting to withdraw are non-refundable.
  - ii. Requests to withdraw shall be made through written notice no later than 180 days prior to the end of the respective fiscal year in progress.

## 5. Amendments

- a. The Project Guidelines are subject to amendment and interpretation as necessary from time to time by the NASFM Foundation Board.