

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

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: http://bof.fire.ca.gov/professional_foresters_registration/
(916) 653-8031

**Professional Foresters Examining Committee**

Open Session Meeting Minutes Held: February 20, 2020

Members Present:

- Otto Van Emmerik, Chair
- Frank Mulhair
- Larry Forero
- Jason Poburko
- Dan Sendek
- Bill Snyder
- Jim Hawkins
- Christian Eggleton
- Gerry Jensen

Staff Participating:

- Dan Stapleton, Executive Officer, Licensing
- Eric Hedge, Regulations Coordinator, Board of Forestry
- Brandi Goss, Environmental Scientist, Board of Forestry

Chair Van Emmerik reconvened to Open Session

Chair Van Emmerik reported on closed session items. The Committee approved prospective RPF Exam applicants and the Draft April 2020 RPF Exam with amendments.

Executive Officer Report

E.O. Stapleton reported on the October 2019 RPF Exam, the pass rate was 43%. The pass rate for the past 40 years is at 44.9%, it seems to continue to follow the average. The 2019 RPF exam participation of 97 participants was a 20 year high, the second to the highest of 74 participants was in 2003.

There are two grader contracts being advertised, one is to replace Len and the other will be for an alternate grader when there are a high number of exam participants. The master examiners contract will have to be renewed for the October 2020 exam.

E.O. has had discussions with Information Technology, to research the possibility of offering a computer-based format, for the RPF exam. A quote was requested from Scan Tron for their exam product that can be provided as an online subscription service or a software service. Since the exam will be an online platform, it will require additional security and proctoring.

There were 47 individuals who applied to take the April 2020 RPF exam, including one Certified Range Manager (CRM) and 17 new applicants.

E.O. provided a Report on the RPF fund, in terms of Personnel Services and benefits (P.S.), there is approximately \$44,000 and \$34,680 available in Operating Expenses (O&E). This will carry the program through June 2020

Administratively, Daniele Cade was hired as a Staff Services Analyst, Deniele previously worked with Covered California.

Regulations

The Board of Forestry, Regulations Coordinator, Eric Hedge reported the Board's amendments to the appeals fee were withdrawn from the Office of Administrative Law (OAL). There was a minor issue with the analysis by the Department of Finance. It has been resubmitted to OAL.

Registered Professional Specialty Amendments that have been developing over the last two years were resubmitted to OAL at the end of January and became effective April 1, 2020.

The E.O. commented that the RPF and Specialty Amendments will allow the opportunity for individuals to pay online for their RPF/CRM licenses and exam fees. He has reached out to a company called Official Payments.com. They currently process payments for various professional services, such as, geologists and geo physicists licenses. There will be a small convenience fee of \$2 or \$3 to use this payment method. It was hoped that it will be up and running for the next renewal season.

“Role of the Registered Professional Forester, 2020”

Committee members reviewed the rule package in previous meetings and submitted several suggested edits to the rule package to the E.O. They discussed edits, Committee members suggested keeping the rule text intelligible for the general public. E.O. will make changes to the rule text and distribute to committee members for further review.

Review of Exam Soft software contract

E.O. gave an overview of a contract proposal submitted by Exam Soft software. The contract could be executed through a service agreement. It doesn't require a bidding process. However, Exam Soft would be required to accept the state's requirements for this type of contract. The E.O. expressed, with the large number of individuals taking the exam, there needs to be a way to deal with processing and grading the exams; it's costly and time consuming. Exam Soft would help in securing laptops for the exam. If personal laptops are used the software has the

ability to deny access to personal data folders and the internet. E.O. suggested that the committee should not rush into a decision. In the mean time they could utilize an alternate grader to assist with the exams.

Forest Education Community College Model Concept Presentaion – Kim Carr, Lake Tahoe Community College.

Kim provided a PowerPoint presentation on the Lake Tahoe Community College, Forest Education and Job Placement Program.

Public Forum

Committee members discussed possible exam locations and providing training for volunteer proctors from the California Licensed Forester's Association (CLFA)

Discussed inquiries received regarding the online RPF roster. The information should be updated regularly with newly licensed and valid RPFs and CRMs so that they can be validated. E.O. explained that the format and database have been transitioned over to the new CalTREES program, and there are some changes that need to be made. With the new program, there will be a learning curve. E.O. assured additional training has been scheduled to correct the issue.