

Santa Barbara County Fire Department  
Fire Prevention Division  
Appeals Process Matrix

Current Practice	Fire Department has worked closely with our clients to resolve any issues with regard to alternative means of protection. When appeals are requested they go first to the Fire Marshal, then to the Fire Chief and, ultimately, to the Board of Supervisors for final resolution. This process is different, however, than that specified in the California Fire Code.
Intent	Adopt an appeals process to provide for reasonable interpretations of the California Fire Code.
Options	<ol style="list-style-type: none"><li>1. Take no action. Conduct business without a formal appeals process. (Not recommended)</li><li>2. Establish, by ordinance, an appeal process whereby an appeal would go first to the Fire Marshal, next to the Fire Chief and finally to the Board of Supervisors.</li><li>3. Establish, by ordinance, an appeal process whereby an appeal would go before a Board of Appeals.</li></ol>

## BOARD OF APPEALS

### Composition of the Board

- o 5 members
- o One member selected by each of the 5 supervisors
- o 3 member panel will be a quorum
- o Each member will serve a two year term
- o The Fire Chief will serve as an ex-officio member
- o The County Executive Office will serve as the clerk of the Board of Appeals.

### Qualifications of Board Members May Include

- o Experience in Fire Code permitting, inspection and plan checking.
- o Knowledge of national and state fire codes and administrative regulations; fire related provisions of the Uniform Building Code; standards of the National Fire Protection Association; fire chemistry; current techniques of building inspection/ principles and practices of architectural design or civil engineering, including general structural engineering methods.

### Rules and Regulations

- o Rules and regulations will be adopted by the Board of Appeals

### Application to Board of Appeals

- o Ads will be posted in local publications announcing open recruitment for Board members
- o Publications will cover all 5 supervisorial districts
- o Persons wishing to apply will complete an application on-line or available from the Clerk of the Board
- o Applications will be delivered to the Clerk of the Board's office and the appointing Supervisor's office