

**BOARD OF FORESTRY AND FIRE PROTECTION
PROFESSIONAL FORESTERS REGISTRATION**

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**PROFESSIONAL FORESTERS EXAMINATION COMMITTEE (PFEC)****MEETING NOTICE AND AGENDA**

Announcement date: November 17, 2023

Scheduled for: December 1, 2023 at 9:00 a.m.

Locations: The Professional Foresters Examining Committee (PFEC) meeting will be in-person but offsite at the **Redding City Hall's Community Room located at 777 Cypress Ave. Redding, CA.** Registration links for teleconferencing are available on the Board of Forestry and Fire Protection website (<https://bof.fire.ca.gov/>) under Webinar Information.

Webinar Registration

Link: <https://bof.fire.ca.gov/>
under Upcoming Webinars

AGENDA ITEMS**OPEN SESSION**

9:00 a.m.

- 1 Call to Order
- 2 Report of the Executive Officer Foresters Licensing.
- 3 Review of draft August 2023 PFEC Open Session minutes. **Possible action item.**
- 4 Discussion of applicant exam preparation PFEC Priority #1. **Possible action item.**
- 5 Discussion of qualifying forestry work experience, PFEC Priority #5. **Possible action item.**
- 6 Public Forum.
- 7 Adjourn to Closed Session.

CLOSED SESSION

- 8 Review of draft August 2023 PFEC Closed Session minutes. **Possible action item.**
- 9 Review of Case 347. **Possible action item.**
- 10 Review of Case 348.
- 11 Review 2024 RPF exam questions. **Possible action item.**

OPEN SESSION

- 12 Report out on Closed Session items.

Adjourn PFEC Meeting.

IMPORTANT PFEC MEETING INFORMATION

PLEASE NOTE: DUE TO THE UPCOMING REPEAL OF GOVERNMENT CODE SECTION 11133 THE PFEC IS RETURNING TO IN-PERSON MEETING FORMAT. COMMITTEE MEMBERS AND THE PUBLIC MAY STILL PARTICIPATE VIA MS TEAMS. PLEASE SEE BELOW FOR DETAILS.

CONTACT INFORMATION

Those requiring further information regarding this meeting notice may contact Dan Stapleton, Assistant Executive Officer – California State Board of Forestry and Fire Protection, P.O. Box 944246, Sacramento, CA, 94244- 2460, (916) 767-2140.

Webcast via MS TEAMS

The December 1, 2023 meeting will be held in-person. However, Microsoft TEAMS will be used to conduct the PFEC meeting with some remotely located committee members over the Internet. The public may provide public comment during the public comment periods and may participate in-person or otherwise observe remotely in accordance with Bagley-Keene Open Meetings Act as described below.

Bagley-Keene Open Meetings Act: If this agenda identifies one or more optional physical locations for this meeting, committee members and members of the public may attend and participate in the meeting at those locations, which will be connected to the webcast. If the TEAMS teleconference is interrupted or terminated for any reason and cannot be restored quickly and without the loss of attendees and participating members, the meeting will be terminated and rescheduled. As stated on the Meeting Agenda, Board staff will address teleconference participants prior to normal committee business to provide guidance on meeting format and stakeholder participation via teleconference.

Submitting A Comment: During the meeting, all participants using TEAMS will be muted by the meeting organizer. Participants will have an option to submit a comment, either by writing your comment or by directly addressing the members verbally. To submit a written comment, type the text of the comment in the “Chat” pane of the TEAMS interface. To submit a comment by verbally addressing the members, select the “Raise Hand” icon on the top of the TEAMS interface. The meeting organizer will call you by name and unmute you, so you can address the Committee members. If you are commenting verbally, please be sure to unmute your phone or device. An example image of the TEAMS interface is in Figure 1 at the end of this agenda. If the agenda identifies an optional physical location, members of the public attending at that location should physically raise their hand to indicate to staff at that location the desire to make a verbal comment. If your comment relates to a particular agenda item, please indicate your request to comment at the beginning of or during the consideration of that agenda item in order to ensure comments relate to the particular agenda item being discussed. If your comment relates to a topic within the PFEC’s jurisdiction and is not otherwise on the agenda, please indicate your request to comment during the Public Forum period, which will occur at the end of the meeting. The meeting organizer will manage the queue of comments. In addition, please see the section on Submission of Written Materials for information on submitting other written materials.

Audio recordings of the open session PFEC meeting may be preserved and available on the Board’s website. Due to space limitations on its servers, the Board does not preserve video recordings of meetings and/or audio recordings of its committee meetings or workshops.

PERSONS WITH DISABILITIES

Pursuant to the Americans with Disabilities Act, individuals who, because of a disability, need special

assistance to observe and participate in a State Board of Forestry and Fire Protection or a committee meeting may request assistance by sending an email to Dan Stapleton, Assistant Executive Officer, at dan.stapleton@fire.ca.gov or by calling (916) 767-2140. Requests should be made one week in advance whenever possible. Upon receipt of a request for reasonable modification or accommodation from individuals with disabilities, the Board will swiftly resolve the request consistent with the Americans with Disabilities Act.

SUBMISSION OF WRITTEN MATERIALS

The public is encouraged to comment on any item on the agenda. The PFEC may accept written materials as public comment on agenda items if feasible and if received prior to the deadline below. However, to ensure a public comment is considered by the PFEC during the discussion of the agenda item, please attend the meeting and provide the comment directly to the PFEC, or if the meeting is only being held telephonically or otherwise electronically, please register for the meeting and provide your comment in accordance with the instructions included herein. You may submit your comments by one of the following methods (only one is necessary):

E-mail: publiccomments@bof.ca.gov

Fax: (916) 653-0989

U.S. mail: Attn: PFEC, Board of Forestry and Fire Protection
PO Box 944246
Sacramento, CA 94244-2460

All written materials shall be due no later than 12:00 p.m. on November 24, 2023, unless there is a date specified on a specific hearing notice pursuant to the Administrative Procedures Act (Chapter 3.5 (commencing with § 11340), Part 1, Division 3, Title 2, of the Government Code). Timely submittal of written materials provides Board staff and PFEC members the opportunity to familiarize themselves with content of written documents. Note that depending on the volume of written materials received, Board staff and PFEC members may not be able to review all materials received prior to the public meeting. Written materials received after the deadline above will not be considered. Written materials submitted may be posted online by Board staff to allow for public inspection.

WHEN WILL MY AGENDA ITEM BE HEARD?

Like the Board, the PFEC begins each session at the time listed on the Meeting Notice and generally considers each agenda item in the sequence listed; however, the PFEC may take any non-hearing agenda item out of order as time permits.

VISUAL PRESENTATIONS

PowerPoint presentations must be provided via electronic mail to publiccomments@bof.ca.gov no later than 12:00 pm November 24, 2023. **All presentations are considered part of the public record.** All electronic formats must be Windows PC compatible. Please provide all materials in a format that satisfies the Americans with Disabilities Act (ADA) and applicable Web Content Accessibility Guidelines (WCAG) in accordance with the Board's policies to allow posting to the Board's website. Materials that do not satisfy these requirements will be accepted but will not be posted to the Board's website.

Figure 1. Participant View of TEAMS interface. Everyone is unmuted so you must mute yourself when not talking. TEAMS is webcam capable. Before the meeting prepare your webcam settings on your device.

