

Illinois Prescribed Burn Manager Certification Board
Minutes of the 2nd Meeting
(Approved at the 3rd Meeting)

Illinois Department of Natural Resources
Mallard Room
One Natural Resources Way
Springfield, IL 62702

Tuesday, December 15, 2010

2-1) Call to Order, Roll Call, and Introduction of Attendees

The meeting was called to order at 10:37 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; and Bob Szafoni, IDNR, ORC, Division of Natural Heritage.

Members Absent: Tom Wilson, IDNR, ORC, Division of Forestry.

Others Present: Debbie Reider, INPC

2-2) Adoption of Agenda

The approval of the meeting minutes from the September 28, 2010 meeting was inadvertently omitted from the agenda.

It was moved by Brewer, seconded by Szafoni, and carried that the agenda be adopted as amended.

2-3) Approval of the Minutes of the 1st Meeting, September 28, 2010

Bob Szafoni stated that a correction should be made on page 10 of the minutes. The correct name should be Chris Long.

Paul Brewer suggested two grammatical changes on page 5 of the minutes (wildland and urban interface).

It was moved by Moos, seconded by Szafoni, and carried that the Minutes of the 1st Meeting, September 28, 2010, be approved as amended.

2-4) FY2011 Meeting Schedule

March 17, 2011 Lake View Conference Room A, IDNR Headquarters, 10:00 am

June 14, 2011 Lake View Conference Room A, IDNR Headquarters, 10:00 am

2-5) Status of Certification of Prescribed Burn Manager Process

Randy Heidorn stated that Tom Wilson provided information on the status of certification of prescribed burn managers. The application process is up-to-date, and there have been 322 applications approved. Revenue for FY10 certification was \$4,350. As of December 7, 2010, revenue for FY11 was \$3950. The certificates are being issued. The problem with the printer was resolved in November. There have been a few concerns expressed regarding names being transposed, and Mr. Wilson has been correcting that problem.

Mr. Heidorn stated that the program has not been able to conduct the number of S130 and S190 courses that it had hoped to provide. Two courses were held in December, but the ten courses that were promised have not occurred. According to Mr. Wilson, a contract has been worked out with the University of Illinois, but it has not been finalized.

Mr. Brewer asked how many applications have been rejected or not approved.

Mr. Heidorn stated that Mr. Wilson did not provide that information. He stated that there is not a lot of discretion relating to the applications. If the applicant provides the affidavit and certificates, the application has to be approved.

Mr. Brewer stated that the National Wildfire Coordinating Group (NWCG) keeps a list of training classes on file, and Mr. Wilson has been allowing those lists to serve as a copy of the certificate. Mr. Wilson has confirmed that the applicant has had those classes.

Mr. Heidorn stated that this may be a standard practice.

Michael Moos stated that the certificates electronically are being issued electronically, and the eligibility is tracked through the rosters.

2-6) Use of Technology for Conducting Illinois Prescribed Burn Management Certification Board Meetings

Mr. Heidorn stated that he talked with IDNR's legal counsel. He stated that he was advised that the IPBMCB could use technology to conduct its meeting, but it would require an addition to the Administrative Rules. If this was done, it would require the location of the participant to be a public space. It would be considered a public meeting and would need to be included in the publication of the meeting notice.

Mr. Moos stated that the Terrorism Task Force permits telephone conference calls with the stipulation that whomever is connecting by telephone, other than the host, to post the meeting announcement and agenda at their facility. The meeting has to be open to anyone who would like to attend. It has not been a problem, and it has become very convenient. The Task Force was formed by Executive Order, and it does have rules which address this process. He stated that he would give a copy of that rule to Mr. Heidorn.

Mr. Heidorn asked if the IPBMCB would like to pursue the use of technology to conduct its meetings. This would require an addition to the bylaws and incorporated into the Administrative Rules. He stated that if the IPBMCB was going to change the grandfathering- in period, it could also change the Administrative Rule to allow for the use of technology to conduct its meetings.

Mr. Szafoni stated that a system described by Mr. Moos would be doable.

Mr. Brewer stated that the use of technology to conduct the meetings would be something to pursue to keep business moving along.

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

The Illinois Prescribed Burn Manager Certification Board will pursue, by whatever means necessary, the use of technology to conduct its meetings.

(Resolution 2-3)

2-7) Equivalent Course Work Standards Work Group Report

Mr. Heidorn provided the Board members with a handout outlining the final recommendations from the Comparative Standards Meeting. This report was provided by Tom Richter. The members of this subcommittee were not listed in the report.

Mr. Moos stated that he would recommend that the names of the members be added to the report.

Mr. Szafoni stated that he would like to have the opportunity to review this report and cross reference it with the course material. He would also like the opportunity to think about how the IPBMCB should develop the mechanism for review of an equivalency course especially as it relates to the Comparative Standards Committee's recommendation to "make comparison of chapter by chapter lesson objectives to ensure that in the event of an accident or injury during the course of a planned event or ongoing incident personnel are covered under the standards set forth by the Illinois legislature..." He felt that the Committee's recommendations were a good place to start, but the Board needed to think about how it would make this part of a functional evaluation process.

Mr. Brewer stated that he agreed with Mr. Szafoni's comments, and he would like to have more time to review the Committee's recommendations. He would also like to have clarification on some of the Committee's comments.

Mr. Moos stated that the work group had to proceed in a short timeframe with its review, and the Board would have to trust the Committee members' subject matter expertise that this was a comprehensive list of what was required. He stated that he would like to see a little more detail regarding Unit 13, Hazardous Materials Awareness to be able to determine if it was at a firefighter level or awareness for public safety level. He stated that it would be nice to know the

objectives that the Committee wanted to see covered along with more detail on the minimum amount of time that was required for this. He stated that the report covered what the Board wanted, but it needed more detail to be able to accomplish the comparison.

Mr. Heidorn stated that the Board needed the lesson objectives in each of the units referenced in the report. The Committee probably had that information, but this report was just a summary of that information.

Mr. Szafoni asked if unit instructor guidelines were available. If there were, it may be a simple task to pull those in.

Mr. Heidorn stated that he would go to the NWCG website and see what is available. Since S-130 and S-190 courses are available online, the course work may already be there for review.

Mr. Moos stated that it may be beneficial to talk with Mr. Richter because he may already have that information documented.

After much discussion, it was decided that the Comparative Standards Committee report was a good starting point, but more details were needed before a decision could be made. This matter will be brought back for further discussion at the IPBMCB meeting on March 17, 2011.

Mr. Moos recommended that a paragraph be added to beginning of the report indicating the subject matter experts that worked on the report and the date of the meeting.

Mr. Brewer stated that the Board is requiring S130, S190, and I100. I100 was not mentioned in the report submitted to the Board.

Mr. Heidorn stated that the omission of I100 may go back to the fact that the specific issue of I100 being easily done online. The Midwest course did not look at I-100, but I100 is needed for certification.

Mr. Brewer asked if the Administrative Rule or the Board's standards required all three of the courses. If this was going to be the final document used to compare other classes to see if the standards for equivalency were met, there needed to review the I-100 information as well.

Mr. Szafoni stated that after quickly reviewing the minutes from the September 28, 2010 meeting, the Board focused on the equivalency for S130 and S190. The only time I100 was mentioned was to note that it was one of three courses required. The Board has not talked about the equivalency for that. He stated that it was his understanding the I100 could be done entirely online. The equivalency issue would only be associated to S130 and S190.

Mr. Brewer stated that if an applicant's entire coursework does not mention Incident Command or I100, the Board would still require that applicant to take I100. He stated he did not know if any of the courses would include I100 materials within the standard course. He felt that if all three courses were required, the Board needed to make sure that the evaluation of other programs somehow included all three of those things before certification was given.

Mr. Moos asked if there was anything in the recommendations that required any type of National Incident Management System (NIMS) compliance.

Mr. Heidorn stated that there was a possibility of this, depending on who was involved in implementing federal programs. If burns were done on federal properties or State of Illinois properties, the individuals would probably have to be NIMS compliant. This also affects the farmer and the golf course owner when conducting a prescribed burn. Those individuals do not necessarily have to be NIMS compliant. The thought under the Administrative Rule was that the initial incident commander on the scene of an escape should at least have I100 training.

2-8) 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) (deferred from September, 2010)

Mr. Heidorn stated that in an effort not to overlook an issue, he left this item on the agenda. He asked if the Board wanted to defer this topic to a future meeting.

After a short discussion, it was decided to defer this issue pending the completion of the adoption of the recommendations from the Comparative Standards Committee.

2-9) Equivalent State Prescribed Burn Manager Certification Programs (deferred from September, 2010)

After a short discussion, it was decided to defer this issue pending the completion of the adoption of the recommendations from the Comparative Standards Committee.

2-10) Planning for the Annual Report on Prescribed Burning under Illinois Prescribed Burning Act 525ILCS 37 (deferred from September, 2010 to the March 17, 2011 Meeting)

Mr. Heidorn stated that the original plan was to defer this issue until the March 17, 2011 meeting. At that time assignments would be made to put together the different sections of the Annual Report. The Annual Report is scheduled to be presented for approval and transmittal to the Director of the IDNR at the June 14, 2011 meeting.

It was agreed that this item would be deferred as outlined above.

2-11) Discussion on Extending the Grandfathering-in Period

Mr. Heidorn stated that there had been a concern that the Board had not been able to provide the practitioners with the S130 and S190 field days. This objective was not met due to the procurement issues associated with it. The grandfathering-in period ends December 31, 2010, and there are many individuals who have the experience prior to the beginning of the rule but may not have had S130 and S190 courses. These individuals are safe burners, and they have the

necessary experience. He stated that he has discussed this with Jim Herkert, Office Director of ORC, and Mr. Wilson. Mr. Heidorn asked if it would be wise for the Board to extend the grandfathering-in date for one year to give the Board a chance to offer those courses and to make sure the individuals eligible to be grandfathered in are able to take advantage of that process. This would be a recommendation that could be made to the Director of the IDNR. The Department could do this independently if it wanted, but he felt it was appropriate for the Board to think about this in order to present a recommendation.

The extension of one year would not allow individuals who have gained experience in the last year to be eligible for the grandfathering-in process. This process would only be for those individuals who had the experience before the rule took effect. This change would require amending the Administrative Rules.

Mr. Brewer stated that the only downside he could see with the extension would be for those individuals who worked hard to get their applications submitted before the deadline, but he did not feel would be a major issue.

Mr. Heidorn stated that the applicants still needed to push to get their information in because this change would not be put in as an emergency rule. The process would take a minimum of six weeks to accomplish.

Mr. Szafoni stated that IDNR staff needed to get their applications in as soon as possible in order to be certified as a burn boss, and it was a worthwhile use of their time.

Mr. Heidorn stated that he was still getting a number of questions from individuals that did not know about aspects of the application process and the course availability.

It was moved by Brewer, seconded by Szafoni, 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, 2011.

(Resolution 2-4)

Mr. Heidorn stated that he will send that recommendation to the Director of the IDNR, and the Board will move with the language changes.

2-12) Illinois Prescribed Burn Manager Certification Board Web Page

Mr. Heidorn stated that the IPBMCB should have its minutes posted on the web. Mr. Wilson has indicated a willingness to put the information on the Forestry web page. Mr. Heidorn stated that he will work with Mr. Wilson in that effort. The minutes would be posted through a link on the Forestry web page.

Mr. Moos stated that if inquiries are coming in, there may be a need to add those inquiries as questions under a Frequently Asked Questions section. He also suggested that any forms that are required be posted as well in a PDF format.

Mr. Brewer stated that he felt it would be a good idea to put the application form on the web site.

2-13) Public Comment

There was no public comment

2-14) Other Business

Mr. Szafoni stated that he has been asked if a list of certified prescribed burn managers would be available. At the present time this information was not available. He asked if this was something that was actually needed.

Mr. Heidorn stated that at one time there was a plan to publish such a list.

Mr. Moos stated that the information may be something requested under a FOIA request. Another reason to have a list of all certified prescribed burn managers was that it was good public relations. The information would only be a list of names with the associated county and a contact number. No personal information would be associated with this. This information could be added to the web page.

2-15) Adjournment

It was moved by Szafoni, seconded by Moos, and carried that the meeting be adjourned at 11:25 a.m.