

Illinois Prescribed Burn Manager Certification Board  
Minutes of the 3<sup>rd</sup> Meeting  
(Approved at the 4<sup>th</sup> Meeting)

Illinois Department of Natural Resources  
Lake Level A  
One Natural Resources Way  
Springfield, IL 62702

Tuesday, June 14, 2011

3-1) Call to Order, Roll Call, and Introduction of Attendees

The meeting was called to order at 10:00 a.m.

Members Present: Paul Brewer, Illinois Department of Natural Resources (IDNR), Office of Resource Conservation (ORC), Division of Wildlife Resources; Randy Heidorn, Illinois Nature Preserves Commission (INPC); Michael Moos, Office of the State Fire Marshal, Manager of Homeland Security; Bob Szafoni, IDNR, ORC, Division of Natural Heritage; and Tom Wilson, IDNR, ORC, Division of Forestry.

Members Absent: None

Others Present: Debbie Reider, INPC

3-2) Adoption of Agenda

It was moved by Wilson, seconded by Moos, and carried that the agenda be adopted.

3-3) Approval of the Minutes of the 2<sup>nd</sup> Meeting, December 15, 2010

It was moved by Szafoni, seconded by Brewer, and carried that the Minutes of the 2<sup>nd</sup> meeting, December 15, 2010, be approved.

3-4) Proposed FY2012 Meeting Schedule

September 14, 2011 - Heron Room, IDNR Headquarters, 10:00 a.m.  
December 14, 2011 - Heron Room, IDNR Headquarters, 10:00 a.m.  
March 14, 2012 - Heron Room, IDNR Headquarters, 10:00 a.m.  
June 13, 2012 - Heron Room, IDNR Headquarters, 10:00 a.m.

It was moved by Moos, seconded by Szafoni, and carried that the proposed FY2012 meeting schedule be adopted.

### 3-5) Status of Certification of Prescribed Burn Manager Process

Tom Wilson stated that there are currently 409 certified applicants, and there are another 10-12 applications that are awaiting signatures. For FY11, \$7,450 was taken in, and there has been approximately \$200 in expenditures for the purchase of a ribbon for the card machine.

Mr. Wilson stated that approximately 75-100 packets have been returned because required information was missing from the application. The entire package is sent back to the applicant with a cover letter explaining the deficiency. Usually the applicant is quick to return the application with the needed information. There are only a few that have not resubmitted the packet.

Mr. Heidorn stated that he has noticed that an apprentice may not send a note from the burn boss that they have successfully completed the prescribed burn as the apprentice.

Mr. Wilson stated that the verbiage in the Administrative Rules that may be slightly confusing to those who are not familiar with the process. He has received a couple of calls from individuals requesting permission to start an apprenticeship program.

Mr. Heidorn stated that the Task Force's intent was not to be the one to give permission to start an apprenticeship program. There is no evaluation of the person prior to beginning an apprenticeship. It is just a matter of course work and the participation in five burns.

Mr. Wilson stated that there is no point for the Task Force to issue a letter giving permission to start one because there is no way for rejecting the request.

Mr. Heidorn discussed the possibility of adding a form designed by Bob Edgin to the process that will show that the apprentice completed their burns successfully.

Mr. Wilson stated that the addition of that form would clarify things.

Paul Brewer stated that the form could be distributed to the mentors within the IDNR, but he was not sure how many people were mentoring outside of the Department.

### 3-6) Equivalent Course Work Standards Work Group Report

Bob Szafoni provided a handout to the Illinois Prescribed Burn Manager Certification Board (IPBMCB) members. He stated that the report from the Task Force regarding the review of S130 and S190, but not I100, was used to pick out the most important parts of the training that any non S130 and S190 training would have to provide. In comparing that list with all the workbook lists that are in S130 and S190, he made a list of each of those specific features in the appropriate sections. He added the Committee's comments about things to exclude in certain chapters of the training. He pulled that together and modified the original paragraph. This would be a start toward developing a mechanism where we can objectively evaluate another prescribed burn manager training. Having done that, the evaluation of only one or two would be an intensive operation because of a lot of individual factors would need to be checked to verify

that they were in the proposed equivalency program. Because of that, he wanted to put the onus on the group that wants something done for them. He made a suggestion that once we get a finalized set of criteria, a form could be created that must be completed by the group to show the chapters or parts of their training manuals that address each factor. The group would have to list the page number of when each part begins. The Task Force's responsibility would then be to double check all that.

Mr. Szafoni stated that there has been some discussion by the Task Force about the generic covering of the incident command system in S130. He suggested that the Task Force think about whether it was appropriate to include this in the S130 and S190 equivalency course if we are requiring I100 as well. He stated that he felt it may not be needed.

Mr. Wilson stated that he would agree with that statement. He stated that S130 and S190 are not nationally recognized as incident command classes.

Mr. Szafoni stated that after the Board review of these factors, the form could be converted into a four column form. The columns would be the factor, sections, page numbers of the equivalency training, and Task Force's review checkmark. That would speed the Task Force's review. He stated that he would like to have a near final form ready to be reviewed at the September 14, 2011 IPBMCB meeting. The form could be sent out for further review after that and be brought back at the December 14, 2011 IPBMCB meeting.

Mr. Szafoni proposed that, as a Board, we review the document and send him comments by July 29, 2011.

Mr. Wilson stated that he agreed that the onus should be placed on the requesting group.

Mr. Brewer stated that he also agreed.

Mr. Moos stated that there may need to be a statement from the applicant that what was being submitted for review was National Incident Management System (NIMS) compliant. This would be helpful to be able to indicate this if federal funds were involved.

Mr. Wilson stated that some of the applications show certification dates prior to the existence of NIMS.

Mr. Moos stated that those applicants would need to go through the web training in order to be NIMS compliant. A cut-off point of 1983 would be used to determine who those applicants were.

Mr. Heidorn stated that to qualify for grandfathering-in, the applicant's equivalency and the experience had to have occurred prior to the date of the actual administrative rule being approved.

Mr. Wilson stated that an applicant could have taken an I100 class that was prior to NIMS coming into existence. He stated that he was in favor of having the applicant initial or check a box to verify that the courses taken were NIMS compliant.

Mr. Szafoni stated that when there was a request for an equivalency, a statement could be added to the cover letter or document stating this was only for the equivalency for S130 and S190, and a NIMS compliant I100 course remained a requirement with no equivalencies available.

Mr. Szafoni asked that comments regarding the report from the Task Force for the review of S130 and S190, but not I100, be sent to him by July 29, 2011. All comments will be incorporated into the document.

Mr. Brewer volunteered to help Mr. Szafoni with the report preparation.

Mr. Moos stated that once this document is complete, it should show who put the document together and when it was accepted. That will give a history of what took place.

3-7) Request Pursuant to 17 Ill. Administrative Code 1565.70 e for Approval of the Midwest Prescribed Fire Crew Training as a Substitute for the Requirement of S130 and S190 for Certification of Prescribed Burn Managers under 17 Ill. Administrative Code 1565.20(a) (1)

Item was deferred.

3-8) Equivalent State Prescribed Burn Manager Certification Programs

Tom Wilson stated that there was one request for equivalency for training done in Florida, but that applicant was grandfathered in under the application process.

3-9) Annual Report on Prescribed Burning Under Illinois Prescribed burning Act 525ILCS37

Randy Heidorn stated that under the rules, the IPBMCB is charged with the preparation of an annual report. The report should contain a summary of the state of prescribed burning in Illinois, a summary of the activities and accomplishments of the IPBMCB, and identify any problems with the certification process or prescribed burning. The report should also contain recommendations to the Director. He stated this report should be presented to the IPBMCB for approval at its September 14, 2011 meeting.

Mr. Heidorn stated that he will work with Tom Wilson when preparing this report. He asked that other comments be sent to him by July 29, 2011. He stated that he will send out a draft report to the IPBMCB members by the end of August, 2011.

3-10) Recommended Modifications to the Administrative Rules

Randy Heidorn stated that due to work load issues, there has been no movement on this item. He stated that there are still three things that need to be addressed: use of technology for meetings; a change in the grandfathering date; and the possibility of adding another member to the IPBMCB.

Mr. Heidorn stated that the question of the use of technology for meetings has been forwarded to the IDNR Office of Legal Council for comment. As of this date, no response has been given.

Tom Wilson stated that the change in the grandfathering date has not been an issue. The bulk of the applicants sent in their information by the end of December, 2010. He has not received any complaints about the cut-off date, but there have been a few that missed that date.

Mr. Heidorn suggested that the date be changed to cover those that missed the deadline. The applicants experience must have occurred prior to the date the Administrative Rule went into effect to be grandfathered into the program.

Mr. Wilson stated that he did not have a problem with extending the deadline until December 31, 2012.

After some discussion, it was decided to extend the grandfathering deadline to 2015.

It was moved by Brewer, seconded by Wilson, and carried that the following resolution be adopted:

The Illinois Prescribed Burn Manager Certification Board recommends that the deadline for the grandfathering-in period be extended until December 31, 2015.

(Resolution 3-5)

Mr. Heidorn asked if the IPBMCB should consider adding additional representation to the Board.

Mr. Wilson suggested that a representative from the Prescribed Burn Council, a prescribed burn manager, or a private contractor be added. He felt it should be someone who was not strongly affiliated with the agencies but had a vested interest.

Paul Brewer stated that a private volunteer citizen would be beneficial.

Mr. Heidorn asked for input on the appropriateness of having a private contractor on this type of advisory board.

Mr. Brewer stated that there is the Quad Cities Burn Alliance and the Southeastern Illinois Prescribed Fire Alliance, and he was thinking someone from that type of group would be beneficial to the IPBMCB.

Mr. Wilson agreed with Mr. Brewer's suggestion because that person would add a different perspective.

Mr. Moos stated that while there were two current members that were also members of the Prescribed Burn Council, they were not representing the interest of the Prescribed Burn Council

when serving on the IPBMCB. If it was the Board's intent to have fair representation from another organization, it would be beneficial to bringing another person onto the Board.

Mr. Wilson stated that a request could be made to the Prescribed Fire Council to have it designate a formal member to the IPBMCB.

Bob Szafoni stated that he would be interested to see how other boards and commissions handle this issue.

Mr. Brewer stated that he was the chairman of the Habitat Committee, and there was representation from non-governmental organizations (NGOs) that serve on that committee. The representative is not allowed to vote if the Committee is voting on one of their projects or if there would be a direct effect on their particular organization. There was also a voting citizen member of the Committee.

Mr. Heidorn stated that the administrative rule specifically addresses who can be on the IPBMCB, and if the Board would like to have the administrative rule opened, there should be a plan of what we would like to see changed. The rule states that the Director of the IDNR appoints three members, the Illinois State Fire Marshal appoints one member, and the Chair of the Illinois Nature Preserves Commission appoints one member.

Mr. Wilson stated that the Forestry Development Council has 25 members that come from various interests such as the timber industry, sawmill industry, environmental groups, and universities.

Mr. Moos stated that he did not see having a problem with having entities on the Board unless they obviously have a direct opinion that causes conflict with the Board's mission.

Mr. Heidorn asked if there was a desire to increase the size of the IPBMCB, and what specific groups should be considered.

Mr. Brewer stated that he would be more comfortable seeing a private individual being added to the Board.

Mr. Wilson stated that the addition of a private individual has merit because they would not be personally benefiting from the action taken by the Board.

Mr. Heidorn reminded the Board that the IPBMCB is an advisory board. It provides recommendations to the Director of IDNR, and the Director makes the final approvals.

It was moved by Moos, amended by Brewer, seconded by Wilson, and carried that the following resolution be adopted:

The Illinois Prescribed Burn Manager Certification Board recommends that the Director of the Illinois Department of Natural Resources expand the membership of the Board by one member.

The Board will provide the Director with a recommendation of who the additional member should be. The additional member must be a certified prescribed burn manager.

(Resolution 3-6)

Mr. Heidorn stated that two modifications to the administrative rule were approved at this meeting. He stated that he will work with Mr. Wilson to prepare the revised administrative rule, and it will have to be placed on the July Action Agenda for the Joint Committee on Administrative Rules (JCAR).

3-11) Illinois Prescribed Burn Manager Certification Board Web Page

Tom Wilson stated that he has not completed this task. He stated that he will meet with Ann Otten in the near future. The web content was discussed: legislation, administrative rules, meeting minutes, meeting dates, meeting agendas, certification application, and a list of the names of the certified burn managers.

3-12) Public Comment

There was no public comment

3-13) Other Business

There was no other business.

3-14) Adjournment

It was moved by Brewer, seconded by Wilson, and carried that the meeting be adjourned at 11:46 a.m.