

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

715 P Street, 10th floor  
P. O. Box 944246  
SACRAMENTO, CALIFORNIA 94244-2460  
(916) 653-8031

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

Announcement date: February 16, 2024

**Scheduled for: February 26, 2024 at 9:00 a.m.**

**Primary Meeting Location: 715 P Street, Sacramento, 2nd floor, room 2-310.**

**Teleconference Locations:**

**Shasta County Cooperative Extension, 1851 Hartnell Avenue, Redding, CA.**

**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 January 2024 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.
- 6 Public Forum.
- 7 Adjourn to Closed Session.

**CLOSED SESSION**

- 8 Review of draft January 2024 PFEC Closed Session minutes. **Possible action item.**
- 9 Review of Case 347. **Possible action item.**
- 10 Review of April 2024 New RPF Exam Applicants. **Possible action item.**

**OPEN SESSION**

- 11 Report out on Closed Session items.

**Adjourn PFEC Meeting.**

## **IMPORTANT PFEC MEETING INFORMATION**

### **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 PFEC will make the February 26, 2024, meeting available for public observation via Microsoft TEAMS. Registration links for teleconferencing are available on the Board of Forestry and Fire Protection website (<https://bof.fire.ca.gov/>) under Webinar Information. The ability to provide public comment via Microsoft Teams will be accommodated to the extent required by law under the Bagley-Keene Open Meetings Act.

By default, PFEC meetings will be convened pursuant to the “In Person” meeting requirements of the Bagley-Keene Open Meeting Act. If this agenda identifies one or more teleconference locations where committee members will be attending the meeting remotely, the meeting will comply with the teleconference meeting requirements of Government Code section 11123(b). The public is entitled to observe and participate in the meetings via public comment via Microsoft Teams at the primary meeting location and any teleconference location identified in this agenda. As a courtesy, the PFEC may permit the public to observe the meeting and provide public comment using the Microsoft Teams platform from locations not identified in the agenda as teleconference locations.

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](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 23, 2024, 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 23, 2024. **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.

