

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

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

Announcement date: February 6, 2023

**Scheduled for: February 16, 2023 at 9:00 a.m.**

The Professional Foresters Examining Committee (PFEC) meeting will be hosted via teleconference, as authorized pursuant to Government Code section 11133.

Registration links for these meetings 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

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**AGENDA ITEMS****OPEN SESSION**

**9:00 a.m.**

- 1 Call to Order, adjourn to Closed Session.

**CLOSED SESSION**

- 2 Review and approval of draft April 2023 RPF exam. **Possible action item.**
- 3 Review and approval of new April 2023 RPF exam applicants. **Possible action item.**
- 4 Review of draft January 2023 PFEC Closed Session Minutes. **Possible action item.**

**OPEN SESSION**

- 5 Reconvene from closed session and announce actions taken in closed session.
- 6 Review of draft January 2023 PFEC Open Session minutes. **Possible action item.**
- 7 Report of the Executive Officer Foresters Licensing.
- 8 Discussion of applicant exam preparation PFEC Priority #1. **Possible action item.**
- 9 Proposed PFEC Policy 3 revision. **Possible action item.**
- 10 Review of RPF fund budget actuals and projections.

Adjourn PFEC Meeting.

## **IMPORTANT PFEC MEETING INFORMATION**

**PLEASE NOTE: PURSUANT TO THE LEGISLATURE’S REENACTMENT OF GOVERNMENT CODE SECTION 11133 IN RESPONSE TO THE ONGOING COVID PANDEMIC, THE PFEC IS MODIFYING ITS NORMAL COMMITTEE PROCEDURES. PLEASE SEE BELOW FOR DETAILS.**

### **CONTACT INFORMATION**

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

### **Webcast via GoToMeeting**

For the February 16, 2023 meeting, GoToMeeting.com will be used to conduct the PFEC meeting over the Internet. Committee Members may attend and participate remotely, as authorized by Government Code section 11133. The public may provide public comment during the public comment periods and otherwise observe remotely in accordance with Bagley-Keene Open Meetings

Act as described below. 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 GoToMeeting 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 GoToMeeting 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 “Questions” pane of the GoToMeeting interface. To submit a comment by verbally addressing the members, select the “Raise Hand” icon on the left-hand side of the GoToMeeting 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 GoToMeeting 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](mailto: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](mailto: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 February 10, 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](mailto:publiccomments@bof.ca.gov) no later than 12:00 pm February 10, 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 GoToMeeting interface. Everyone is unmuted so you must mute yourself when not talking. GoToMeeting is webcam capable. Before the meeting prepare your webcam settings on your device.

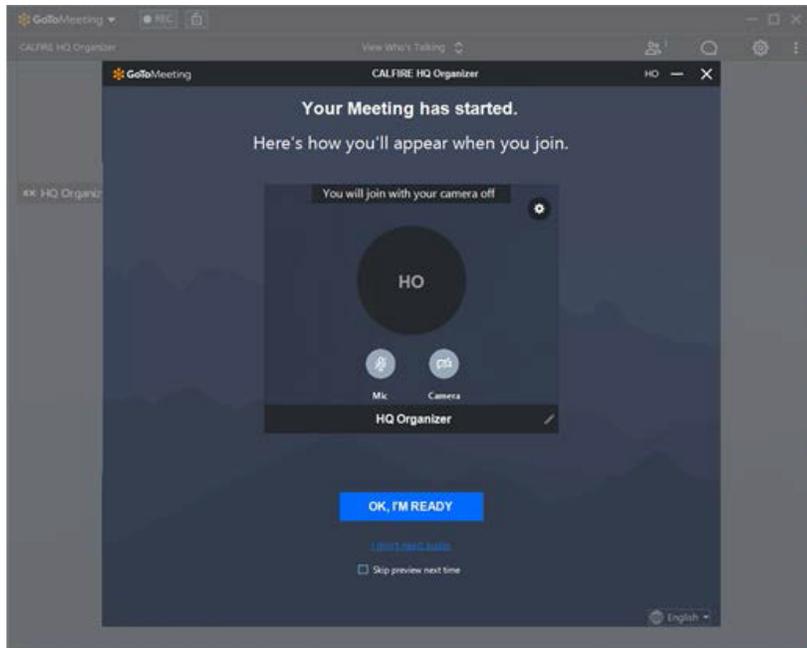


Figure 2. Participant View of GoToMeeting Meeting interface after you join the meeting and desire to change your audio connection to a phone.

