

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

1416 Ninth Street, Room
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SACRAMENTO, CALIFORNIA 94244-2460
(916) 653-8031

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

Announcement date: June 2, 2020

Scheduled for: June 22, 2020

The June Professional Foresters Examining Committee (PFEC) meeting will be hosted via teleconference. Registration links for these meetings are available on the Board of Forestry and Fire Protection website (<https://bof.fire.ca.gov/>).

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.

IMPORTANT PFEC MEETING INFORMATION

PLEASE NOTE: IN LIGHT OF THE UNPRECEDENTED COVID-19 VIRUS AND THE GOVERNOR'S EXECUTIVE ORDERS N-25-20, N-29-20, AND N-33-20, FOR THE DURATION OF THIS EMERGENCY THE BOARD WILL BE MODIFYING ITS NORMAL BOARD, COMMITTEE AND WORKSHOP PROCEDURES. PLEASE SEE BELOW FOR DETAILS.

GoToWebinar

For the June 2020 PFEC meeting, GoToWebinar.com will be used to conduct the meetings over the Internet. Pursuant to Executive Order N-29-20, Committee Members will be participating remotely. The public may observe, provide public comment during the public comment periods, and otherwise observe remotely in accordance with Bagley-Keene Open Meetings Act as described below. If the GoToWebinar 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 Board or Committee business to provide guidance on meeting format and stakeholder participation via teleconference.

Submitting A Comment: During the meeting, all participants 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 GoToWebinar interface. To submit a comment by verbally addressing the

members, select the “Raise Hand” icon on the left-hand side of the GoToWebinar 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 GoToWebinar interface, with the “Raise Hand” icon and “Questions” pane in bold, is in Figure 1 at the end of this agenda. 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 Board’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 its Board 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 June 15, 2020, 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 Monday June 15, 2020. **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.

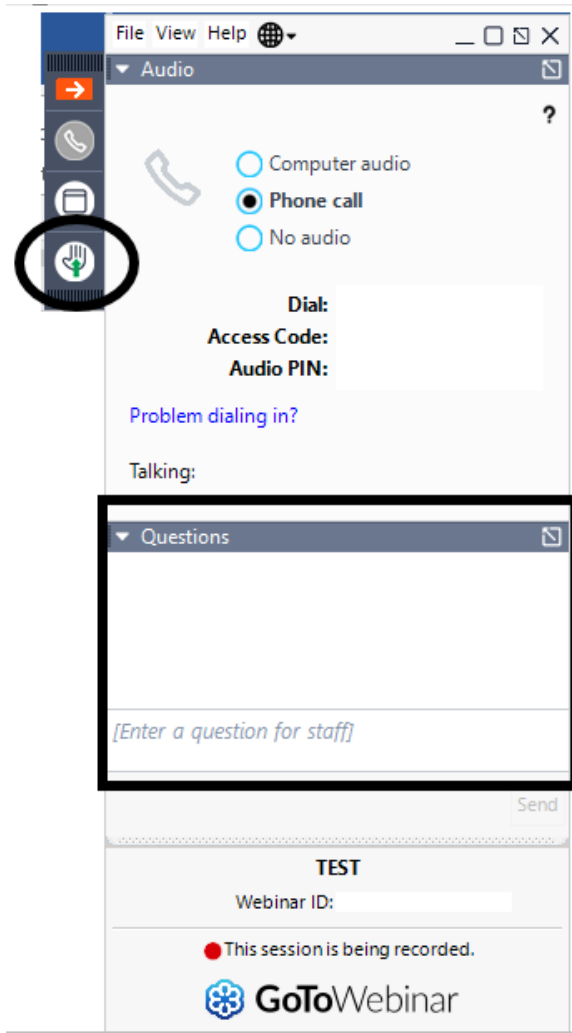


Figure 1. Participant View of GoToWebinar interface. To submit a verbal comment, select the “Raise Hand” icon - it is circled at left. To submit a written comment, type your comment in the “Questions” pane – it is in a bold box in the graphic below.

AGENDA

9:00 a.m.

CLOSED SESSION

The Closed Session is being held in accordance with Government Code Sections 11126(c)(1), 11126(c)(2), 11126 (c)(3), 11126(e), and 11126(f)(2) for the purpose of evaluating license applications, registration examination matters, and disciplinary actions.

1. Call to order. Open meeting and adjourn to closed session.
2. Review of closed session minutes of January 2020 Conference Call meeting. **Possible action item.**
3. Discuss examination administration matters. **Possible action item.**
4. **Adjourn closed session.**

9:30 a.m.

OPEN SESSION

1. Reconvene from closed session and report out on closed session items.
2. Report of the Executive Officer.
3. Review of open session minutes of November 22, 2019, January 21, 2020 (conference call) meeting and February 20, 2020 PFEC meetings.
4. Review draft copy "Role of the Registered Professional Forester, 2020" for editing. **Possible action item.**
5. Review and update PFEC Policy items. **Possible action item.**
6. George Smith of Exam Soft will conduct a presentation of their ExamMonitor© remote examination proctoring platform.
7. Public Forum – Member of the public may address the PFEC on any topic within its jurisdiction not otherwise on the agenda. Submittal of written comments is encouraged to ensure that all comments will be included in the record before the PFEC.

ADJOURN