

Memorandum

To: J. Keith Gilles, Chair, Board of Forestry and Fire Protection
Matt Dias, Executive Officer, Board of Forestry and Fire Protection

Date: April 22, 2021

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From: Kevin Conway
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California Department of Forestry and Fire Protection (CAL FIRE)

Subject: Request to re-appoint current Jackson Advisory Group members to staggered terms.

The Jackson Advisory Group (JAG) charter requires members to be appointed by the Director and are subject to approval by the Board of Forestry and Fire Protection (Board). Appointments are for 3-year terms that should be staggered so as to achieve an even cycle of replacing or reappointing one-third of the JAG members each year. We have been remiss in our duties to maintain this balance of terms.

This request is for a one-time reappointment of existing JAG members to staggered terms of up to 3-years as identified on the attached table so as to achieve this balance of terms. Reappointing the current members in place will provide stability of the JAG during this transition back to an orderly transition cycle. In future years, we will replace or reappoint approximately 1/3 of the members on a competitive basis each year in or around April per the terms of the charter below (full charter attached).

The Director has re-appointed the existing JAG members according to the attached table and is requesting approval of the Board of Forestry and Fire Protection for this action.

Terms of Appointments

Terms for Appointments: *Appointments shall be for three-year terms, and may be extended for successive one-year terms at the Director's discretion when a member is willing and there are no new applicants from the represented category. Extended terms are subject to termination at the Director's discretion. If a vacancy occurs before a member term expires, the appointment to fill that vacancy shall be for the rest of the regular term of that position.*

Adjustment of Terms to Achieve Reappointment or Replacement of One-Third of Members Each Year *When replacing or re-appointing the initial members of the JAG, the Director may make an adjustment of the length of the new term so as to eventually achieve an even cycle of replacing or reappointing one-third of the JAG members each year.*

JAG Membership Appointments (Updated March 2021)

Current Incumbent	Category Represented	Initial Appointment Year	Recommended Action	Next Expiration
Mike Anderson	Licensed Timber Operator/RPF	2008	1-year re-appointment	2022
Doug Albin	Biologist/CDFG	2011	1-year re-appointment	2022
George Hollister (Chairman)	Small Private Forestland Owner	2011	2-year re-appointment	2023
John Anderson (Vice Chairman)	Industrial Forestland Owner/RPF	2011	2-year re-appointment	2023
Amy Wynn	Land Use Consultant and Outdoor Recreation Advocate	2012	3-year re-appointment	2024
Charlie Schneider	Conservationist/Recreation Advocate	2017	3-year re-appointment	2024
Michael Jones	Forest Researcher/UC Cooperative Extension	2019	NA	NA

Charter

Jackson Demonstration State Forest Advisory Group

The Jackson Demonstration State Forest Advisory Group (JAG) is an advisory body of the Department of Forestry and Fire Protection (CAL FIRE) and the Board of Forestry and Fire Protection (Board).

Background and Importance

Policy for management of the state forests is provided by the Board of Forestry and Fire Protection, and the Demonstration State Forests are managed according to management plans prepared by CAL FIRE and approved by the Board. Existing legislation and Board policy provide over-arching direction and limitations upon the management of the state forests.

The Jackson Demonstration State Forest (JDSF) is a 48,652-acre forest owned by the State and managed by the Department of Forestry and Fire Protection. The largest forest in the State system, JDSF stands consist primarily of young-growth redwood, Douglas-fir, and hardwood tree species.

The Forest is managed primarily for research and demonstration associated with a range of forest management purposes, including environmental stewardship, timber production, and recreation. The large size of JDSF makes it uniquely suited to research and demonstration at the watershed or sub-watershed level, and provides an opportunity to test new management techniques and regulatory standards. Information gained through research and demonstration programs is disseminated and available for application to all of California's forestlands, public and private, industrial and non-industrial. In addition JDSF contributes to the economic stability of the local communities by providing high quality yields of forest products, which sustain local employment and tax bases. Outdoor recreation is another important benefit of JDSF.

Successful, well informed implementation of the updated Forest Management Plan is critical to JDSF operating within its mission.

Mission and Duties

Mission: The Mission of the JAG is to provide advice/recommendations to CAL FIRE and the Board regarding issues relevant to the periodic review of the JDSF Management Plan required under Board policy; ongoing implementation issues; and policy matters relevant to JDSF.

Duties: The JAG will conduct its activities in accordance with its Mission and in support of the goals of the Management Plan for JDSF. These goals are Research and Demonstration; Forest Restoration; Watershed and Ecological Processes; Timber Management; Recreation and Aesthetic Enjoyment; Information, Planning, and Staffing; Protection; Minor Forest Products; Property Configuration, and Education and Outreach.

On an ongoing basis:

1. Review and comment on ongoing implementation of the Management Plan and overall Forest management.
2. When requested by CAL FIRE or the Board, provide periodic recommendations on forest management policies and the Management Plan.

3. Review and comment on proposed even-aged harvesting.
4. Provide advice to CAL FIRE or the Board on other specific issues as determined by the Director, CAL FIRE staff, or the Board.
5. Provide input on Management Plan revisions and amendments.
6. Periodically discuss current forest management issues and provide advice on management direction and research needs.
7. Provide recommendations in regard to long-term research goals and actions under the management plan and provide an overview and assistance regarding identification and prioritization of research and demonstration projects. (Note: other advisory bodies may also be tasked with this).
8. Provide recommendations on monitoring approaches and where appropriate, assist with the interpretation and evaluation of monitoring information. (Note: other advisory bodies may also be tasked with this).

Completion of a Work Plan

The JAG will conduct an annual cycle of work planning to meet its mission of providing ongoing advice on JDSF. Once a work plan is created and adopted by the JAG, it will then be submitted to the Director and the Board for review and approval.

JDSF staff will participate in work planning.

Membership Appointment and Composition

Members are to be appointed by the Director and are subject to approval by the Board. Members do not “represent” particular interests; rather, they are to be chosen for knowledge and ability to represent the broad public interest. Members will be selected through an open solicitation and nomination process to be conducted by the Director. This process will include broad public notification of the opportunity to apply to be a member or to nominate others to serve.

The JAG will be composed of a minimum of 6 and up to 13 members from categories such as the following:

1. Licensed Timber Operator
2. Registered Professional Forester
3. Biologist
4. Forest Products Industry
5. Botanist and/or Ecologist
6. Physical Scientist (e.g., hydrology or geology)
7. Small Private Forestland Owner
8. Industrial Forestland Owner
9. Forestry Researcher
10. Environmental Advocate
11. Conservation Advocate
12. Recreation
13. Local Community

The majority of members shall have a local or regional perspective. "Regional" is defined as a perspective from the California Redwood Region (Monterey County to Oregon). Local or regional perspective may be a matter of expertise, not residency. At least one-third of the members shall have a statewide perspective.

Terms of Appointments

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Adjustment of Terms to Achieve Reappointment or Replacement of One-Third of Members Each Year When replacing or re-appointing the initial members of the JAG, the Director may make an adjustment of the length of the new term so as to eventually achieve an even cycle of replacing or reappointing one-third of the JAG members each year.

Chairperson and Vice Chairperson

The Director shall appoint a Chairperson from among the members of the JAG.

The Vice Chairperson shall be selected by the JAG from among its members. The Vice Chairperson shall chair meetings of the JAG in the absence of the Chairperson.

Roles and Responsibilities

- **JAG:** A consensus-seeking group of individuals representing public interests in JDSF. Members are expected to reach out to the public about the JDSF management issues they are working to address.
- **Board of Forestry and Fire Protection:** Provides direction and oversight on policy matters. It shall designate a member of the Board or a staff member to serve as a liaison to the JAG. Additionally it shall approve the JAG's work plans. As, Lead Agency, the Board is responsible for approving changes to the management plan for the Forest.
- **CAL FIRE:** Provides fiscal, policy, and technical support for the JAG's work, within staff and budget limits. As budgets allow, CAL FIRE may provide a neutral facilitator for the JAG, as determined to be necessary. CAL FIRE will pay reasonable and necessary travel costs of JAG members, consistent with State travel reimbursement policies.
- **Director:** Provides direction and oversight; establishes agenda priorities; ensures that adequate resources are available to support the JAG.
- **JDSF Forest Manager or Designee:** Is the main point of contact for the JAG Chairperson and directs JDSF staff regarding assistance to the JAG.
- **JDSF Staff:** Provides technical expertise for the JAG and subject matter experts to plan and manage specific discussion items and conduct intense work on single subjects, within staff and budget limits. Participates in and helps inform the JAG discussion.
- **Demonstration State Forest Program Manager:** Provides technical expertise to the JAG, JDSF Forest Manager, JDSF Staff, and the Board of Forestry and Fire Protection.

- **Chairperson:** Leads the JAG meetings, ensures the Group conducts itself professionally and on task and on time; serves as liaison to the Director, Board, and CAL FIRE staff. The Chairperson is responsible for ensuring timely accomplishment of the JAG's workplans. The Chairperson is the point of contact for the JAG and is responsible for assisting the JDSF Forest Manager in preparation of the meeting agendas and completion of follow-up actions.
- **Vice Chairperson:** Fulfills the role of Chairperson when the Chairperson is unavailable. Assists the Chairperson and CAL FIRE staff in preparation of the meeting agendas and follow-up actions.
- **Board Research and Science Committee:** As directed by the Board, provides guidance on JDSF research and demonstration to the Board, CAL FIRE, and/or the JAG. The working relationship among the JAG, CAL FIRE, and the Board's Research and Science Committee will be one of coordination, collaboration, and information sharing.

Decision Making

Consensus Seeking The JAG will operate as a consensus-seeking body.

To determine a degree of consensus, members will note their level of support for items as, for example, Strong Support, Support, Disagreement, and Strong Disagreement. The JAG may modify these categories to better meet its needs. Issues without a broad degree of support will not move forward as representing the views of the JAG. The level of support for various items will be recorded.

If an item receives a vote of Disagreement, the group will be asked to continue working until it appears a resolution is not attainable, or move on to an area where more agreement is possible. When a resolution is not attainable, the members will note the nature of the disagreement and make a determination as to the best way to proceed in the particular issue area.

To the extent the group is able to provide a consensus based recommendation, the Director and the Board will give those recommendations the highest level of consideration. In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the Director and the Board.

Where non-consensus recommendations or reports come forward from the JAG, the Director and the Board will give full consideration to the range of perspectives expressed by the JAG members and make their decisions based on the discretion and direction provided in statute and Board Policy.

All members must be fully advised of decisions made in their absence.

Minor and Major Decisions Not all decisions will have the same level of impact. Simple voting may be adopted for procedural or non-policy matters.

Select Decision Process in Advance Proposals for action should include the decision process to be used in considering the item.

Members are expected to always contribute their best personal thinking and act in the overall public interest, regardless of the initial positions of their communities of interest. Collaboration cannot be effective unless all parties are open to modifying their initial positions.

JAG Member Conduct

Members must be able to allocate time and resources to JAG activities. Attendance and participation are important to the continuity of the Group.

Should a conflict of interest arise for a member on a particular matter before the JAG, that member shall recuse him/herself from discussion and action on that matter.

Attendance

RSVP Members should advise the Chairperson and JDSF Forest Manager or designee if unable to attend a meeting. Members not in attendance can and should provide comment and input on agenda items to the Chairperson and the JDSF Forest Manager or designee prior to the meeting.

Extended or Frequent Absence If a member is unable to actively participate during the term of appointment, the Chairperson or the JDSF Forest Manager will ask him/her to reassess his/her ability to be an active member and may recommend replacement to the Director. The JAG as a whole will decide whether a member should be replaced due to absences.

Quorum A quorum is one person more than ½ of the current sitting JAG membership. In the absence of a quorum, the JAG will not engage in voting or taking actions, but may follow a consensus-seeking and informational process as a bridge to the next meeting when a quorum is present.

JAG Committees

Standing committees may be formed by consensus of the JAG to specifically address topics in the approved work plan.

The JAG in consultation with the JDSF Forest Manager may also form work groups or committees for topic-specific issues. Such committees will operate with well-defined scopes and specific start and end dates. The JAG may invite non-members who may provide technical expertise to the discussion.

Consultation

When additional expertise is advisable to assist the JAG in its deliberations, agencies such as Regional or State Water Quality Boards, Department of Fish & Wildlife, California Geologic Survey, NOAA Fisheries, U.S. Fish & Wildlife Service, USDA Forest Service, professional organizations, and educational or research institutions shall be invited to participate in the discussion or in consultation. CAL FIRE will make these requests on behalf of the JAG.

Meetings and the Public

CAL FIRE is responsible for providing public notification of JAG meetings. All meetings shall be noticed at least 10 days in advance by sending an announcement of the upcoming meeting to all those who request to be notified of JAG meetings. An announcement also will be made to local newspapers and radio stations in Ukiah, Willits, Mendocino, and Fort Bragg. All meetings shall be open to the public and shall contain a section devoted to input from the public. The Chairperson may require that individuals and groups wishing to address the JAG to sign up at the beginning of

the meeting. Individual presentations may be limited by the Chairperson. The Chairperson may limit the total amount of time devoted to the public comment section. Additionally, the Chairperson may elect to solicit public opinion during other agenda items.

CAL FIRE and Board staff, the JAG and individual Group members will conduct their JAG-related activities consistent with the Bagley-Keene Open Meeting Act (Government Code § 11120 *et seq.*). CAL FIRE and/or Board staff will provide the JAG with information and training on compliance with the Act.

Minutes

Draft minutes of the JAG meetings shall be reviewed, corrected if needed, and approved by the Group before distribution to the public. CAL FIRE will be responsible for taking minutes, revising them as requested by the JAG, distributing the minutes to the public, and maintaining the minutes, including posting them in a timely manner to the CAL FIRE JDSF website.

Amendments

The Director and Board may amend the charter, with the agreement of both parties. The JAG may recommend amendments to the charter, with these recommendations subject to the approval of the Director and the Board.

*Revised Charter, approved by the Board of Forestry and Fire Protection, 1/27/15
(previous approved versions dated 12/17/12 and 2/6/13).*