

Oregon Board of Forestry – Hybrid Public Meeting

Oregon Department of Forestry -
2600 State Street, Salem OR, 97310

Wednesday, July 20, 2022

The Board of Forestry will hold its July meeting in a hybrid format, allowing interested persons to view the meeting and participate online while having seating for in-person public attendance. The meeting will be streamed live on the department’s YouTube channel. There will be an opportunity for the public to provide live testimony during the meeting. Written testimony may be submitted for information items, before or up to two weeks after the meeting day to boardofforestry@odf.oregon.gov with the agenda item number included with the submission.

Link to view Board of Forestry Meeting available at
https://www.youtube.com/c/OregonDepartmentofForestry

Prior meetings’ audio and this meeting’s written material are available on the web www.oregon.gov/odf/board. The matters under the Consent Agenda will be considered in one block. Any board member may request the removal of any item from the consent agenda. Items removed for separate discussion will be considered after approval of the consent agenda. Public comment will not be taken on the consent agenda or work session (*) asterisked items.

Consent Agenda

- 9:00 – 9:01 A. Financial Dashboard Report – June 2022 Bill Herber
9:00 – 9:01 B. Annual Letters to the State Forester Levi Hopkins
9:00 – 9:01 C. Petersburg RFPA New Formation Levi Hopkins
9:00 – 9:01 D. Frenchglen RFPA Expansion Levi Hopkins
9:00 – 9:01 E. North Harney RFPA New Formation Levi Hopkins
9:00 – 9:01 F. 2022 Board of Forestry Governance Performance Self-Evaluation Sabrina Perez
9:00 – 9:01 G. Annual Performance Progress Report 2022 Sabrina Perez
9:00 – 9:01 H. 20-Year Strategic Plan Progress Update Nathan Beckman
9:00 – 9:01 I. Committee for Family Forestlands Appointment and Reappointments Mike Kroon
9:00 – 9:01 J. Facilities Condition and Capital Management Plan D. Chris Stewart
9:00 – 9:01 K. Human Resources Dashboard Tricia Kershaw
9:00 – 9:01 L. Public Affairs Report Joy Krawczyk
9:00 – 9:01 M. Bureau of Land Management-West Oregon Operating Plan Update Mike Shaw
9:00 – 9:01 N. Fire Season Report Mike Shaw

Action and Information

- 9:01 – 9:45 1. State Forester and Board Member Comments
A. Public Comments [for information items on agenda and topics not on agenda-see page 3]... Register online
B. Forest Trust Land Advisory Committee Testimony [Placeholder]
9:45 – 10:30 2. Committee for Family Forestlands Annual Report Mike Kroon and Wendy Gerlach
The Committee for Family Forestlands (CFF) will present its activities over the past year and discuss the key issues affecting family forestlands. This is a decision item.
10:30 – 10:45 Morning break
10:45 – 11:30 3. Certified Burn Manager Rulemaking Mike Shaw and Tim Holschbach
The Department will present the draft administrative rules and seek permission to conduct public hearings from the Board. This is a decision item.
11:30 – 12:30 4. *Executive Session Chair Kelly and Mike Wilson
The Board will meet in executive session to confer with legal counsel regarding the Board’s rights and duties related to current litigation likely to be filed pursuant to ORS 192.660(2)(h).
12:30 – 1:30 pm Lunch
1:15 – 2:00 5. 2023-2025 Agency Budget Development Bill Herber and James Short
The Department will seek approval of the 2023-2025 Agency Request Budget and concurrence on a conceptual letter of transmittal from the Board This is a decision item.
1:30 – 2:30 6. ODF and DEQ MOU Progress Report Josh Barnard and Jennifer Wigal
The Department will provide an update on the ODF & DEQ Memorandum of Understanding (MOU) interagency collaborative work. This is an information item.

- 2:30 – 3:15 7. **Wildfire Prevention Program Overview** Mike Shaw, Tim Holschbach, and Joy Krawczyk
The Department will provide the Board with an overview of the Department's wildfire prevention program, including education and regulatory actions. This is an informational item.
- 3:15 – 3:45 8 **Macias Gini O'Connell Implementation Plan Progress**Bill Herber, Sabrina Perez, and MGO
The Department will provide a joint update with Macias, Gini, and O'Connell (MGO) on the implementation of MGO recommendations. This is an informational item.
- 3:45 – 4:00 Afternoon break
- 4:00 – 4:15 9. **Forest Trust Land Advisory Committee Testimony**David Yamamoto or John Sweet
The FTLAC is a statutorily established committee that advises the Board on State Forests policy. This is an informational item.
- 4:15 – 4:30 10. **Board Closing Comments and Meeting Wrap-Up** Chair Kelly and Board Members
Board Chair and members to summarize the meeting's action items and provide closing comments.

The times listed on the agenda are approximate. At the discretion of the chair, the time and order of agenda items—including the addition of an afternoon break—may change to maintain meeting flow. The board will hear public testimony [*excluding marked items] and engage in discussion before proceeding to the next item. * A single asterisk preceding the item number marks a work session, and public testimony/comment will not be accepted.

BOARD WORK PLANS: Board of Forestry (Board) Work Plans result from the board's identification of priority issues. Each item represents the commitment of time by the Board of Forestry and Department of Forestry staff that needs to be fully understood and appropriately planned. Board Work Plans form the basis for establishing Board of Forestry meeting agendas. The latest versions of these plans can be found on the Board's website at: <https://www.oregon.gov/odf/Board/Pages/AboutBOF.aspx>

PUBLIC TESTIMONY: The Board of Forestry places great value on information received from the public. The Board will only hold public testimony at the meeting for decision items. The Board accepts written comments on all agenda items except consent agenda and Work Session items [see explanation below]. Those wishing to testify or present information to the Board are encouraged to:

- Provide written summaries of lengthy, detailed information.
- Remember that the value of your comments is in the substance, not length.
- For coordinated comments to the Board, endorse rather than repeat the testimony of others.
- To ensure the Board will have an opportunity to review and consider your testimony before the meeting, please send comments no later than 72 hours prior to the meeting date. If submitted after this window of time the testimony will be entered into the public record but may not be viewed by the Board until after the meeting.
- For in-person meetings, sign in at the information table in the meeting room when you arrive. For virtual meetings, follow the sign-up instructions provided in the meeting agenda.

Written comments for public testimony provide a valuable reference and may be submitted before, during, or up to two weeks after the meeting for consideration by the Board. Please submit a copy to boardofforestry@odf.oregon.gov, and written comments received will be distributed to the Board. Oral or written comments may be summarized, audio-recorded, and filed as a record. Audio files and video links of the Board's meetings are posted within one week after the meeting at <https://www.oregon.gov/odf/Board/Pages/BOFMeetings.aspx>

The Board cannot accept comments on consent agenda items or a topic for which a public hearing has been held and the comment period has closed. If you wish to provide oral comments to the Board, you must email the Board Administrator to sign up for live testimony, contact, Hilary.Olivos-Rood@odf.oregon.gov, by 5 p.m. Friday, July 15, 2022. Instructions for providing public comment virtually will be confirmed by email and the link provided before the meeting.

Three minutes will be allotted for each individual to provide their comments. Those requesting additional time for testimony should contact the Board Support office at 503-945-7210 at least three days before the meeting. The maximum amount of time for all public testimony for agenda items with a Board decision will be thirty minutes.

WORK SESSIONS: Certain agenda topics may be marked with an asterisk indicating a "Work Session" item. Work Sessions provide the Board opportunity to receive information and/or make decisions after considering previous public comments and staff recommendations. No new public comment will be taken. However, the Board may choose to ask questions of the audience to clarify issues raised.

- During consideration of contested civil penalty cases, the Board will entertain oral argument only if Board members have questions relating to the information presented.
- Relating to the adoption of Oregon Administrative Rules: Under Oregon's Administrative Procedures Act, the Board can only consider those comments received by the established deadline as listed on the Notice of Rulemaking form. Additional input can only be accepted if the comment period is formally extended (ORS 183.335).

GENERAL INFORMATION: For regularly scheduled meetings, the Board's agenda is posted on the web at www.oregonforestry.gov two weeks prior to the meeting date. During that time, circumstances may dictate a revision to the agenda, either in the sequence of items to be addressed or in the time of day the item is to be presented. The Board will make every attempt to follow its published schedule and requests your indulgence when that is not possible.

To provide the broadest range of services, lead time is needed to make the necessary arrangements. If special materials, services, or assistance is required, such as a sign language interpreter, assistive listening device, or large print material, please contact our Public Affairs Office at least three working days before the meeting via telephone at 503-945-7200 or fax at 503-945-7212.

Use of all tobacco products in state-owned buildings and on adjacent grounds is prohibited.

Agenda Item No:	A
Work Plan:	Administrative
Topic:	Financial Dashboard
Presentation Title:	Department Financial Report for June 2022
Date of Presentation:	July 20, 2022
Contact Information:	Bill Herber, Deputy Director for Administration (503) 945-7203, bill.herber@oregon.gov

SUMMARY AND CONTEXT

An executive financial report and summary will be submitted monthly to ensure the Board of Forestry (Board) has up-to-date information for oversight of the Department's financial condition. This report will include the financial and budgetary status of the Department as well as other ancillary topics as appropriate.

BACKGROUND AND ANALYSIS

This consent item is transparent publishing of the Department's transmittal of monthly financial reports to the Board of Forestry. While executive-level in nature, the financial report provides information on various topics that are either germane, or direct impacts to the financial status of the agency, or other administrative functions of the organization during any given month.

This financial report will continue to evolve over time. As the Department's reporting ability matures and insights into its operational and administrative work improve, this financial report will reflect those improvements. These improvements could include operational or process improvements or the introduction of new systems and technologies that enhance the Department's administrative capabilities. In addition, Board input will be factored in as the report evolves.

NEXT STEPS

The Board will receive the Department's Financial Report the third week of every month, whether a Board meeting is occurring or not. This will allow the Department to report on the previous month while allowing for the fiscal month closing process to conclude.

ATTACHMENTS

- 1) Department of Forestry Financial Report for June 2022



June 28, 2022

Sen. Elizabeth Steiner Hayward, Co-Chair
Rep. Tawna Sanchez, Co-Chair
Joint Committee on Ways and Means
900 Court St. NE, H-178
Salem, OR 97301

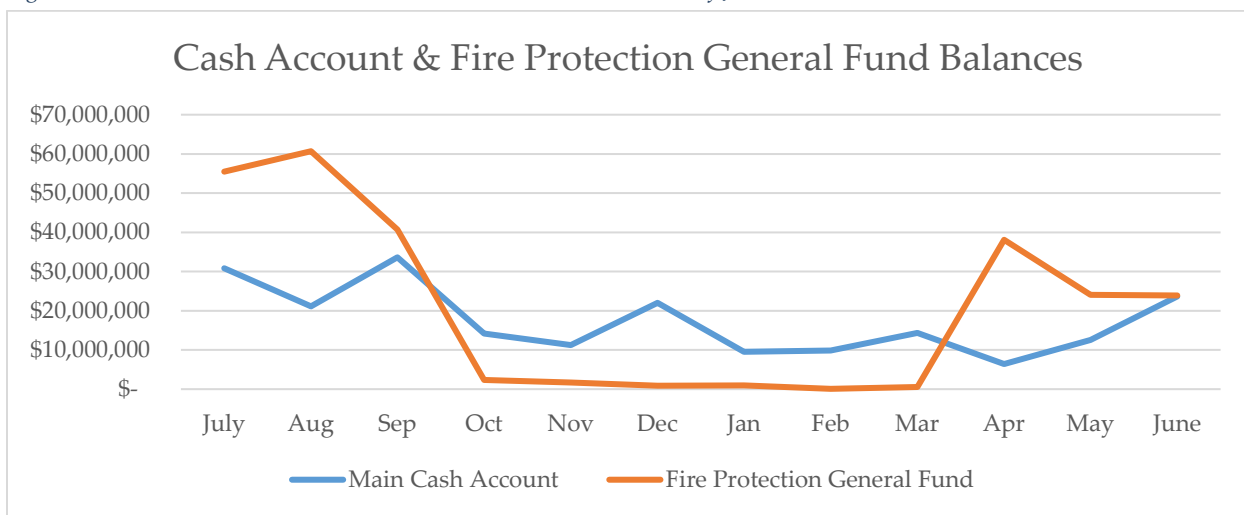
Re: Oregon Department of Forestry (ODF)—Monthly financial condition report

Dear Co-Chairs,

Cash and General Fund Balances

Overall, cash receipts for the reporting period increased and the Fire Protection General Fund balance remained relatively unchanged from the prior period. Increases in the agency's main cash account were attributable to timber sales and the collection of receivables from the U.S. Forest Service; however, those revenues were still less than projected. The limited change to the Fire Protection General Fund balance was due to operational costs being offset by the continued reclassification of backlogged entries from General Funds (GF) to Other Funds (OF) for the division (Figure 1).

Figure 1 - Cash Account and Fire Protection General Fund Balances as of June 20, 2022



The agency submitted a request to the State Emergency Board in June 2022 and received approval to access \$50 million of General Fund that was set aside for the agency to mitigate anticipated cash-flow shortages during the 2022 fire season and to limit operational impacts across the agency.

Financial Projections

The timing of financial transactions and continued processing of reclassifications between fund types are the main factors contributing to the ongoing variances between projected and actual financial activity reported. As the agency streamlines financial reporting processes and refines the methodology used to project related activity, the expectation is that the variances will be less significant over time (Table 1).

The variances between projected and actual May revenues were predominantly related to timber sales, federal grant reimbursements, and large fire reimbursements. Actual timber sales totaled \$7.7 million, which was 36.5% less than projected sales. Revenue associated with federal grant and large fire reimbursements totaled \$4.2 million, which was \$14.3 million less than projected. These reimbursements are difficult to project since the amount that will ultimately be reimbursed and when that will occur is outside the agency’s control.

Actual services and supplies expenditures were \$3.6 million, or 95.1%, greater than projected due to pre-fire season preparation costs and out-of-state resource deployments to support other states. Special payment expenditures were \$3.2 million greater than projected, primarily due to the agency’s contribution to the Arch Cape Forest Legacy Project.

Note: Due to continuous process improvements, the reporting format in Table 1 has changed to provide additional detail to distinguish resources available for general purposes.

Table 1 - Financial Projections through June 20, 2022

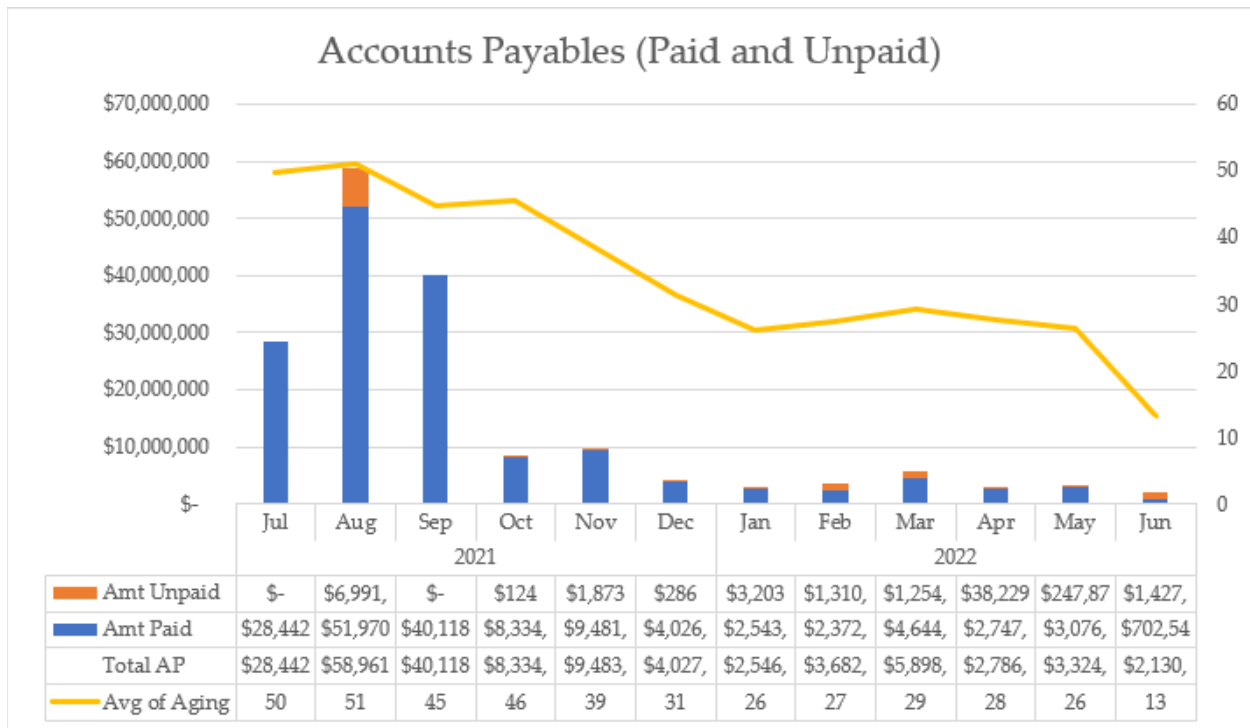
	22-May		22-Jun	22-Jul
	Projection	Actual	Projection	Projection
Total Revenue	\$45,253,407.25	\$33,850,426.37	\$59,445,911.24	\$7,899,830.45
Total Expenditures	(\$13,683,063.41)	(\$22,257,887.61)	(\$25,074,548.13)	(\$41,487,951.67)
Net Total Exp/Rev	\$31,570,343.84	\$11,592,538.76	\$34,371,363.11	(\$33,588,121.22)
Beginning Cash Balance	\$14,139,515.83	\$21,927,010.13	\$28,961,616.02	\$63,332,979.13
End of Month Cash Balance*	\$45,709,859.67	\$28,961,616.02	\$63,332,979.13	\$29,744,857.91
Less: Dedicated Funds	(\$8,182,206.68)	(\$16,676,407.89)	(\$16,732,928.60)	(\$16,971,260.18)
End of Month Main Cash Balance	\$37,527,652.99	\$12,285,208.13	\$46,600,050.53	\$12,773,597.73
Available GF Appr	\$73,605,947.99	\$70,229,155.10	\$57,309,119.83	\$49,054,652.85
Available Resources	\$111,133,600.98	\$82,514,363.23	\$103,909,170.36	\$61,828,250.58

*Includes reconciliation for non-cash revenue and expenditure transactions.

Accounts Payable

Accounts payable expenditures processed through Oregon Buys decreased between May and June due to an increased number of transactions processed directly in the Statewide Financial Management Application (Figure 2). The outstanding AP balance for June primarily consists of payments to USFS, which cannot be processed until reimbursements owed to ODF, primarily from the Federal Emergency Management Agency (FEMA), are received to mitigate cash flow restrictions.

Figure 2 - Accounts Payable as of June 20, 2022



Accounts Receivable

The department’s total outstanding accounts receivable balances increased \$1.5 million (1.5%) from activity reported in the prior period, while the balance of accounts over 90 days past due decreased by \$2 million (2.4%) because of the agency’s increased collection activities. The increase in total receivables (Figure 3) was primarily due to additional timber sales. As previously reported, balances over 120 days past due are typically related to large fire reimbursements owed by FEMA Public Assistance (PA) grants (Figures 3 & 4).

Figure 3 - Accounts Receivables Aging as of June 20, 2022

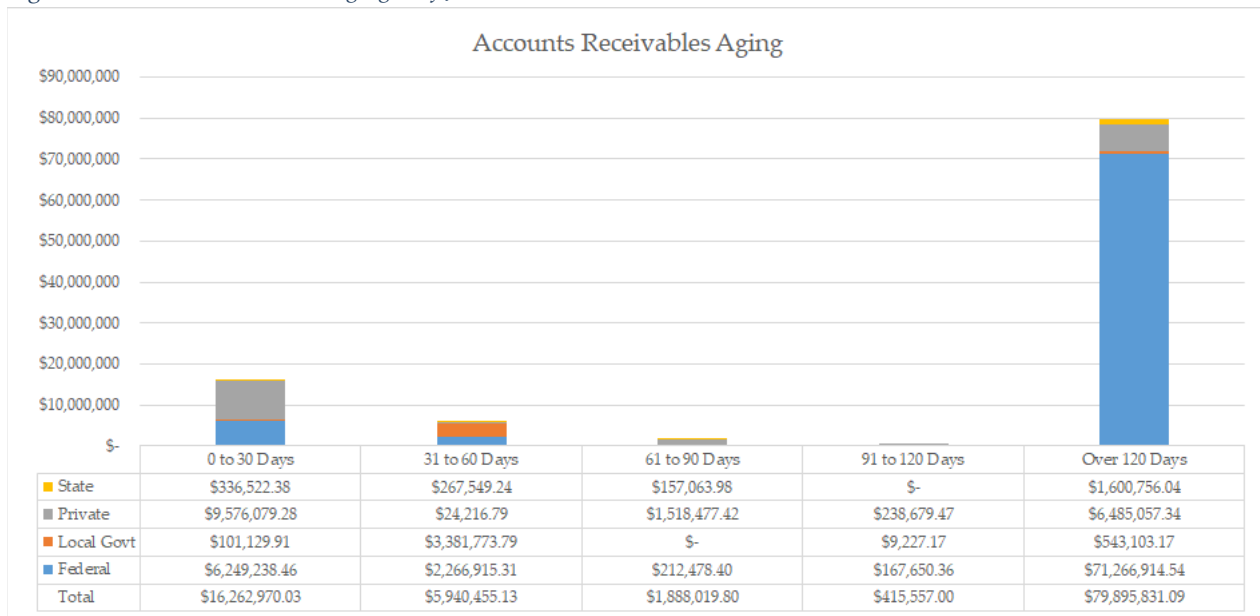
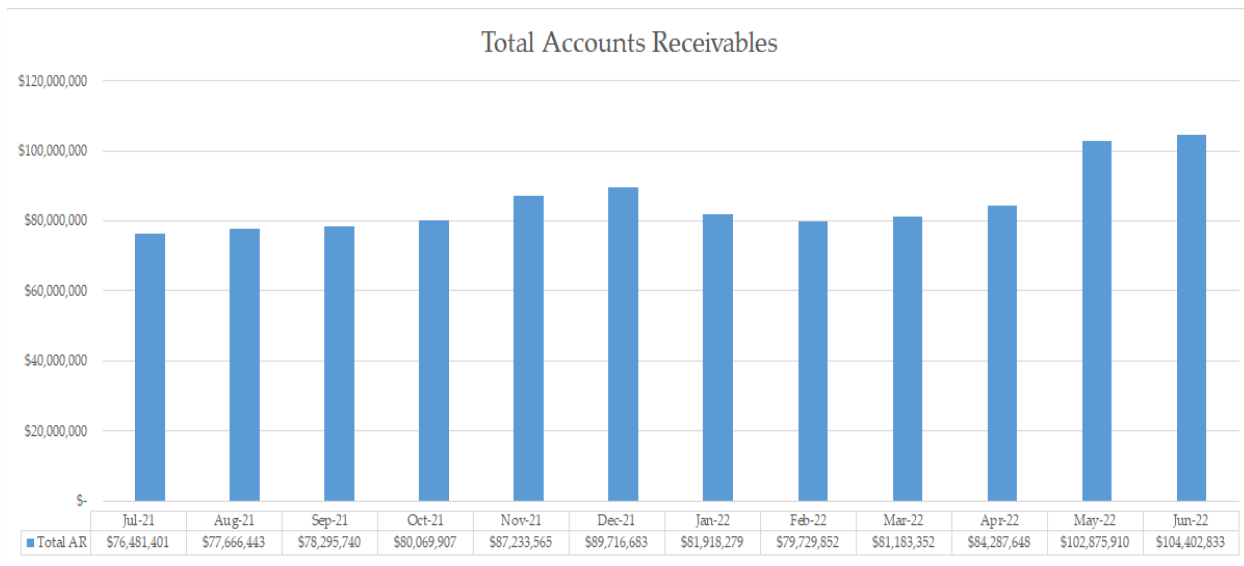


Figure 4 - Total Accounts Receivables as of June 20, 2022



Large Fire Costs

The department continues to make progress in moving its FEMA PA grant applications further along the process. The 2020 PA grant applications are at various stages of FEMA’s review process. Currently, there are no outstanding information requests to the department from FEMA, and the claims are with either the Environmental and Historic Preservation or the Consolidated Resource Center reviewers. The PA grants account for most of the currently invoiced amounts from the 2020 fire season (Table 2). The remaining work for the outstanding-to-invoice amount for 2020 is dependent upon the receipt of these FEMA monies. Cost share settlements and audits continue to be conducted for the 2021 fire season.

Table 2 – Gross Large Fire Cost Summary (red indicates estimates – in millions) as of June 20, 2022

Fire Protection Large Fire Cost Summary								
Fire Season	2015	2016	2017	2018	2019	2020	2021	Total
Fire Costs	76.48	20.74	61.35	108.09	33.79	139.95	141.44	581.84
Currently Invoiced	(0.35)	(0.07)	(0.17)	(1.29)	(0.20)	(65.92)	(9.43)	(77.43)
Outstanding to Invoice	-	-	(0.09)	(0.48)	(0.49)	(10.87)	(76.50)	(88.43)

MGO Update

June’s work continued the agency’s progress towards completion of key deliverables, as detailed in the [department’s Implementation Management Plan](#). Recruiting efforts to staff the Administrative Modernization Program, which is leading the department’s implementation efforts, is an ongoing priority. There was also collaborative work with Macias, Gini, and O’Connell (MGO) in reviewing the supporting documentation that will aid in MGO’s development of a second formal assessment of the department’s progress towards implementation of the recommendations. The second assessment will build upon [MGO’s April review](#), and the results will be presented to the Board of Forestry at their July 20 meeting.

Sincerely,



Cal Mukumoto
 Oregon State Forester

c:
 Legislative Fiscal Office
 Chief Financial Office
 Oregon State Treasury
 Board of Forestry
 Governor’s Office

STAFF REPORT

Agenda Item No.:	B
Work Plan:	Fire Protection Work Plan
Topic:	Annual Topic: Annual Letters to the State Forester
Date of Presentation:	July 20, 2022
Contact Information:	Levi Hopkins, Wildfire Prevention & Policy Manager Fire Protection Division 503-949-3572; levi.a.hopkins@oregon.gov

SUMMARY

The purpose of this agenda item is to report to the Board concerning the contents of the annual letters received from the nine non-operating forest protective associations and the written responses made to those letters.

CONTEXT/BACKGROUND

By contract, the nine non-operating forest protective associations are required to provide a written communication with the State Forester at least once annually. The purpose of these letters is to enable the associations to communicate directly with the State Forester concerning situations, conditions, and problems they believe need to be brought to his attention. Historically, the State Forester returns a response letter that addresses the issues raised by the associations.

RECOMMENDATION

These letters are provided to the Board for their information, there is no action recommended.

NEXT STEPS

The Fire Protection Division will be working through the issues presented and follow-up with the associations.

ATTACHMENT

- 1) Letter from East Oregon Forest Protective Association (EOFPA).

Cal Mukumoto, State Forester
Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

May 6, 2022

State Forester Mukumoto,

The East Oregon Forest Protective Association (EOFPA) is concerned about the current and future cost of ODF providing a base or adequate level of wildfire protection in Eastern Oregon. Protection costs continue to rise at rates landowners will not be able to pay. Working family forest and range lands in Eastern Oregon cannot generate the same amounts of incomes and the same land value, as seen on the Western side of Oregon.

Senate bill 762 provided funding for a much needed boost in staffing. While the legislature allocated sufficient money for these positions this year, including the landowner offset, it is the future of that offset funding that is of great concern to the landowners. The EOFPA appreciates you addressing this offset funding in ODF's Policy Option Package for the FY24 budget, but we believe there needs to be a permanent legislative fix for this funding. It has been recognized in the past that there is a financial disparity in the eastern side of the state. A partial solution to this problem was recognized in the past with the Wildfire Protection Act that provided rate offsets to the east side. We urge you to work with the legislature to bring forth our concerns and ask that you support the landowners and this association's efforts to address this issue.

The potential is there for these lands to no longer be viable as working family forests and grazing lands. As these costs outpace the ability of the lands to generate revenue, the lands may shift to non-traditional uses or be developed to pay for the increases in protection. As these lands are developed, there is the potential to greatly increase the Wildland Urban Interface lands.

The EOFPA has had a very long standing and good relationship with ODF and are very grateful for the level of service and fire protection provided. The financial ability of the lands to support ODF firefighting efforts in Eastern Oregon is becoming cost prohibitive. A solution needs to be found to provide an adequate level of protection, while maintaining these lands as working forests and grazing lands.

Regards,



Jered Schwabauer

President

East Oregon Forest Protective Association

Cc: Oregon Board of Forestry

STAFF REPORT

Agenda Item No.:	C
Work Plan:	Fire Protection Work Plan
Topic:	Ongoing Topic: Rangeland Protection Association Formation
Presentation Title:	Hearing Request for a Rangeland Protection Association in North Wasco County
Date of Presentation:	July 20, 2022
Contact Information:	Levi Hopkins, 503-949-3572, Wildfire Prevention and Policy Manager Levi.A.Hopkins@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to obtain Board approval to proceed with a public hearing on the subject of providing protection from fire for rangelands in North Wasco County to form the Petersburg Rangeland Fire Protection Association (RFPA).

CONTEXT

This is part of the Department's ongoing effort, pursuant to ORS 477.320, to assist rural communities in eastern Oregon to develop wildland fire protection coverage in areas that are currently unprotected.

The formation of the Petersburg will dissolve what is now known as the Columbia Rural special district. The Board of Directors for Columbia Rural Fire Protection District provided a letter (Attachment 1) requesting the Board to hold a public hearing on the subject of providing protection from fire for rangelands in the vicinity of Petersburg and Dufur, Oregon. (Attachment 2).

BACKGROUND AND ANALYSIS

Rangelands in eastern Oregon present a concern to Forest Protection Districts because of the lack of fire protection. Fires starting on these lands, left uncontrolled, have frequently threatened, or spread to forestlands protected by the Department. This creates a dilemma for the district and the potential use of district resources on unprotected lands that do not financially support the protection district.

The 2004 Fire Program Review identified assisting local communities in developing fire protection on unprotected lands as a high priority. Rangeland Protective Associations have been formed in Ashwood-Antelope, Bakeoven-Shaniko, Blue Mountain, Brothers Hampton, Burnt River, Crane, Fields-Andrews, Frenchglen, Gateway, Greater Pine Valley, High Desert, Ironside, Jordan Valley, Juntura, Lone Pine, Lookout Glasgow, Post Paulina, Silver Creek, Twickenham, Vale, Wagontire, Warner Valley, WC Ranches, and Wheeler County Fire & Rescue.

The area the private landowners are considering for fire protection is interspersed with other land management agencies.

Although the emphasis is the protection of private lands, opportunities will exist for partnerships and mutual aid agreements with other entities to strengthen wildland fire protection throughout the area.

RECOMMENDATION

The Department recommends the Board approve the landowners' request to hold a public hearing on the subject of providing protection from fire for rangelands in North Wasco County.

NEXT STEPS

The Department will hold a public hearing and determine the support for providing fire protection in North Wasco County, Oregon. If there is sufficient support, a request will be made from the landowners to the Board to determine whether the rangeland should be included within a protection system.

If the Board determines that the rangeland should be included in a rangeland protection system, the Board, in cooperation with interested persons, will establish the extent and type of protection to be provided. Such protection shall be commensurate with the values and uses of the rangeland to be protected.

ATTACHMENTS

- (1) Letter from Board of Directors for Columbia Rural Fire Protection District
- (2) Map of Proposed Petersburg RFPA

Columbia Rural Fire Protection District

Mr. Cal Mukumoto
Oregon Board of Forestry
2600 State Street
Salem, Or. 97310

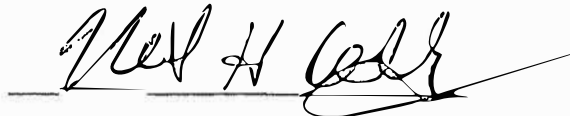
5/10/2002
2022

Dear Mr. Mukumoto,

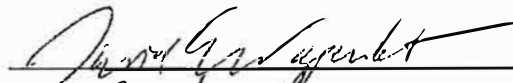
We, the Board of Directors for Columbia Rural Fire Protection District, hereby request that the Oregon Board of Forestry hold a public hearing regarding the transition of our Fire District (Special District) to a Rangeland Fire Protection Association. It is our intention to dissolve as a Special District if and when we are granted the status of RFPA. We intend to keep our current boundary (please see legal description on the following page). Our name would be changed to Petersburg Rangeland Fire Protection Association.

Thank you for your consideration,


Michael Kelly, President



David Wagonblast, Treasurer



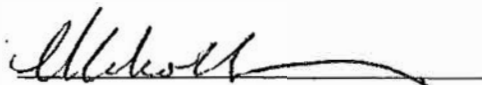
Noah Williams, Secretary



William Hammel, Member



Michael Urness, Member



FILED

JUL 1 - 1966

1 IN THE COUNTY COURT OF THE STATE OF OREGON *W. H. Johnson* COUNTY CLERK
2 IN AND FOR THE COUNTY OF WASCO *W. H. Johnson* COUNTY DEPUTY

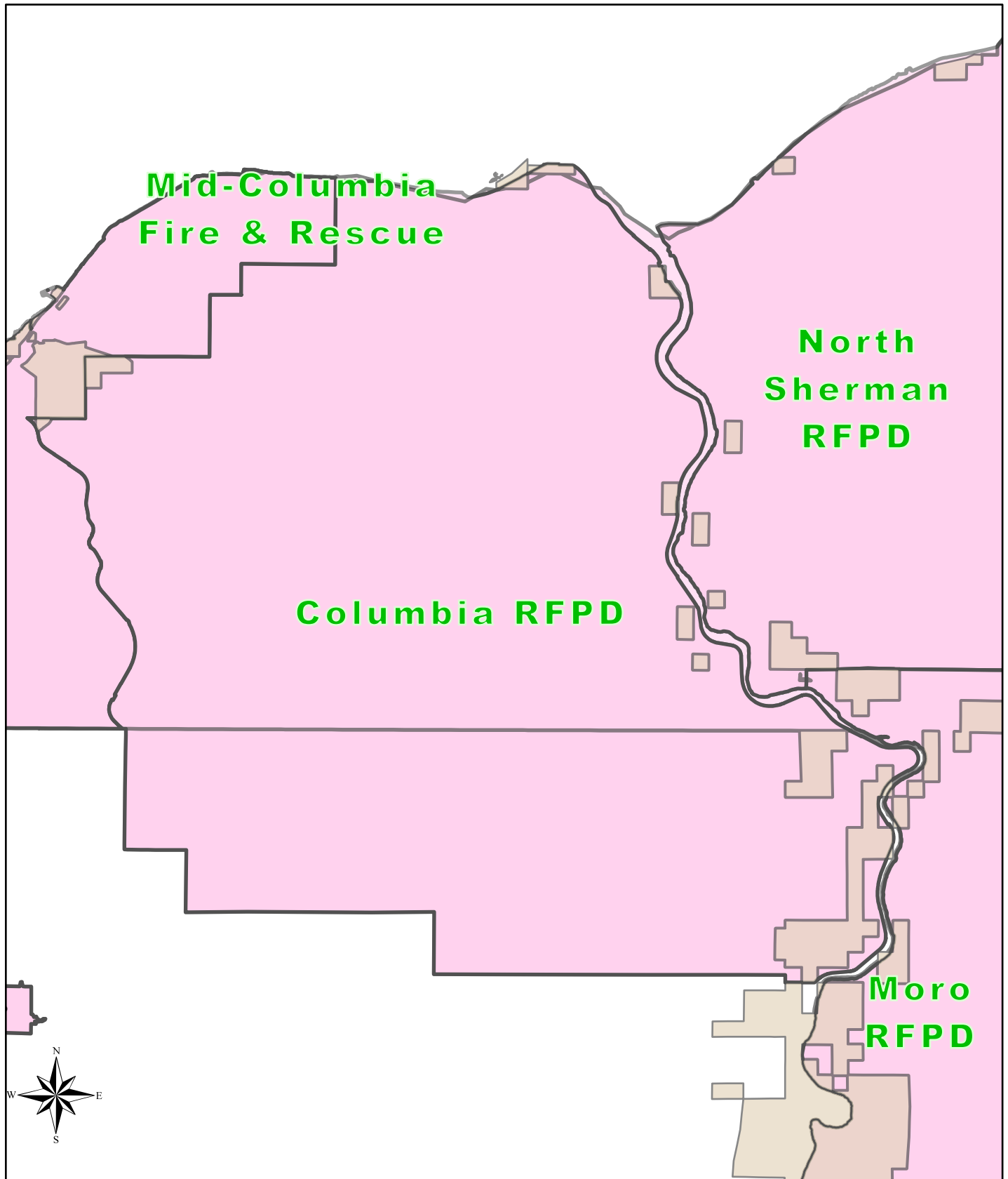
3 Whereas, at an election duly and regularly held on the 24th
4 day of June, 1966, within that portion of Wasco County, Oregon,
5 described in

6 Beginning at the point the division line common to
7 section 23 and 24 Township 2 North Range 14 E.W.M.
8 intersects the Southerly right-of-way line of the
9 Oregon-Washington Railroad and Navigation Company
10 which point is the true point of beginning of this
11 description; thence South along the east boundary of
12 Section 23 and Section 26 to the Northeast corner
13 of the Southeast one quarter of Section 26 Township
14 2 North Range 14 East of the Willamette
15 Meridian. Thence West along the center line of
16 Section 26 and 27 to the Northwest corner of the
17 Southeast quarter of Section 27 Township 2 North Range
18 14 E.W.M.; thence South to the Northeast corner of the
19 Northwest quarter of Section 34 Township 2 North Range
20 14 E.W.M.; thence West along the North boundary of
21 Section 34 to the Northwest corner of Section 34; thence
22 South along the West boundary of Section 34 to the
23 Northeast corner of Section 4 Township 1 North Range
24 14 E.W.M.; thence West along the North boundary of
25 Sections 4 and 5 to the Northwest corner of Section 5
26 Township 1 North Range 14 E.W.M.; thence South along the
27 West boundary of Section 5 to the Northeast corner of
28 Section 7 Township 1 North Range 14 E.W.M.; thence West
29 along the North boundary of Section 7 to the point said
30 boundary line intersects the Easterly right-of-way line
31 of The Dalles-California Highway No. 197; thence
32 following said Easterly right-of-way line in a Southerly
direction to the point said right-of-way line intersects
the west boundary line of Section 5 Township 1 South
Range 14 E.W.M.; thence South along the West boundary lines
of Sections 5 and 8 to the Southwest corner of Section
8 Township 1 South Range 14 E.W.M.; thence East along
the South boundary of Section 8 to the Northwest corner
of Section 16 Township 1 South Range 14 E.W.M.; thence
South along the West boundary of Section 16 to the
Southwest corner of Section 16; thence East along the
South boundary of Section 16, 15, 14 and 13 to the
Northwest corner of Section 19 Township 1 South Range 15
E.W.M.; thence South along the west boundary of Section
19 to the Southwest corner of Section 19; thence East
along the South boundary of Section 19, 20, 21, 22, 23
and 24 in Township 1 South Range 15 E.W.M. and along the
South boundary of Section 19 Township 1 South Range 16
E.W.M. to the point said boundary line intersects the
Westerly right-of-way line of the Oregon Trunk Line
Railroad; thence following the Westerly right-of-way
line of the Oregon Trunk Railroad in a Northwesterly
direction to the point it intersects the southerly
right-of-way line of the Oregon-Washington Railroad
and Navigation Company in Section 19 Township 2 North
Range 15 E.W.M.; thence following the Southerly right-
of-way line of the Oregon-Washington Railroad and
Navigation Company in a Westerly direction to the point

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P 66-1362

Petersburg RFPA Proposed



- Towns
- Layer
- Protection Status 2021
- ▭ Structural Fire Protection
- ▭ BLM
- ▭ Forest Protection Association
- ▭ No known protection
- ▭ Other Federal
- ▭ Rangeland Protection Association
- ▭ USFS

Agenda Item No.:	D
Work Plan:	Fire Protection Work Plan
Topic:	Ongoing Topic: Rangeland Protection Association Formation
Presentation Title:	Frenchglen RFPA Boundary Expansion
Date of Presentation:	July 20, 2022
Contact Information:	Levi Hopkins, Fire Prevention and Policy Manager (503) 949-3572, Levi.a.hopkins@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to obtain Board approval to proceed with an expansion of the current boundary for Frenchglen Rangeland Protection Association to include additional rangeland not currently protected.

CONTEXT

This is part of the Department’s ongoing effort, pursuant to ORS 477.320, to assist rural communities in eastern Oregon to develop wildland fire protection coverage in areas that are currently unprotected.

BACKGROUND AND ANALYSIS

The Board approved to proceed with a public hearing to expand the boundary of the Frenchglen RPA at the March 9th, 2022, meeting. A public hearing was held June 2nd. 2022 at the Diamond Public School in Diamond, Oregon.

Community interest in the expansion of the proposed Frenchglen Rangeland Protection Association is high and is strongly supported by landowners in the King Valley area in Harney County. The Frenchglen Board of Directors is excited to bring in the additional properties to assist with dues and additional volunteers to assist in Firefighting.

Landowners and residents of the area are increasingly worried about the incidence of rangeland fire. By protecting the outlying unprotected areas to meet up with adjacent agency boundaries and spreading the equipment out, they will have a much better chance of catching the range fires at a smaller size. The increased level of protection for this area can be achieved by bringing it into the Oregon Protection System and expanding the Rangeland Protection Association boundary.

No local residents opposed the proposed RPA expansion. Oral testimony was in full support of bringing these lands into the Rangeland Protection System and expanding the Rangeland Protection Association boundary.

RECOMMENDATION

The Department recommends the Board take the following action when it meets on July 20th, 2022:

Approve the expansion of the boundaries of the Frenchglen Rangeland Protection Association, pursuant to ORS 477.320.

NEXT STEPS

The Department will continue its work with local landowners in the area supporting the Frenchglen Rangeland Protection Association. This will include developing mutual aid agreements, providing training as requested, offering FEPP equipment as available, and any other assistance as requested and feasible.

ATTACHMENTS

- (1) Frenchglen Rangeland Protection Association Expansion Hearing Report
- (2) Written Testimony
- (3) Public Hearing Roster
- (4) Map of Proposed Expansion

Date: June 2nd, 2022

To: Oregon Board of Forestry

From: Marvin Vetter, Rangeland Fire Protection Coordinator

Subject: Hearing Officer's Report on Frenchglen Rangeland Fire Protection Association boundary expansion ORS 477.320(1)

Hearing Information

Proposed Area: Kiger Valley, East of Frenchglen, South of Diamond, in Harney County
Hearing Date & Time: June 2nd, 2022 @ 4:00 PM.
Hearing Location: Diamond Public School, Diamond, OR
Written Comments Due: June 9th, 2022, by 5:00 p.m.
Hearing Authorized: Board of Forestry meeting, March 9th, 2022
Hearing Officer: Marvin Vetter, Rangeland Fire Protection Coordinator

The Public Hearing on the proposal to expand the Frenchglen RFPA boundary and bring those additional lands into the Oregon Protection System was formally convened at 4:11 PM in the Diamond Public School, after a discussion regarding the proposal. Registration forms were available for people who wished to provide oral comments on the proposed formation. The hearing was closed at 4:28 PM.

9 members of the public representing the area landowners attended the hearing. 9 people signed the Public Hearing Participation Record form and 8 provided oral comments.

Summary of Oral Comments

Mike Fox the Secretary for the Frenchglen Rangeland Fire Protection Association started off the oral comments, with a statement that he wanted to protect the outlying unprotected areas to meet up with adjacent agency boundaries, and if we spread the equipment out, we can catch these range fires at a smaller size. Everyone that testified was in favor of expanding the Association's area of responsibility.

There were no questions or concerns in opposition to the expansion.

Summary of Written Comments

The Harney County Commissioners delivered written comments in support of the Frenchglen Rangeland Fire Protection Association expanding their boundary to take in the unprotected area.

This process was started in the Fall 2019, Winter of 2020, The Association decided to delay the Public Hearing request to the Board of Forestry due to social distancing requirements because of the pandemic.

/s/ Marvin J. Vetter
Marvin J. Vetter
Rangeland Fire Protection Coordinator
Eastern Oregon Area



HARNEY COUNTY COURT

Judge Runnels Commissioners Dorroh and Shelman

450 North Buena Vista #5, Burns, Oregon 97720

Phone: 541-573-6356 Fax: 541-573-8387

E-mail: pete.runnels@co.harney.or.us

Websites: www.co.harney.or.us ♦ www.harneycounty.org

June 1, 2022

Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

RE: Frenchglen RFPA

Harney County has long been a leader in Rangeland Fire Protection associations, working collaboratively to prevent future fires. Citizens in the Frenchglen/Diamond area are forming the Frenchglen Rangeland Fire Protection Association. Their stated purpose is to have trained, coordinated citizens/volunteers, have reliable fire equipment that is evenly distributed, foster a working relationship and have mutual respect with the local federal fire agencies, and limit the size and cost of fires. Towards these goals they have:

- Met with ODF
- Registered with the Secretary of State and been assigned an EIN
- Established a bank account and are working on their 501©3 status
- Scheduled a public hearing as required by the Board of Forestry for mutual aid agreements with ODF and BLM

Harney County is in full support of the grass-roots efforts of our citizens to protect their communities, livelihoods and natural resources from the destructive forces of wildfire. This annexation of land will bring additional personnel to an area that currently doesn't have fire protection as well as annex in an area in Diamond currently covered by Crane RFPA but is an outlying area closer to Frenchglen.

We appreciate your consideration of their application.

Sincerely,
Harney County Court

Pete Runnels, County Judge

Patty Dorroh, County Commissioner

Kristen Shelman, County Commissioner

PUBLIC HEARING PARTICIPATION RECORD
 REQUEST TO EXPAND THE "FRENCHGLEN RFPA BOUNDARY" AREA INTO THE OREGON PROTECTION SYSTEM UNDER
 ORS 477.320

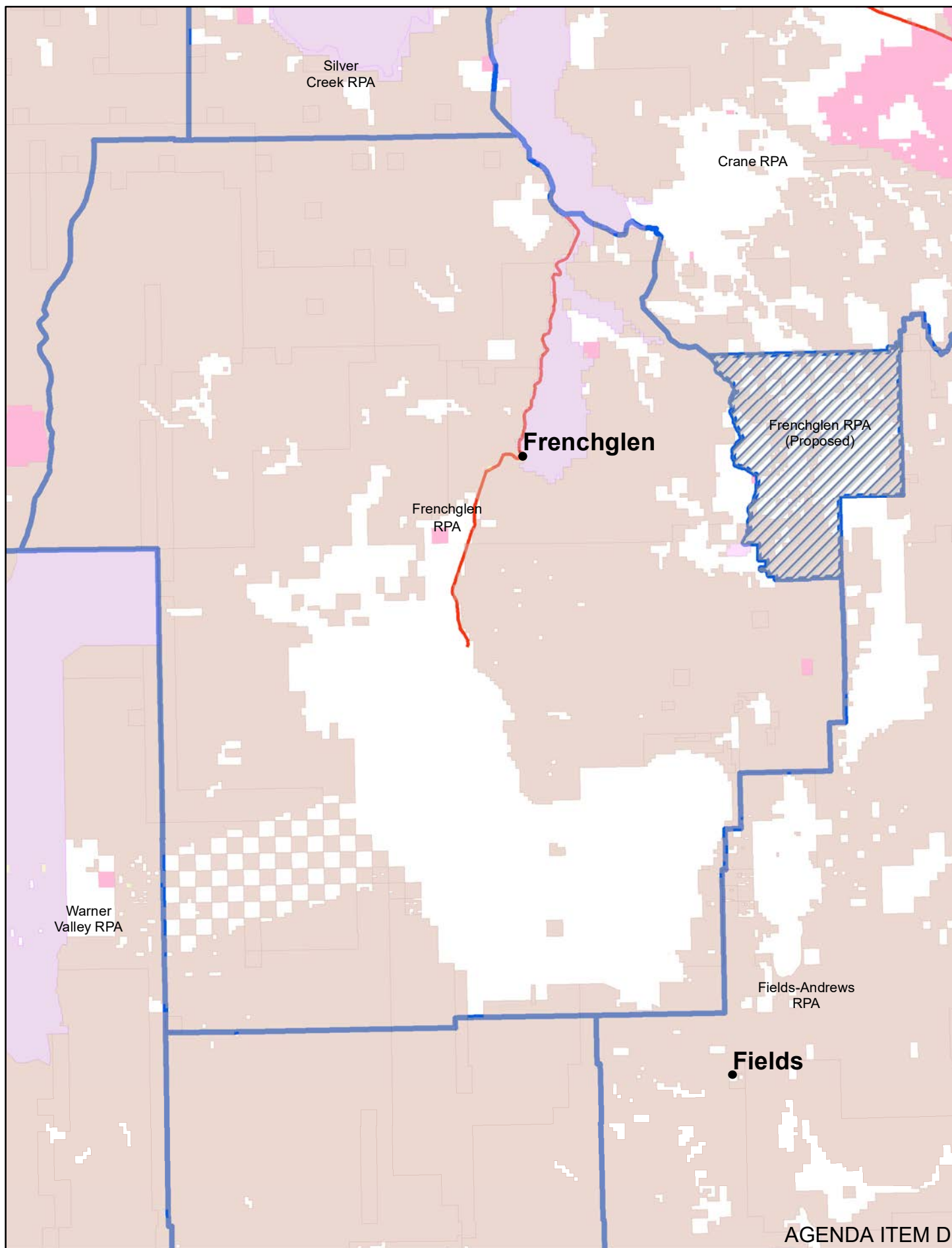
Location: Diamond OR Date: June 2 2022 Time: 4:20 P.M.

PLEASE PRINT

NAME & ORGANIZATION	MAILING ADDRESS	TESTIMONY SUBMITTED	
		WRITTEN	ORAL
MIKE FOX, FG RFPA			✓
Doug Stott FG RFPA			✓
Susan Otley LG RFPA			✓
Larry Otley FG RFPA			✓
Tim O'Crowley FG RFPA			✓
Annette Carson - RFPA	Diamond		✓
Kaylee Carson	Diamond		
Fred Otley FG RFPA	Diamond		✓
Bryan Derr	Diamond		✓
Harney County Court		✓	

Revised 20100301

Frenchglen Proposed Expansion Boundary



Agenda Item No.:	E
Work Plan:	Fire Protection Work Plan
Topic:	Ongoing Topic: Rangeland Protection Association Formation
Presentation Title:	Approval to Form North Harney Rangeland Protection Association
Date of Presentation:	July 20, 2022
Contact Information:	Levi Hopkins, Wildfire Prevention and Policy Manager (503) 949-3572, Levi.a.hopkins@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to obtain Board approval to proceed with bringing specific areas of Northern Harney County, into the Oregon Protection System.

CONTEXT

Rangeland fire protection associations are non-profit, locally governed groups of landowners that have been organized to provide fire protection to rangeland in portions of eastern Oregon. These organizations are formed under the authority of the Board and with assistance from the Department.

There are now 25 Rangeland Protection Associations (RPA) that have previously been approved by the Board of Forestry. The most recent one was the formation of the Lower Bridge RPA which was approved at the April 27th, 2022, Board of Forestry meeting. These RPAs protect 4,855,598 acres of private land and approximately 639, 982 acres of state-owned lands. These lands, including federally owned land, combine to encompass over 16 million acres.

Several representatives of rangeland owners in Northern Harney County have requested the Board hold a public hearing about providing protection from fire for rangelands in the vicinity of Burns, Oregon. The Board, on April 27th, 2022, authorized a public hearing on the formation request, pursuant to ORS 477.320. A hearing was held at the Harney County Courthouse in Burns, Oregon on June 9th, 2022.

At the hearing, strong support for the formation of an association was evident in the immediate area. Testimony presented during the hearing indicated a need for organized fire protection, and the local landowners want to assist local wildland agencies with initial attacks to prevent more large fires in the area.

These landowners want a way to protect their private property and actively take part in the protection of their lands. The increased level of protection for this area can be achieved by bringing it into the Oregon protection system and forming a rangeland protection association.

RECOMMENDATION

The Department recommends the Board take the following action when it meets on July 20th, 2022:

Approve the inclusion of rangeland in portions of Northern Harney County into a rangeland protection association and direct the Department to assist with the formation of the North Harney Rangeland Protection Association, pursuant to ORS 477.320.

NEXT STEPS

The Department will work with local landowners in the area to form the North Harney Rangeland Protection Association. This will include developing mutual aid agreements, providing training as requested, offering FEPP equipment as available, and any other assistance as requested and feasible.

ATTACHMENTS

- (1) North Harney RPA Formation Public Hearing Report
- (2) Written Testimonies
- (3) Public Hearing Roster
- (4) Proposed North Harney RPA Boundary Map

Date: June 2nd, 2022
To: Oregon Board of Forestry
From: Marvin J. Vetter, Rangeland Fire Protection Coordinator
Subject: Hearing Officer's Report on North Harney Landowner Hearing ORS 477.320(1)

Hearing Information

Proposed Area: Northern Harney County
Hearing Date & Time: June 2nd, 2022 7:00 PM
Hearing Location: Harney County Courthouse, Burns, Oregon
Written Comments Due: June 9th, 2022
Hearing Authorized: Board of Forestry meeting, April 27, 2022
Hearing Officer: Marvin J. Vetter, Rangeland Fire Protection Coordinator

The Public Hearing on the proposal to bring the North Harney area into the Oregon Protection System was formally convened at 7:21 p.m. in the Harney County Courthouse after a discussion regarding the proposal. Registration forms were available for people who wished to provide oral comments on the proposed formation. The hearing was closed at 7:45 p.m.

There were 16 people in attendance and 12 of them were local landowners, 6 landowners signed up to provide oral comments on the participation record. This included one representative from the Burns Paiute Tribe that spoke in support. And one landowner representing a grazing cooperative consisting of 17 other landowners that wanted to convey their support. There was 1 person from the Harney County Emergency management office that spoke to express support.

Summary of Oral Comments

Community interest in the formation of the proposed North Harney Rangeland Protection Association is high and is strongly supported by landowners and the County. There is also support from the local wildland fire agencies (Local, State, and Federal). A Board of Directors has been established. Additionally, a set of by-laws has been established, corporate legal status has been applied for and received, a bank account has been established, funds have been raised, and commitments of time and equipment and training are being lined up for them to be ready by the 2023 fire season.

Landowners and residents of the area are increasingly worried about the incidence of rangeland fire. This is due, in part, to the number of large fires in their area, more specifically the Black Butte Fire and Big Meadow Fire, both of 2021. One landowner had cattle involved in the Miller Homestead Fire of 2012 and would like to be more pro-active regarding fire suppression. These landowners want a way to protect their private property and actively take part in the protection of their lands and livestock. The increased level of protection for this area can be achieved by bringing it into the Oregon Protection System and forming a Rangeland Protection Association.

There were no concerns or opposition expressed for the proposed RPA formation. Oral testimony was in full support of bringing these lands into the Rangeland Protection System and forming a Rangeland Protection Association.

Summary of Written Comments

The Harney County Commissioners were in full support of the RFPA forming within their county.

Both Harney Electric Cooperative and Oregon Trail Electric Cooperative submitted written support for the formation of the association as the added fire suppression capacity protects the local electrical infrastructure from damage and failure.

/s/ Marvin J. Vetter
Marvin J. Vetter

Rangeland Fire Protection Coordinator
Eastern Oregon Area



SERVICE CENTERS:
OROVADA, NEVADA
FIELDS, OREGON



HARNEY ELECTRIC COOPERATIVE, INC.

277 LOTTERY LANE
PO BOX 587
HINES, OR 97738
PHONE: (541) 573-2061

May 16, 2022

Oregon Department of Forestry
Range Land Fire Protection Association
Harney County Court

To all:

Harney Electric Cooperative, Inc. is very supportive of forming the proposed North Harney RFPA. We are currently members of several RFPA's in our power service territory. We have found being members of the RFPA's have reduced our risks of damage to our electrical systems due to fires.


The RFPA provide quick response and have been excellent to communicate and work with in fire prevention. The proposed North Harney RFPA would cover some of our northern territory that is currently not protected by an RFPA. Over the last few years, the RFPA's have prevented fires from becoming the large fires that we experienced years ago.

Sincerely,

Fred Flippence
General Manager



Oregon Trail Electric Cooperative

Your Touchstone Energy® Cooperative 

Oregon Trail Electric Cooperative
4005 23rd St. Baker City, OR 97814
541-523-3616
www.otec.coop

June 3, 2022

Oregon Board of Forestry
Marvin Vetter
P.O. Box 670
Prineville, OR 97754

To the Oregon Board of Forestry and Mr. Vetter,

My name is Tucker Billman, and I serve as the Manager of Government Affairs for Oregon Trail Electric Cooperative (OTEC). OTEC is a rural electric cooperative headquartered in Baker City, but we serve power to more than 60,000 residents in Harney, Grant, Baker, and Union Counties.

I am writing to you to express OTEC's support of the formation of the North Harney Rangeland Fire Protection Association (RFPA). We share a common goal with the potential members of the North Harney RFPA – ensuring the safety of our communities and our member-owners.

In a world of both increased wildfire frequency and severity, OTEC recognizes that organizations like RFPAs often serve as the frontline of defense between our membership and the devastation that accompanies wildfires. A good portion of our membership are farmers and ranchers – the people that RFPAs exist to protect. We see a common mission between OTEC's safety culture and what North Harney RFPA is seeking to accomplish.

It is that common safety value that motivates OTEC to support the formation of North Harney RFPA. We plan to be supportive partners long into the future of the North Harney RFPA. We appreciate this opportunity to get our support on the record. We urge you to give full consideration to approving the formation of the North Harney RFPA.

Should you have any further questions, please contact me at 541-519-3553 or at tbillman@otec.coop.

Sincerely,



Tucker Billman
Manager of Government Affairs
Oregon Trail Electric Cooperative



HARNEY COUNTY COURT

Judge Runnels Commissioners Dorroh and Shelman

450 North Buena Vista #5, Burns, Oregon 97720

Phone: 541-573-6356 Fax: 541-573-8387

E-mail: pete.runnels@co.harney.or.us

Websites: www.co.harney.or.us ♦ www.harneycounty.org

June 1, 2022

Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

RE: North Harney RFPA

Harney County has long been a leader in Rangeland Fire Protection associations, working collaboratively to prevent future fires. Citizens in the North Harney area are forming the North Harney Rangeland Fire Protection Association. Their stated purpose is to have trained, coordinated citizens/volunteers, have reliable fire equipment that is evenly distributed, foster a working relationship and have mutual respect with the local federal fire agencies, and limit the size and cost of fires. Towards these goals they have:

- Met with ODF
- Registered with the Secretary of State and been assigned an EIN
- Established a bank account and are working on their 501©3 status
- Scheduled a public hearing as required by the Board of Forestry for mutual aid agreements with ODF and BLM

Harney County is in full support of the grass-roots efforts of our citizens to protect their communities, livelihoods and natural resources from the destructive forces of wildfire. This annexation of land will bring additional personnel to an area that currently doesn't have fire protection.

We appreciate your consideration of their application.

Sincerely,
Harney County Court

Pete Runnels, County Judge

Patty Dorroh, County Commissioner

Kristen Shelman, County Commissioner

PUBLIC HEARING PARTICIPATION RECORD
REQUEST TO FORM THE "NORTH HARNEY RFPA" AREA INTO THE OREGON PROTECTION SYSTEM UNDER ORS 477.320

Location: Harney County Courthouse Date: June 2, 2022 Time: _____

PLEASE PRINT

NAME & ORGANIZATION	MAILING ADDRESS	TESTIMONY SUBMITTED	
		WRITTEN	ORAL
Suzanne Settle Harney County Emergency Mgmt	PO Box 253 Burns, OR 97720		✓
Tom SHARP	PO Box 85 Burns, OR 97720		✓
Rob Sharp	35468 Hwy 20 E. Burns, OR 97720		
Nathan Allington	72697 Reed Rd. Burns OR. 97720		✓
Allison Rayburn ODF - John Day	PO Box 546 John Day, OR 97845		
Clinten Tyler	38095 Cottontail Ln Burns OR 97720		
Cassy Shelman	69749 Hwy 205 Burns OR 97720		✓
Nick Schott	36629 Hwy 20 East Burns, OR 97720		✓
Ron Whiting	P.O. Box 716 Burns, OR 97720		
Arly Williams	71545 Hwy 78 Burns, OR 97720		

PUBLIC HEARING PARTICIPATION RECORD
REQUEST TO FORM THE "NORTH HARNEY RFPA" AREA INTO THE OREGON PROTECTION SYSTEM UNDER ORS 477.320

Location: _____ Date: _____ Time: _____

PLEASE PRINT

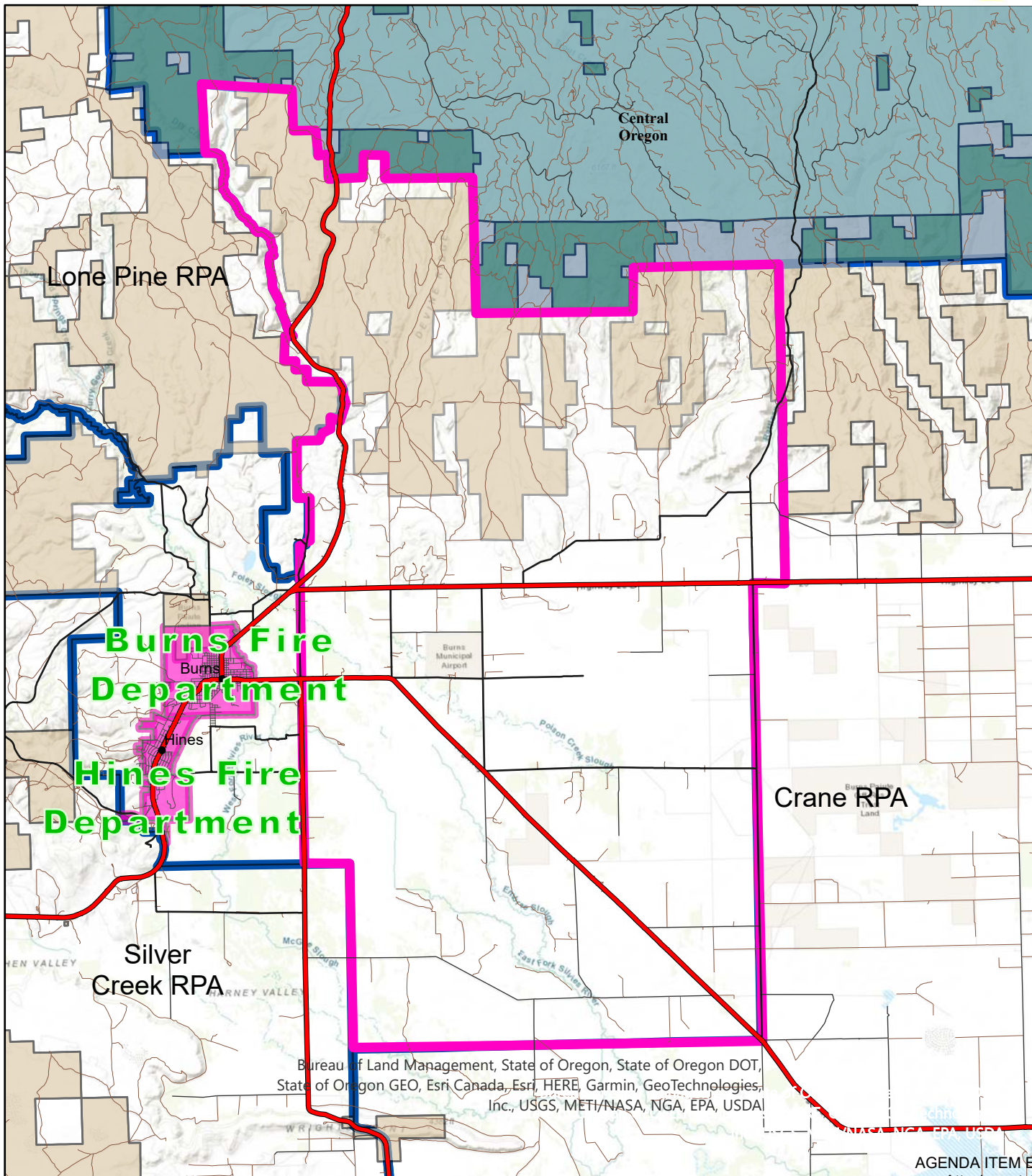
NAME & ORGANIZATION	MAILING ADDRESS	TESTIMONY SUBMITTED	
		WRITTEN	ORAL
Jennifer Williams	PO BOX 954, Hines, OR 97738		
Cecil Diehl	PO Box 481 Burns, Oreg		
Kristen Shelman	69747 Hwy 205 Burns, OR		
Shane Threll	PO Box 321, Hines OR 97738		
County Court		✓	
Harney Electric		✓	



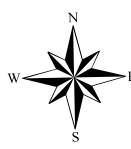
Proposed North Harney RFPA



STEWARDSHIP IN FORESTRY



Bureau of Land Management, State of Oregon, State of Oregon DOT,
 State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, GeoTechnologies,
 Inc., USGS, METI/NASA, NGA, EPA, USDA



- Towns
- Road Types
- PDMclass
- Interstate; Highway
- Paved; Highway exit
- All weather
- Dirt

- In UGB; Paved - Secondary Display
- Protection Status
- Protection Status 2021
- Structural Fire Protection
- BLM
- Forest Protection Association
- No known protection

- Other Federal
- Rangeland Protection Association
- USFS
- <all other values>
- ODF Forest Protection Districts
- Range Fire Protection Associations 100K
- Harney_Co_proposed_RFPA

Agenda Item No.:	F
Work Plan:	Administrative
Topic:	Board Governance Performance Self-Evaluation
Presentation Title:	2022 Board Governance Performance Self-Evaluation
Date of Presentation:	July 20, 2022
Contact Information:	Sabrina Perez, Senior Strategy Manager (503) 945-7311 sabrina.perez@odf.oregon.gov

SUMMARY

The Board of Forestry has completed its annual self-evaluation for 2022 using its adopted governance performance measure.

CONTEXT

The governance performance measure for state boards and commissions, “percent of total best practices met by the board” was enacted by the Oregon State Legislature and adopted by the Board in 2006. The measure includes fifteen standard best practices criteria tailored to meet the Board’s specific needs and interests. The Board added additional criteria relating to public involvement and communications, and open-ended summary questions to the evaluation. The measure is included in the agency’s annual Key Performance Measures and has been conducted every year since 2008.

In May 2022, board members completed individual self-evaluations utilizing the Board Governance Performance Measure Best Management Practices Self-Evaluation Criteria. A summary of the 2022 self-evaluation is attached. The Board is asked to consider the alternatives in their review of the evaluation and agree upon a rating for submission in our agency’s *Annual Performance Progress Report*. Further discussion on the Board’s annual performance review is also planned as an annual topic at the October planning retreat.

ANALYSIS

Five of the seven board members serving in the 2021 calendar period completed the evaluation. Results of the evaluation suggest that current board members see the board functioning in a highly effective manner across the majority of best practices in governance with only one criterion affecting the Board’s ability to meet their performance measure target of 100% for 2022. The Board found common agreement in reaching 97% of their best practices, a significant upward trend from the prior year’s evaluation of 84%.

This upward trend can be attributed to:

- improvements occurring with the recent hiring process for the State Forester,
- the Board’s engagement in policy-making activities and resulting communications,
- increased oversight and reporting of the department’s financial accounting,
- time spent in the field learning the technical aspects of Forestry’s mission, and
- the significant input received by members of the public.

Areas for further improvement include:

- completion of the Board's *Forestry Program for Oregon*,
- strategically planning agendas to focus on priority issues with greater consideration to the urgency of key matters and limited time of the volunteer board,
- increasing collaboration with other agencies around shared goals including monitoring and climate-smart forestry,
- building stronger alignment in budgeting and investment strategies,
- defining a sustainable funding solution for State Forests,
- expanding public input to assess values held by all Oregonians,
- continuing to meet across the state, connecting with the public in the field, and
- revisiting the current committee structure used to delegate work amongst the Board.

Overall, the Board had positive reflections on their effectiveness as a board with recognition to the significant volume of complex issues requiring their attention.

ALTERNATIVES

There are two alternatives to be considered for the Board's completion of this year's self-evaluation process:

- 1) Approve the self-evaluation summary report as-is, agreeing to a performance rating of 97% in meeting best practices criteria, with further discussions to be held at the annual planning retreat.
- 2) Remove this item from the consent agenda and discuss the areas of concern prior to approving a performance rating. Results of this discussion could lead to the same approval and agreeing to the 97% rating as-is or could lead to changes in their agreed-upon collective rating. Further discussion on the criteria will be held at the annual planning retreat.

RECOMMENDATION

The Department recommends the Board proceed with an alternative one and approve the summary evaluation report as the conclusion of the 2022 self-evaluation process.

NEXT STEPS

The Board will further discuss this year's collective self-evaluation at the annual planning retreat in October 2022. Results of the collective self-evaluation will be included in the Department's *2022 Annual Performance Progress Report* submitted to the Department of Administrative Services and Legislative Fiscal Office.

ATTACHMENT

- 1) 2022 Summary of Best Practices Performance Evaluation (*Oregon Board of Forestry*)

**Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations**

Performance Measure: Percent of total best practices met by the Board.

Target: 100%


Period: Annual



ODF Key Performance Measure: #2

Board Adopted: September 6, 2006





Summary of Individual Board Member Evaluations – July 20, 2022

Key: Within Each Criteria:

#’s
 = Board member tally count
 = range of ratings

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>1. Executive Director’s performance expectations are current. <i>The Board understands this to mean that the State Forester’s Position Description is current.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> Strongly Agree as we just filled this position. 	2	3 	0	0
<p>2. Executive Director’s performance has been evaluated in the last year. <i>The Board understands this to mean that the State Forester’s Position Description is current and that the annual performance appraisal has been completed.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> He has not worked a year, but I’m confident this will be done. N/A Since we just hired Cal very recently. Does not apply since we hired the new State Forester at the time of the year that we normally do the evaluation. 	0	2 	0	0

**Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations**

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>3. The agency’s mission and high-level goals are current and applicable. <i>The Board understands this to mean that the Board’s <u>Forestry Program for Oregon</u> and <u>Oregon Forest Practices Act/Rules</u> are current.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Completion of the Forestry Plan for Oregon will update mission. • The CCCP is current, but the FPFO and State FMP are both currently being worked on, since they are out of date. • FPFO was last updated in 2011. 	0	3 	2	0
<p>4. The Board reviews the <u>Annual Performance Progress Report</u>. <i>The Board understands this to mean that the Board reviews the report annually as a meeting agenda item.</i></p> <p><u>Comments:</u> n/a</p>	2 	3	0	0
<p>5. The Board is appropriately involved in review of agency’s key communications. <i>The Board understands this to mean agency and Board communications at a policy level, versus a day-to-day operating level.</i></p> <p><u>Comments:</u> n/a</p>	1 	4	0	0
<p>6. The Board is appropriately involved in policy-making activities. <i>The Board understands this to mean those policy activities that particularly have a statewide perspective, including holding Board meetings at different geographic locations around the state.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Would like the board to be more involved in setting the agenda, to FOCUS on the larger, strategic issues. • Board needs to continue to meet across the state to connect with the public and understand their needs. • Although in most cases this is done, the Private Forests Accord had no Board involvement as a Board. So I agree with this statement in some but not all instances of policy decisions and agreements. 	1 	4	0	0

**Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations**

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>7. The agency’s policy option packages are aligned with their mission and goals. <i>The Board understands this to mean the packages included in the biennial budget process as part of the Agency Request Budget.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • There can be greater alignment and this was discussed during the last board meeting. • However, the process of back and forth between staff and board on policy option packages does not work all that well and has been limited by staff just simply not having enough time to address all issues in some cases. • I agree for the most part. I believe that a structuring of funding for State Forests is needed to address sustainable forest management for all forest resources going forward. 	0	5 ↔	0	0
<p>8. The Board reviews all proposed budgets. <i>The Board understands this to mean the Department of Forestry’s biennial budget at the Agency Request Budget level.</i></p> <p><u>Comments:</u> n/a</p>	2 ↔	3	0	0
<p>9. The Board periodically reviews key financial information and audit findings. <i>The Board understands this to mean significant financial issues and as audits are released.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • The board is given an excellent financial monthly update that has been developed in the past 1.5 years. This is an excellent overview in addition to audit updates. 	3 ↔	2	0	0
<p>10. The Board is appropriately accounting for resources. <i>The Board understands this to mean critical issues relating to human, financial, material and facilities resources by providing oversight in these areas. This means that the Board receives briefings on such issues as succession management, vacancies, the budget, and financial effects of the fire program.</i></p> <p><u>Comments:</u> n/a</p>	0	5 ↔	0	0
<p>11. The agency adheres to accounting rules and other relevant financial controls. <i>The Board understands this to mean the receipt of the annual statewide audit report from Secretary of State which highlights any variances in accounting rules or significant control weaknesses.</i></p>	1 ↔	4	0	0

**Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations**

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<u>Comments:</u> n/a				
<p>12. Board members act in accordance with their roles as public representatives. <i>The Board understands this to mean that they follow public meeting rules, the standard of conduct for Board members, and the public input process. Members received training and information from the Governor’s Office upon appointment.</i></p> <p><u>Comments:</u> n/a</p>	1 ←→	4 ←→	0	0
<p>13. The Board coordinates with others where responsibilities and interests overlap. <i>The Board understands this to mean other public agencies and boards with statutory authority connections or overlaps, e.g. the Forest Trust Land Counties, the Oregon Environmental Quality Commission/Department of Environmental Quality; the Oregon Fish and Wildlife Commission/Department of Fish and Wildlife; the State Land Board; local fire districts; the United States Forest Service; the Bureau of Land Management..</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> I think that there are additional efficiencies that could be realized by collaborating with other agencies around shared goals, including monitoring efforts and implementation of climate-smart land management. 	0	5 ←→	0	0
<p>14. The Board members identify and attend appropriate training sessions. <i>The Board understands this to mean the workshops, symposia, and field tours that accompany some Board meetings, and that the Board receives adequate technical information.</i></p> <p><u>Comments:</u> n/a</p>	2 ←→	3 ←→	0	0
<p>15. The Board reviews its management practices to ensure best practices are utilized. <i>The Board understands this to mean carrying out this self-evaluation on an annual basis, conducting the annual Board work plan status check, and by conducting the periodic scan of issues on a biennial basis.</i></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> However, all the questions in this survey are appropriately answered with a simple agree or disagree - they are really yes or no questions. Why do we have these strongly agree and strongly disagree options? The comment boxes offer the opportunity to share more nuanced thoughts. 	2 ←→	3 ←→	0	0

**Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations**

Oregon Board of Forestry Best Practices Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree
<i>Listed below is an additional best practice for the Board of Forestry; not included in calculating the percentage adherence to best practices.</i>				
<p>16. The Board values public input and transparency in conducting its work through outreach to and engagement of stakeholders and by using its work plan communication tools. The Board also values input and communications with its standing advisory committees, special ad hoc committees and panels and external committees with board interests.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • I don't have the numbers, but it seems we have record testimony and letters. The public input is very strong. • I agree, but this could be improved by contracting with a university to conduct focused social science surveys to assess the values held by all Oregonians, not simply the stakeholders to whom we always seem to return to. 	3 ←	2 →	0	0
Total Number (Criteria 1-15)	17	53	2	0
Percentage of Total in Each Evaluation Category (Criteria 1-15)	23.61%	73.61%	2.78%	0%
Percentage of Total in "Agree" and "Disagree" (Criteria 1-15)	97%		3%	

Oregon Board of Forestry
Governance Performance Measure
2022 Summary of Best Practices Performance Evaluations

Summary Questions for Consideration:

1. How is the Board doing?

- Fine
- The Board is doing well considering the volume of issues it must address
- Really Well
- Better than when I joined. Everyone seems committed and involved and positive.
- It is a high functioning Board with members who work well together and is being led by a Board Chair who has been effective in achieving these outcomes.

2. What factors are affecting the Board's results?

- The Chair needs to focus the agenda and drive discussion on the larger, strategic issues. We overbook the agenda and then cut items. There are very large issues that need board discuss and public input that are getting crowded out.
- The number of issues the Board must address is extremely high for a volunteer Board.
- A bit of overload, with too many issues facing the board, but I think we are over the worst of it.
- Covid protocols have limited our ability to get to know each other better but that is starting to change.
- One factor is the urgency associated with the rapid change in climate, and associated extreme weather events as they influence fire frequency and severity, tree stress and mortality, and subsequent effects on underserved communities. The other factor is time – As a volunteer Board, the time needed to address all ongoing efforts is significant, especially now with a revision of the FPFO.

3. What needs to be done to improve future performance?

- Focus
- More in person meetings, more ad hoc, simple field tours.
- The committee structure to delegate Board work among members needs some careful evaluation. Involvement of Board members in committees that may have been historically important, but not now essential, should be reconsidered.

Agenda Item No.:	G
Work Plan:	Administrative
Topic:	Key Performance Measures
Presentation Title:	Annual Performance Progress Report 2022
Date of Presentation:	July 20, 2022
Contact Information:	Sabrina Perez, Senior Strategy Manager (503) 945-7311, sabrina.perez@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to provide the Board of Forestry with the Department of Forestry’s (ODF) Annual Performance Progress Report for 2022 based on the agency’s legislatively approved biennial key performance measures.

CONTEXT

Through the biennial budgeting process, each state agency in Oregon is required to develop key performance measures consistent with joint direction from the Legislative Fiscal Office (LFO) and the Department of Administrative Service’s Chief Financial Office (CFO). Key performance measures proposed by state agencies must be approved by the Legislature along with their respective agency budgets.

ODF is required to submit an Annual Performance Progress Report to LFO and CFO each year, reporting on the agency’s key performance measures.

RECOMMENDATION

This is an informational item.

NEXT STEPS

ODF’s Annual Performance Progress Report will be submitted to LFO and CFO before October 1, 2022. If modifications to the measures are desired, the biennial budgeting process requires agencies to be prepared to work with LFO and CFO Budget Analysts on proposed changes in March 2024 and complete the request by April 30, 2024.

ATTACHMENT

- (1) Oregon Department of Forestry, Annual Performance Progress Report, Reporting Year 2022 (*available before meeting*)

Forestry, Department of

Annual Performance Progress Report

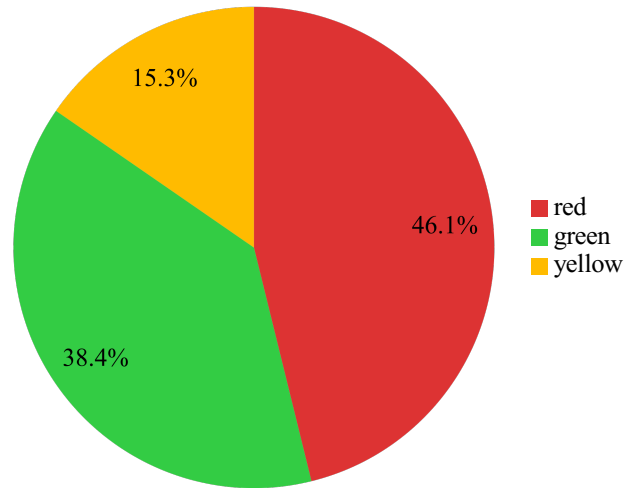
Reporting Year 2022

Published: 7/13/2022 10:29:23 AM

KPM #

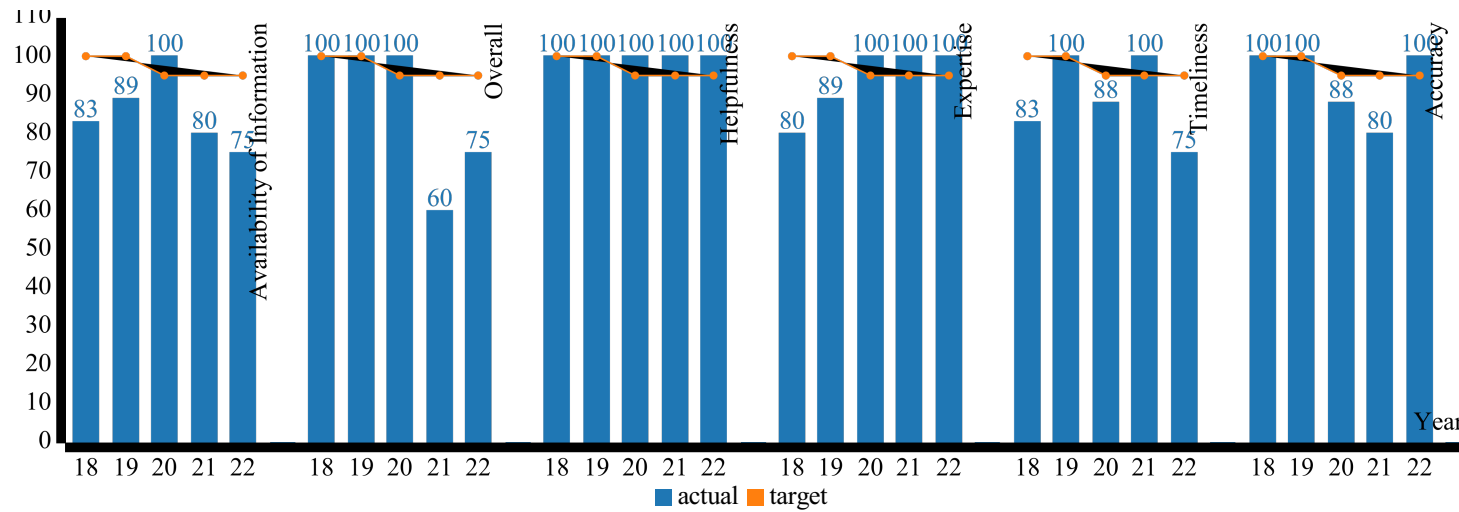
Approved Key Performance Measures (KPMs)

- 1 CUSTOMER SERVICE TO COUNTY 'GOVERNMENTS AND FOREST LANDOWNERS - Percent of Oregon's forested counties and forest protective associations rating that ODF programs collectively provide "good" or "excellent" customer service: overall, timeliness, accuracy, helpfulness, expertise, availability of information.
- 2 BOARD OF FORESTRY PERFORMANCE - Percent of total best practices met by the Board of Forestry.
- 3 FOREST PRACTICES ACT COMPLIANCE - Percent of forest operations that are in compliance with the Forest Practices Act
- 4 URBAN AND COMMUNITY FOREST MANAGEMENT - Percent of Oregon cities actively managing their urban and community forest resources.
- 5 STATE FORESTS TOTAL REVENUE - Percent increase in total revenue produced by State Forests
- 6 AIR QUALITY PROTECTION - Total number of smoke intrusions into designated areas per total number of units burned.
- 7 PERCENTAGE OF PRIVATE FORESTLAND MANAGED AT OR ABOVE FOREST PRACTICES ACT STANDARDS. - Percentage of industrial private forestlands managed under an approved certification system, stewardship agreement, or other approved management plan including wildlife habitat conservation and management plans
- 8 FOREST STREAM WATER QUALITY - Percent of monitored stream sites associated predominately with forestland with significantly increasing trends in water quality.
- 9 VOLUNTARY PUBLIC AND PRIVATE INVESTMENTS MADE TO CREATE HEALTHY FORESTS - Cumulative public and private forest landowner investments made in voluntary projects for the Oregon Plan for Salmon and Watersheds or for the Oregon Conservation Strategy.
- 10 STATE FORESTS NORTH COAST HABITAT - Complex forest structure as a percent of the State Forests landscape.
- 11 FIRE SUPPRESSION EFFECTIVENESS - Percent of wildland forest fires under ODF jurisdiction controlled at 10 acres or less.
- 12 PREVENTION OF HUMAN-CAUSED WILDLAND FOREST FIRES - Number of Oregon residents per human-caused wildland forest fires. (population expressed in thousands of residents) This metric measures the ability to maintain or reduce the number of human-caused wildfires as the population of Oregon increases. An upward trend indicates a positive result.
- 13 DAMAGE TO OREGON FORESTS FROM INSECTS, DISEASES, AND OTHER AGENTS - Percent of forest lands without significant damage mortality as assessed by aerial surveys.



Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	38.46%	15.38%	46.15%

KPM #1 CUSTOMER SERVICE TO COUNTY 'GOVERNMENTS AND FOREST LANDOWNERS - Percent of Oregon's forested counties and forest protective associations rating that ODF programs collectively provide "good" or "excellent" customer service: overall, timeliness, accuracy, helpfulness, expertise, availability of information.
 Data Collection Period: Jan 01 - Dec 31



Report Year 2018 2019 2020 2021 2022

Availability of Information

Actual	83%	89%	100%	80%	75%
Target	100%	100%	95%	95%	95%

Overall

Actual	100%	100%	100%	60%	75%
Target	100%	100%	95%	95%	95%

Helpfulness

Actual	100%	100%	100%	100%	100%
Target	100%	100%	95%	95%	95%

Expertise

Actual	80%	89%	100%	100%	100%
Target	100%	100%	95%	95%	95%

Timeliness

Actual	83%	100%	88%	100%	75%
Target	100%	100%	95%	95%	95%

Accuracy

Actual	100%	100%	88%	80%	100%
Target	100%	100%	95%	95%	95%

How Are We Doing

The Department of Forestry strives to exceed expectations in service to Oregon's forested counties and forest protective associations. Results from this year's survey indicate that while Department employees have demonstrated local success in building strong relationships within our communities and providing service to Oregonians, the complex sociopolitical environment surrounding State Forest land management continues to challenge our ability to meet expectations in service to all.

Factors Affecting Results

Our department's mission is to serve the people of Oregon by protecting, managing, and promoting stewardship of Oregon's forests to enhance environmental, economic, and community sustainability. One of our core values is excellent, efficient, and effective service.

Sentiments shared this year indicated that our employees are proactively engaged in their service to Oregonians with several participating on local forest or land use committees and providing invaluable expertise in county land management documents; staff are responsive and helpful when requests for right-of-way, timber harvest, prescribed fire, or wildfire needs are initiated; and the service has been provided by competent staff, professionally attune to local conditions and dynamics within their communities.

The positive results of this performance measure directly correlate to the investments made between Department staff and county commissioners, county officials, forest protective associations and forest landowners to build effective working relationships across all jurisdictions and forestry programs.

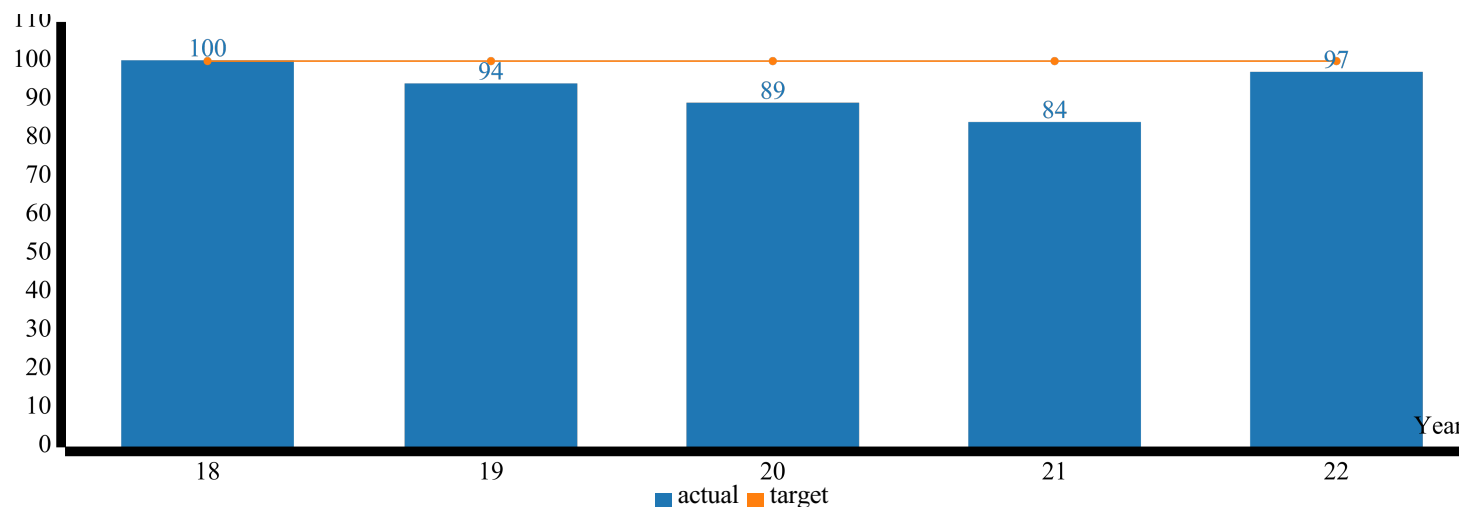
Notably, in a few rated categories, we did not achieve the recommended target of the performance measure, a direct reflection of concerns expressed in management of State Forest lands and related political pressures, court rulings, and legislation; disagreement with employees on the direction of policy work on county revenue producing lands; frustrations in the standardized level of input and participation in Habitat Conservation Plan development as Forest Trust Land counties; and concerns that the department is not financially sustainable in its current structure based on low returns from timber sales and perception that the agency is more focused on environmental and recreational policy instead of sustained yield management.

State Forests were intended to be managed for economic, environmental, and social values, providing a sustainable harvest while balancing conservation, scenic, recreational, and other factors included in the Greatest Permanent Value, serving Oregonians and Forest Trust Land counties over the long-term. Maintaining balance across these sociopolitical factors is complex and the tensions embedded within this landscape are reflected in our ratings of customer service in this year's performance measure.

KPM #2 BOARD OF FORESTRY PERFORMANCE - Percent of total best practices met by the Board of Forestry.

Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year 2018 2019 2020 2021 2022

Oregon Board of Forestry Governance

Actual	100%	94%	89%	84%	97%
Target	100%	100%	100%	100%	100%

How Are We Doing

The Board of Forestry concluded the annual board governance performance evaluation with common agreement in meeting 97 percent of the standard best-practices criteria. Disagreement found in just one best practices criterion limited the Board from reaching their 100 percent target.

Factors Affecting Results

Five of the seven board members serving in the 2021 calendar period completed the evaluation. Results of the evaluation suggest that current board members see the board functioning in a highly effective manner across the majority of best practices in governance with only one criterion affecting the Board’s ability to meet their performance measure target of 100% for 2022. The Board found common agreement in reaching 97% of their best-practices, a significant upward trend from the prior year’s evaluation of 84%.

The upward trend can be attributed to: improvements occurring with the recent hiring process for the State Forester; the Board’s engagement in policy-making activities and resulting communications; increased oversight and reporting of the department’s financial accounting; time spent in the field learning the technical aspects of Forestry’s mission; and the significant input received by members of the public.

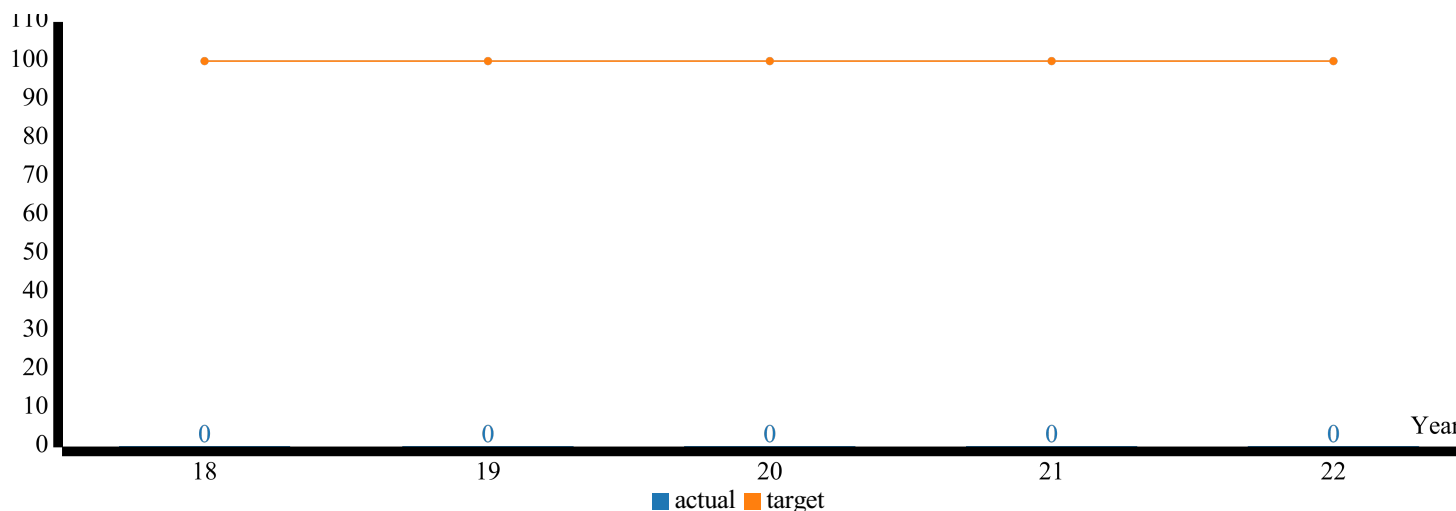
Areas for further improvement include: completion of the Board’s *Forestry Program for Oregon*; strategically planning agendas to focus on priority issues with greater consideration to the urgency of key matters and limited time of the volunteer board; increasing collaboration with other agencies around shared goals including monitoring and climate-smart forestry; building stronger alignment in budgeting and investment strategies; defining a sustainable funding solution for State Forests; expanding public input to assess values held by all Oregonians; continuing to meet across the state, connecting with the public in the field; and revisiting the current committee structure used to delegate work amongst the Board.

Overall, the Board had positive reflections on their effectiveness as a board with recognition to the significant volume of complex issues requiring their attention.

KPM #3 FOREST PRACTICES ACT COMPLIANCE - Percent of forest operations that are in compliance with the Forest Practices Act

Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percent of Operations in Compliance with Oregon's Forest Practices Act					
Actual					
Target	100%	100%	100%	100%	100%

How Are We Doing

The Oregon Forest Practices Act (FPA) outlines standards of practice for forest operations on non-federal and non-tribal lands in Oregon. The FPA is administered by the Oregon Department of Forestry's (ODF) Forest Resources Division. Program delivery is performed by Stewardship Foresters who operate from District Offices. Within the Forest Resources Division, the Monitoring Unit is tasked with collecting information on the efficacy and implementation of the FPA rules at statewide scale.

A statewide study of Forest Practices Act compliance was conducted from 2013 –2018. Results of the study were provided in Key Performance Measures reporting. In 2019, concerns for some of the statistical processes employed in the study were raised.

In 2020, the Monitoring Unit contracted with Mt. Hood Environmental to review statistical elements of the 2013-2018 Forest Practices Act Compliance Study and make recommendations for improvement. In 2021, the Monitoring Unit and Mt. Hood Environmental completed the review of processes and provided a report to the Board of Forestry in which individual elements of previous work were considered and discussed. Mt. Hood Environmental identified several aspects of the study design and analysis that limited the scope of inference and introduced potential bias into the compliance estimates.

MHE proposed process changes related to study design, data collection methods, and analysis, that specifically focused on improving efficiency, meeting performance criteria for agency goals, and addressing the current limitations. These are:

1. *Explicitly define all sampling elements.*
2. *Narrow research questions to address agency goals.*
3. *Quantify the population.*
4. *Account for nonresponse bias.*

5. *Reduce potential for systematic error with standardized training and QA/QC protocols.*
6. *Include large harvests (greater than 500 acres) with a sub-sampling protocol.*
7. *Apply within-unit stratification for roads and streams to mitigate autocorrelation and increase sampling efficiency.*
8. *Determine sample size using power analysis or a similar approach.*

ODF will implement all eight of these recommendations in future compliance monitoring efforts.

Factors Affecting Results

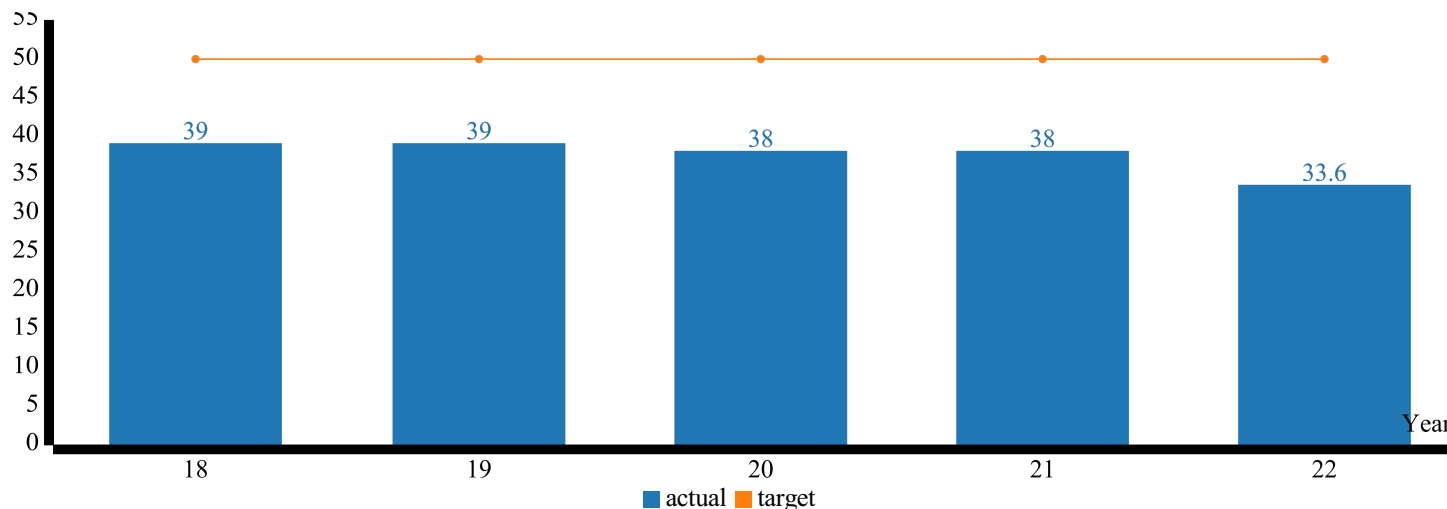
Recently, the Governor's mediated discussions on forest policy and practices were memorialized in the Private Forest Accord Report of 2022. The Private Forest Accord was the foundation of legislation (Senate Bill 1502 – 2022) and set in motion substantial changes in Department of Forestry standards, organizational structure and relationships with other agencies and stakeholders. This work will be in process for several years to come. The goal of the Accord is a Habitat Conservation Plan for aquatic species in Oregon.

The report from Mt. Hood Environmental (MHE) was noted in Private Forest Accord Report which was referenced in Senate Bill 1501 of 2022. That legislation directed the Department of Forestry to make substantial changes in standards of practice for forest operations on non-Federal forestlands and provided regulatory assurance for landowners.

KPM #4 URBAN AND COMMUNITY FOREST MANAGEMENT - Percent of Oregon cities actively managing their urban and community forest resources.

Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percent of Oregon cities actively managing their urban and community forest resources					
Actual	39%	39%	38%	38%	33.60%
Target	50%	50%	50%	50%	50%

How Are We Doing

The ODF Urban and Community Forestry Assistance Program has spent the last few years "ground truthing" the urban forestry (UF) components we track for Federal reporting purposes. Our goal is to update the information we have on 20 percent of Oregon cities each year over five years. The components we track are whether cities have (1) trained UF staff, such as an International Society of Arboriculture-certified arborist on staff; (2) a tree ordinance; (3) a tree board or advisory committee; and (4) an inventory-based urban forest management plan. KPM #4 tracks how many Oregon cities have at least two of these four attributes. Over time, we expect to find changes in cities abilities to meet these components. Based on our most recent federally reported data, we see the percentage of cities with two UF components -- indicating that they are actively managing their urban forests -- has dropped slightly to 33.6 percent from 37.7 percent in 2021 (from 91 to 81 cities). These percentages and city counts can be misleading as indicators of program effectiveness, however. The population of these 81 cities comprise 84.7 % of the total population residing in Oregon’s incorporated cities (2010 Census data). This means that close to 85% of Oregon’s city residents live in cities that are intentionally managing their city trees.

In 2022, the UCF Assistance Program again celebrated 69 Tree City USAs (for their urban forestry efforts in 2021). However, this number reflects the return of a former Tree City USA, Reedsport, and the loss of another, Hood River. The colleges and universities recognized as a “Tree Campus Higher Education,” a program like Tree City USA sponsored by the Arbor Day Foundation, gained a new campus, Central Oregon Community College, which was the first new campus in the program in several years. In 2021, Oregon Community Trees and the UCF program staff decided to hold the Oregon Annual Urban and Community Forestry Conference virtually due to pandemic restrictions. The conference was well attended by approximately 120 people. The conference theme was “Water-wise Community Forests – Strategies for our Future.” The UCF program granted OCT \$5000 to offset the costs of the virtual conference coordinator, Social Enterprises. Despite our inability to travel and provide onsite technical assistance for most of 2021, we assisted 90 of Oregon’s incorporated cities, several receiving more than one assist. With our limited staff, we made over 300 assists statewide – not only to cities, but also to schools and universities, nonprofit organizations, other government sectors, and the general public.

Factors Affecting Results

The Department receives no state funds for its UCF Assistance Program and thus relies solely on federal funds to achieve our mission and this KPM. Based on the availability and uses of federal sources, the Department has a very limited staff to serve the entire state (1.75 FTE). A statewide survey conducted in 2014 clearly shows that if cities receive assistance from the Department of Forestry, they were more likely to have components of an actively managed urban forest program.

For the second year in a row, due to the worldwide pandemic restrictions, travel and onsite visits were severely limited for UCF program staff. However, this year, as all became more familiar with videoconferencing, UCF staff was able to establish good communication with cities in need of assistance. In addition, the Green Legacy Hiroshima Peace Tree project turned out to be a particularly meaningful way for UCF staff to connect with cities and communities.

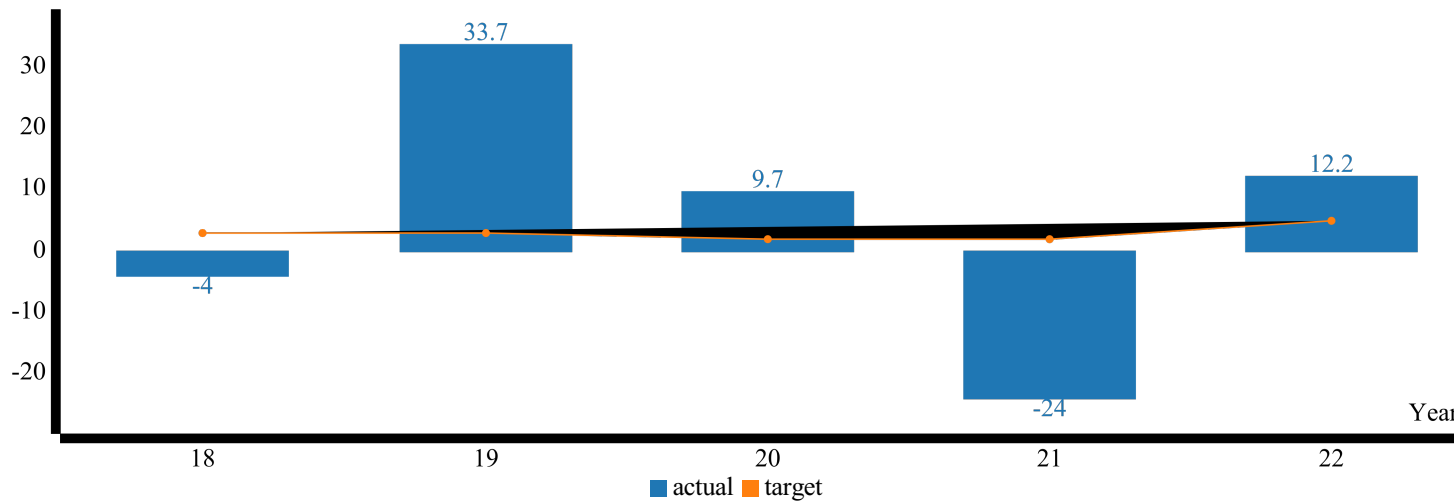
A couple years ago, UCF staff noticed that many cities have new, young municipal employees who are not familiar with urban forestry management concepts or the mission of the program. Also, throughout Oregon very few urban forestry professionals are people of color, or representative of underserved groups. These areas need more focused attention than UCF program staff is currently able to provide, especially when travel is limited. In 2020, Oregon Community Trees established a Diversity, Equity, and Inclusion (DEI) committee that is reviewing the organization's by-laws and providing guidance in organizational outreach to marginalized groups. UCF staff has focused more on its DEI outreach as well.

The UCF Assistance Program continues to promote TreePlotter™ INVENTORY (TPI) software, approximately 11 cities are beginning to use the software, with a few more promising to share their existing tree inventory data. (The goal is to engage at least 25 cities in using the inventory over the 5-year grant life). The UCF Program will be renegotiating its contract for the TPI software in August 2022. In Oregon, urban and community forestry professionals continue to expand their interest in using urban-grown lumber, grapple with fire-preparedness in cities and suburbs, improve the use of trees in storm-water mitigation, and increase the awareness of the role trees play in urban resident health. The UCF Assistance program is a recognized hub that provides, guides, and manages information on these UCF trends in Oregon.

KPM #5 STATE FORESTS TOTAL REVENUE - Percent increase in total revenue produced by State Forests

Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percent increase in revenue produced by State Forests compared to the previous year					
Actual	-4%	33.70%	9.70%	-24%	12.20%
Target	3%	3%	2%	2%	5%

How Are We Doing

The FY 2021 data show a 12.2 percent increase in total revenues from the previous year, up to \$121,546,724. The amount of revenue distributed to counties increased 3.3 percent from the previous year, \$69,204,678 to \$71,454,915. This KPM focuses on the percent change in total revenue produced from the sale of timber from State Forests. The Oregon Department of Forestry is committed to sustainable management of these lands. Harvest levels that contribute to the revenue flow for this measure are set annually by the Division at the direction of the State Forester.

The KPM targets establish an objective for management activities to predictably generate revenue for the State. The Division is implementing business improvements to increase revenue while continuing to provide a balanced range of social and environmental values.

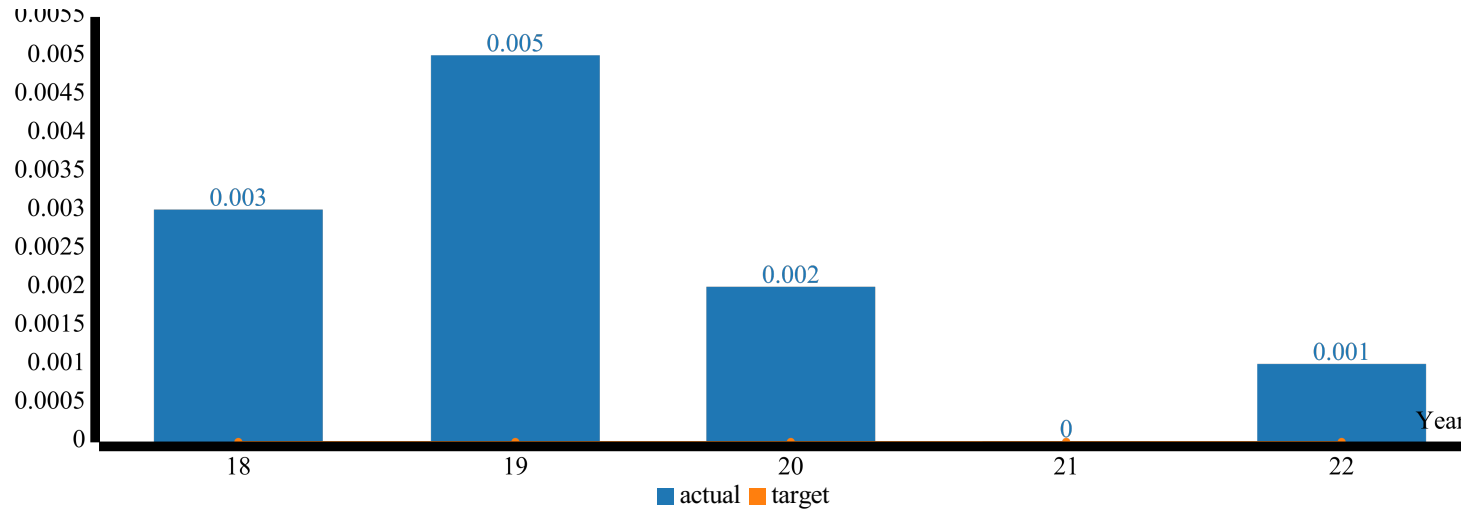
Factors Affecting Results

The major factor affecting FY 2021 increase in timber sale revenue was harvest volumes (264.3 MMbf) were 9.1% higher than FY 2020. FY2021 timber sale revenue was 19.4 percent above the 10-year average of \$101,732,429.

KPM #6 AIR QUALITY PROTECTION - Total number of smoke intrusions into designated areas per total number of units burned.

Data Collection Period: Jan 01 - Dec 31

* Upward Trend = negative result



Report Year	2018	2019	2020	2021	2022
Total number of smoke intrusions into designated areas per total number of units burned					
Actual	0.003	0.005	0.002	0	0.001
Target	0	0	0	0	0

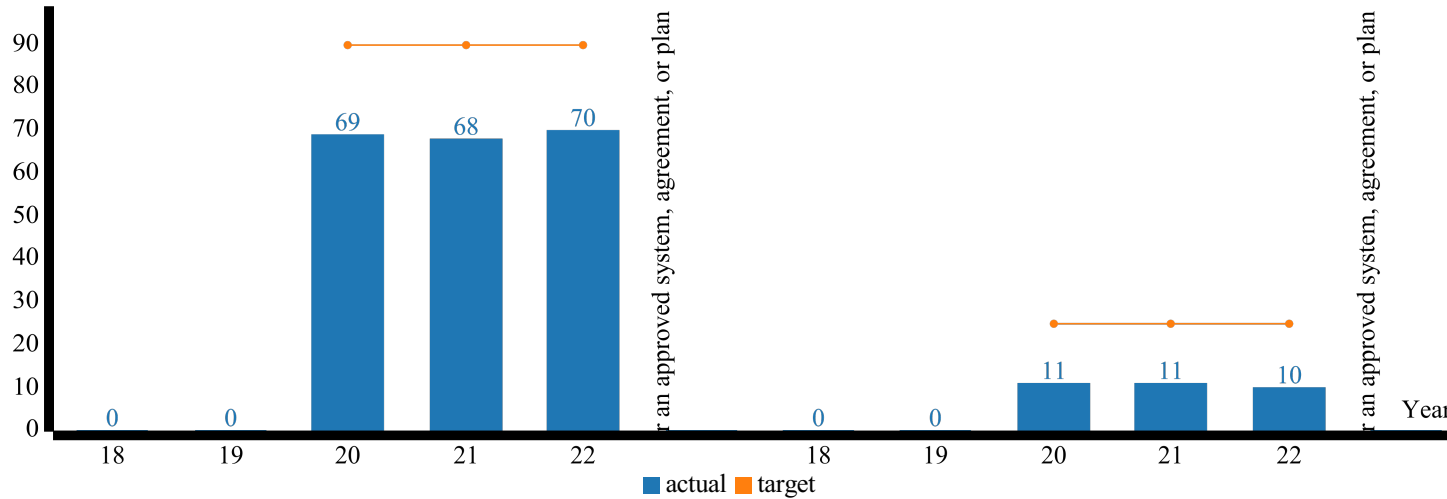
How Are We Doing

The Smoke Management Program is doing a good job of protecting Oregon's air quality while, at the same time, allowing forest landowners to dispose of unwanted accumulations of forest fuel. 2 intrusions occurred from 2476 units burned. The intrusion definition changed in 2019 to allow for some smoke to enter Smoke Sensitive Receptor Areas at a level that remained below 75 percent of the National Ambient Air Quality Standards. This change will allow for the increase in prescribed burning to eventually reduce the size and damage created by catastrophic wildfire.

Factors Affecting Results

In addition to restoration burning, weather variations and economic market conditions can also influence the outcome, by substantially increasing or decreasing the number of units available for burning. In 2021 heightened wildfire risk, due to persistent drought conditions, had a direct effect in reduction of the number of units burned, relative to the long-term average. The two smoke intrusions that were recorded in 2021 were both a result of burning done in the “West Bend Project” area, which has proven to be an extremely difficult region to burn within without overnight smoldering producing smoke impacts to sections of the Bend, OR SSRA.

KPM #7 PERCENTAGE OF PRIVATE FORESTLAND MANAGED AT OR ABOVE FOREST PRACTICES ACT STANDARDS. - Percentage of industrial private forestlands managed under an approved certification system, stewardship agreement, or other approved management plan including wildlife habitat conservation and management plans
Data Collection Period: Jul 01 - Jun 30



Report Year	2018	2019	2020	2021	2022
a. Percentage of total industrial private forestlands managed under an approved system, agreement, or plan					
Actual			69%	68%	70%
Target			90%	90%	90%
b. Percentage of non-industrial private forestlands managed under an approved system, agreement, or plan					
Actual			11%	11%	10%
Target			25%	25%	25%

How Are We Doing

Key Performance Measure #7 was modified during the 2019 Legislative Session to report as a percentage of forestland compared to previously reporting on acreage. With previously set legislative targets reporting by acres, prior year acreage data has been omitted from this report table. Results for the 2019 reporting year are reflected in the following narrative. The legislatively approved target for this measure in 2021 is 90 percent of industrial private forestlands and 25 percent of non-industrial private forestlands managed under an approved system, agreement, or plan.

a. Three certification systems operate in Oregon. The American Tree Farm System (ATFS) provides certification endorsed by the Program for the Endorsement of Forest Certification schemes (PEFC). The PEFC is an international, independent, non-profit, non-governmental organization, founded in 1999, which promotes sustainably managed forests through independent third-party certification. Forest Stewardship Council (FSC) U.S. provides certification verified by Accreditation Services International, an independent accreditation body offering international, third-party accreditation for voluntary certification schemes. The Sustainable Forestry Initiative (SFI) provides certification endorsed by the PEFC.

The Department of Forestry (ODF) approves and monitors management plans, under the USDA-Forest Service's State and Private Forestry Program and enters into Stewardship Agreements (ORS 541.423) with forestland owners, who agree to manage beyond FPA standards.

ODF requested information on acres of industrial private forestland certified or approved under each system, and 68 percent (4.4 of the 6.5 million acres) of industrial private forestlands are managed under an approved certification system or stewardship agreement, as summarized below:

- Sustainable Forestry Initiative, Inc. 3,889,098 acres
- American Tree Farm System 495,368 acres
- Forest Stewardship Council U.S. 144,735 acres
- ODF Stewardship Agreements 29,395 acres
- **Total 4,558,596 acres**

b. ODF requested information on acres of non-industrial private forestland certified or approved under each system and 11 percent (0.4 of the 3.7 million acres) of non-industrial private forestlands are managed under an approved certification system, stewardship agreement, or forest management plan, as summarized below:

- ODF; USDA-FS Forest Stewardship Plan 113,992 acres
- ODF Stewardship Agreements 3,131 acres
- American Tree Farm System^[1] 223,738 acres
- Forest Stewardship Council U.S. 27,569 acres
- **Total 368,430 acres**

[1] The Forest Stewardship Plan reported acres are similar to last year's reporting however, the multi-year trend, as well as the outlook, is for an overall reduction in the number of plans developed each year due to the steadily declining amount of funds that are awarded to the state from the USDA-FS through the FSP program.

Factors Affecting Results

a. Along with forestry-related agencies and organizations, the marketplace encourages forest certification. Forestland owners wanting to sell timber increasingly find that milling facilities are requiring their log supply come from certified forests. This market access requirement is motivating landowners to obtain certification from recognized third-party systems. Industrial forestland owners generally have the capacity to develop procedures to maintain certification.

Domestically and internationally, voluntary forest certification systems are used as a mechanism to recognize forest products originating from lands meeting specific management and harvesting requirements. Certification involves observation of management and harvesting requirements and is validated through third-party review. Costs are incurred by landowners to certify lands. In turn, certified forest products are able to access certain markets, which are otherwise closed and/or differentiated from uncertified competing goods. Regardless of certification status, all of Oregon's private and state forestlands are subject to the requirements of the Oregon Forest Practices Act and comprehensive land use plans and as such, are held to standards that in many respects are similar to those of certification systems.

In 2018, Oregon achieved certification with the American Society for Testing and Materials (ASTM) standard on forest certification systems D7612-10 for wood grown and harvested under the Oregon Forest Practices Act and compliance of subject wood to the 2012 and 2015 International Code Council (ICC) International Green Construction Code (IgCC). The recognition from ASTM will provide opportunities for private and state forestlands to access additional markets for their forest products.

In 2019, the KPM was modified to reflect the percentage of industrial and non-industrial acres whose land is under an approved certification or management system. The percentage is based upon the total acres of forestland in either the industrial or non-industrial classification. This revised reporting measure may improve understanding of the overall importance of this measure.

b. Along with forestry-related agencies and organizations, the marketplace encourages forest certification. Forestland owners wanting to sell timber increasingly find that milling facilities are requiring their log supply come from certified forests. This market access requirement is motivating landowners to develop management plans, since forest certification systems require forest management planning.

Non-industrial forestland owners often need assistance in developing inventory data and management documentation needed for certification. The cost of certification may represent a barrier for smaller ownerships. Approximately 133 thousand owners hold forestland between 1 and 9 acres in size, accounting for 328,000 acres of forests. Another 27 thousand owners have forestland holdings between 10 and 99 acres in size, accounting for 887,000 acres of family forests. The large number of owners with smallholdings creates a significant challenge to achieving certification on all non-industrial forestlands.

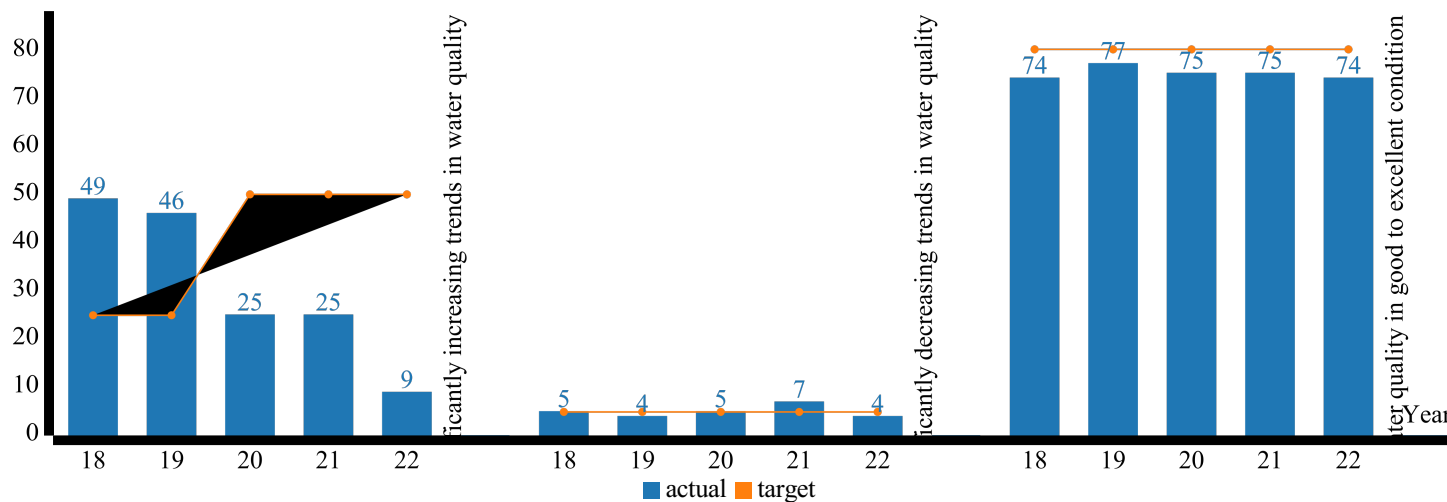
To increase certification on non-industrial forestlands, ODF needs to provide additional technical and financial assistance to landowners for development of management plans and procedures. ODF does not receive any state support for this effort and relies solely on federal funding to conduct this work. ODF works with multiple organizations to promote the development of forest management plans and the mutual recognition of approved plans.

In 2019, the KPM was modified to reflect the percentage of industrial and non-industrial acres whose land is under an approved certification or management system. The percentage is based upon the total acres of forestland in either the industrial or non-industrial classification. This revised reporting measure may improve understanding of the overall importance of this measure. NOTE: Collection dates varied for KPM 7 as follows:

- SFI and America Tree Farm data collected - June 30, 2022
- FSC data collected - June 2022
- ODF; USDA-FS Forest Stewardship Plan data collected - June 2022

KPM #8 FOREST STREAM WATER QUALITY - Percent of monitored stream sites associated predominately with forestland with significantly increasing trends in water quality.

Data Collection Period: Oct 01 - Sep 30



Report Year	2018	2019	2020	2021	2022
a. Percent of monitored forested stream sites with significantly increasing trends in water quality					
Actual	49%	46%	25%	25%	9%
Target	25%	25%	50%	50%	50%
b. Percent of monitored forested stream sites with significantly decreasing trends in water quality					
Actual	5%	4%	5%	7%	4%
Target	5%	5%	5%	5%	5%
c. Percent of monitored forested stream sites with water quality in good to excellent condition					
Actual	74%	77%	75%	75%	74%
Target	80%	80%	80%	80%	80%

How Are We Doing

a. In 2021, 9 percent of monitored forest stream sites showed increasing trends in water quality. While the percent of forested streams with increasing trends in water quality has remained higher than all other land uses (8% of all land uses show increasing trends in water quality) the target for monitored forest streams was not attained this year. However, most forested stream sites continue to remain in good or excellent condition (74%). No increasing or decreasing trend was observed on about 88 percent of monitored forest stream sites.

The performance is based on the Oregon Water Quality Index (OWQI). The OWQI describes general stream water quality status and trends. The OWQI also shows the general effectiveness of water quality management activities. No industry standards exist. However, 2021 data for agricultural lands in Oregon indicate 5 percent of monitored agricultural stream sites with increasing trends in water quality. Statewide data for 2021 for all land uses, including agricultural and forest lands indicate 8 percent of monitored stream sites with increasing trends in water quality.

b. In 2021, two monitored sample points (4 percent) showed significantly decreasing trends in water quality. Compared to last year, when four monitored sampled points (7 percent) indicated significantly decreasing trends in water quality, this represents a slight increase in overall water quality trends. This year the target was met, which is an improvement compared to 2020 when it was not. It is important to note that about half of the ambient sites statewide, and a large majority (74%) of forest monitoring sites continue to have "good" or "excellent" water quality and that has remained consistent over the last eleven years. No increasing or decreasing trend was observed on nearly 88 percent of monitored forest stream sites.

The performance is based on the Oregon Water Quality Index (OWQI). The OWQI describes general stream water quality status and trends. The OWQI also shows the general effectiveness of water quality management activities. No industry standards exist. However, 2021 data for mixed land use in Oregon indicate two monitored stream sites showing a decreasing trend in water quality. Statewide, data for 2021 for all land uses, including agricultural and forest lands indicate 18 monitored stream sites (11 percent) with decreasing trends in water quality, which is a slight decrease to overall stream water quality in Oregon.

c. In 2021, 74 percent of monitored forest stream sites showed "good" to "excellent" water quality, which is just slightly below the target of 80 percent. With the exception of the past 5 years, monitored sites on forestland met or exceeded the target (which increased in 2018) every year since 2009 when this measure was established. About half of the ambient sites statewide continue to have "good" to "excellent" water quality and that has remained consistent over the last ten years.

The performance is based on the Oregon Water Quality Index (OWQI). The OWQI describes general stream water quality status and trends. The OWQI also shows the general effectiveness of water quality management activities. No industry standards exist. However, 2021 data for agricultural lands in Oregon indicate about 31 percent of monitored agricultural stream sites with water quality in good to excellent condition. Statewide data for 2021 for all land uses, including agricultural and forest lands indicate about 49 percent of monitored stream sites with water quality in good to excellent condition. These comparisons demonstrate that maintaining forestlands in forest use is an effective and efficient way to maintain water quality.

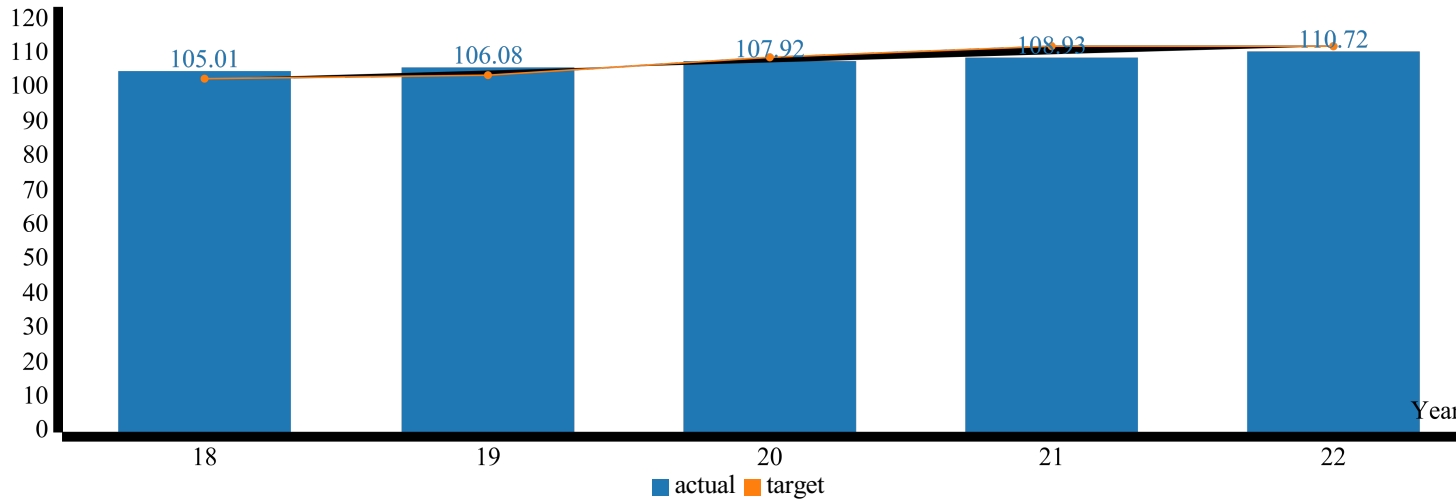
Factors Affecting Results

Additionally, statewide targets were revised in 2019. Where sites show significant improvement that is not affected by point source discharges, such improvements may be attributed to the following: reduced levels of non-point source activity, increased education about water quality impacts, and watershed restoration efforts. Underlying all these factors are stream flow conditions as Oregon transitions between drought and wet years, changes in stream flows may indirectly affect observed water quality. A variety of activities occurring on forestlands, including forest management (timber harvesting and road construction/use), fire suppression, recreation, and livestock grazing may impact soil and water resources. Disturbances that trigger large erosion events can produce important changes in aquatic conditions. These episodic changes are critical in maintaining aquatic habitat over time, even though they may temporarily decrease water quality.

Disclaimer: The OWQI used in this KPM is one of many tools to understand Oregon water quality conditions statewide. The ambient network is not a randomly selected, statistically valid sample of water quality conditions statewide. Sampling sites were selected to reflect the integrated effects of land use and point source discharges upstream of them. The data is representative of just the sampling site and does not represent the water quality conditions of other locations in the same basin or of the whole river (DEQ, 2019).

KPM #9 VOLUNTARY PUBLIC AND PRIVATE INVESTMENTS MADE TO CREATE HEALTHY FORESTS - Cumulative public and private forest landowner investments made in voluntary projects for the Oregon Plan for Salmon and Watersheds or for the Oregon Conservation Strategy.
Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Private forestland owner investment in Oregon Plan habitat restoration projects - \$ in millions					
Actual	\$105.01	\$106.08	\$107.92	\$108.93	\$110.72
Target	\$103.03	\$104.06	\$109.25	\$112.50	\$112.50

How Are We Doing

Private forestland owners have made significant investments in improving water quality and fish habitat. Reported cumulative investments for 2020 was \$110.7 million compared to a target of \$112.5 million. The 2021 accomplishment level represents the third year out of seven, that cumulative private investments in Oregon Plan for Salmon and Watersheds (Oregon Plan) did not meet the target. In 2021, private forestland owners invested \$1.79 million which continues to show the high level of contribution private forestland owners provide to improve water quality and fish habitat through voluntary restoration measures. 2021 also represents an increase in contribution from 2020. The Department had expected the rate of expenditures to decline over time as more projects were completed and opportunities for restoration decreased. The great recession caused a steep drop in investment, corresponding with the decline in timber harvest. However, during 2013-2021 period, restoration activities are increasing based on the average annual contributions and are approximately \$1.9 million average investment per year. At this time, data is not available for investments under the Conservation Strategy.

Private forestland owners are the major contributor to the Oregon Plan accomplishments, providing over 80 percent of reported private land accomplishments. Oregon is unique among western states in its focus on voluntary measures, which work in concert with regulatory approaches to achieve additional habitat protection and restoration.

Voluntary restoration activities by landowners, combined with continued regulatory compliance, provide a foundation for the success of the Oregon Plan in protecting and restoring water quality and fish habitat on forestland. The Oregon Conservation Strategy provides an analogous voluntary framework for restoration of all habitat types. The Conservation Strategy emphasizes proactively conserving declining species and habitats to reduce the possibility of future federal or state listings. The strategy presents issues and opportunities and recommends voluntary actions that will improve the efficiency and effectiveness of conservation in Oregon. The Department revised its stewardship agreement program to improve efficacy of encouraging forestland owners to self-regulate to meet and exceed applicable regulatory requirements and achieve conservation, restoration and improvement of fish and wildlife habitat and water quality. The Department continues to implement a programmatic Safe Harbor Agreement for Northern Spotted Owls to provide regulatory certainty and encourage voluntary enhancement of owl habitat for landowners who choose to participate in

2019, the stewardship agreement tool had increased interest and resulted in nearly 32,000 acres enrolled because of a new agreement with one large landowner in Northwest Oregon who focused on aquatic and terrestrial conservation strategies for listed threatened and endangered species.

Factors Affecting Results

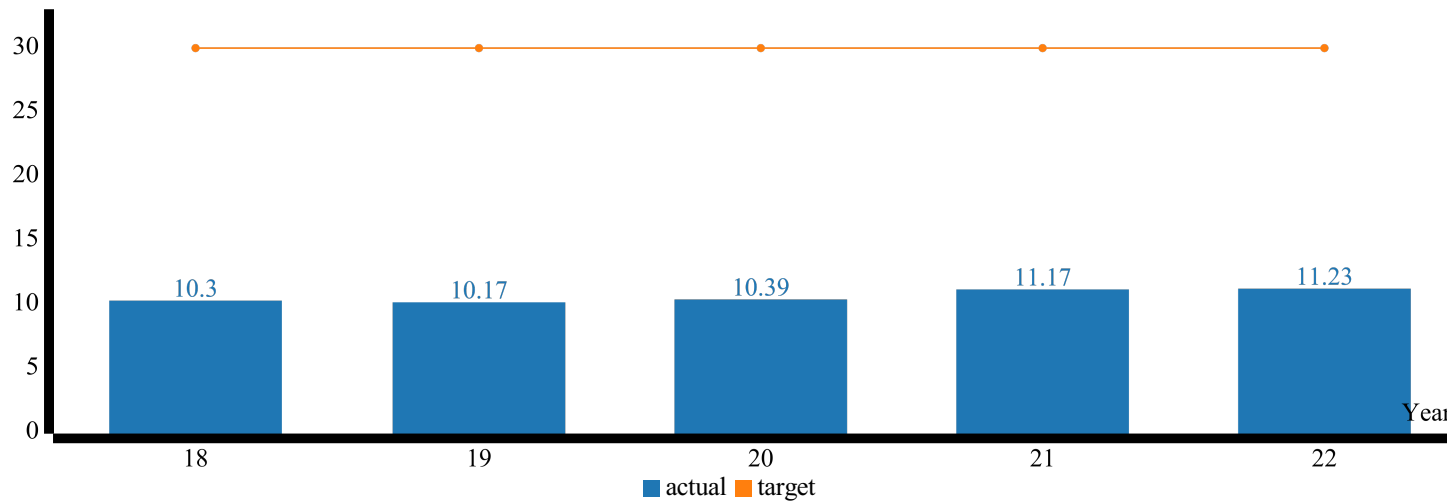
The Oregon Plan has been successful because of the strong forestland owner community who work with watershed councils and the Department to achieve restoration and protection goals for natural resources. There continues to be broad support for voluntary measures coupled with regulatory mandates. ODF Stewardship Foresters provide education and technical assistance to landowners in support of restoration activities. The previous economic downturn in the late 2000's significantly affected the housing market and corresponding demand for wood products. Economic conditions have improved since 2012 resulting in steady investments and contributions to watershed restoration efforts. Moving forward, the Department will be working to implement a revised regulatory and landowner assistance program that is associated with recently approved legislation. This legislation will provide additional resources to help implement programs including the Oregon Plan. The Oregon Plan funding supports coordination with watershed councils and other groups that encourage restoration.

The Department is aware that reporting and implementation of voluntary restoration projects is not occurring at a high enough percentage to capture a comprehensive view or encourage additional investments by private forestland owners.

KPM #10 STATE FORESTS NORTH COAST HABITAT - Complex forest structure as a percent of the State Forests landscape.

Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Complex structure as a percent of the State Forests landscape					
Actual	10.30%	10.17%	10.39%	11.17%	11.23%
Target	30%	30%	30%	30%	30%

How Are We Doing

The amount of complex structure on State Forests demonstrates a steady or slightly increasing trend since 2018. The decrease from 2017 to 2018 was largely a result of a change in how the amount of complex structure is estimated. When considered by District, the fiscal year 2021 data show that 16.74% of Astoria district, 10.96% of Forest Grove district, and 8.35% of Tillamook district are in complex forest structure.

Factors Affecting Results

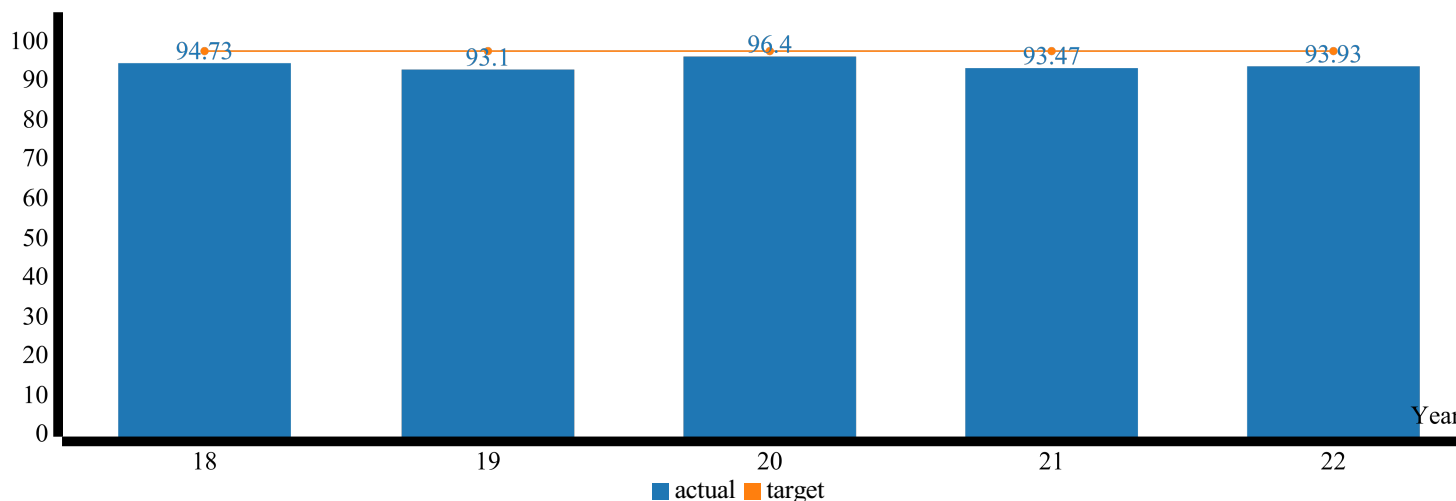
Complex forest structure develops very slowly, and it is anticipated to take decades to achieve the range of 30 to 50% complex structure now described in the forest management plans. ODF's Stand Level Inventory (SLI) system is not designed to report on year-to-year difference but rather reflect our updated understanding of the landscape.

The year-to-year changes in complex structure are the result of updates to SLI data as well as active management designed to enhance the development of complex forest structure over time. Following an external expert review, ODF adopted a new growth model in 2018 to improve consistency of inventory estimates. The new growth model provides improved estimates of stand growth and development; however, further refinements are needed to accurately estimate complex forest structure. As a result the estimates may change as the refinements are implemented and new information becomes available.

KPM #11 FIRE SUPPRESSION EFFECTIVENESS - Percent of wildland forest fires under ODF jurisdiction controlled at 10 acres or less.

Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percent of wildland forest fires controlled at 10 acres or less					
Actual	94.73%	93.10%	96.40%	93.47%	93.93%
Target	98%	98%	98%	98%	98%

How Are We Doing

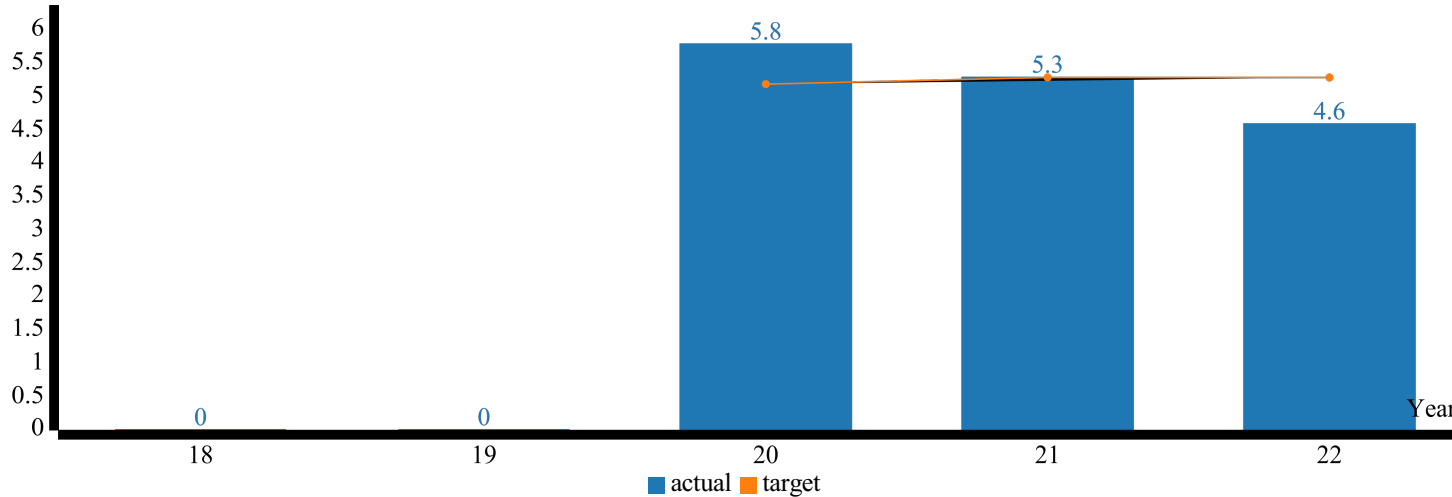
The Department was not able to meet the target of suppressing 98 percent of all wildfires at ten acres or less in size for the 2021 fire season. We were 4.1% under target at 93.9%.

Factors Affecting Results

Influencing factors: A pattern of unusually dry weather in the months leading up to fire season 2021 prolonged persistent drought conditions throughout the region. The geographic extent and severity of the drought conditions worsened as temperatures consistently remained well above average in June, July, and August. The most notable example of this trend was the extraordinarily strong heatwave in June 2021. The impact of these drought conditions was most severe in Central and South-Central Oregon, portions of which experienced extreme or extraordinary drought conditions throughout the duration of fire season. These weather factors resulted in the highest number of days at Preparedness Levels 4 and 5 (76 days total) ever recorded in the Northwest in a single season. At the same time, active fire seasons in the Rocky Mountain, Southwest, Great Basin, Northern Rockies and both California Geographic Areas compounded weather-related challenges by impacting resource availability. The arrival of moisture on the western side of the Cascades produced notable lightning activity on dry fuels. The NWCC recorded 7,444 strikes across the region in the month of June alone, a 48% increase relative to the 20-year average (2000-2020). Despite suppression challenges presented by June lightning, ODF suppressed 92% of fires in June 2021 at less than 10 acres. The notable exception is the Cutoff fire, which required mobilization of an ODF Incident Management Team and reached a final size of 1,288 acres. Increasingly austere conditions and continued lightning events resulted in multiple IMT deployments in July and August. Most of those deployments, including Bootleg (413,717 acres), Grandview (6,032 acres), Elbow Creek (22,960 acres), and Fox Complex (9,740 acres) were to Central and Eastern Oregon, where drought conditions were the most severe statewide. In Western Oregon, a significant lightning event in early August produced multiple complexes spanning the length of the Cascade crest. That event required IMT mobilization to the Skyline Ridge Complex (5,760 acres). Despite consistently challenging conditions created by both the fire environment and resource drawdown, early detection and initial attack success kept 94% of ODF fires at less than 10 acres.

KPM #12 PREVENTION OF HUMAN-CAUSED WILDLAND FOREST FIRES - Number of Oregon residents per human-caused wildland forest fires. (population expressed in thousands of residents) This metric measures the ability to maintain or reduce the number of human-caused wildfires as the population of Oregon increases. An upward trend indicates a positive result.
 Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Number of Oregon residents per human-caused wildland fire					
Actual			5.800	5.300	4.600
Target			5.200	5.300	5.300

How Are We Doing

Key Performance Measure #12 was modified during the 2019 Legislative Session to report as a number of Oregon residents per human-caused wildland forest fire compared to previously reporting the number of human-caused wildland forest fires per 100,000 Oregon residents. With previously set legislative targets reporting on the number of fires, prior year data has been omitted from the report table. Results for the 2021 reporting year are reflected in the following narrative. The legislatively approved target for this measure in 2021 is 5.2 thousand Oregon residents per human-caused wildland forest fire (population expressed in thousands of residents).

The fire prevention program continues to examine new and effective approaches to prevent human-caused wildland fires. There were 924 human-caused wildland fires in 2021. With Oregon's population increasing 1/2 percent to 4,266,620 the resulting fire prevention rate of 4.6 thousand Oregon residents per human-caused wildland forest fire exceeded the target. The 10-year average of human-caused wildland fires is 730 fires annually.

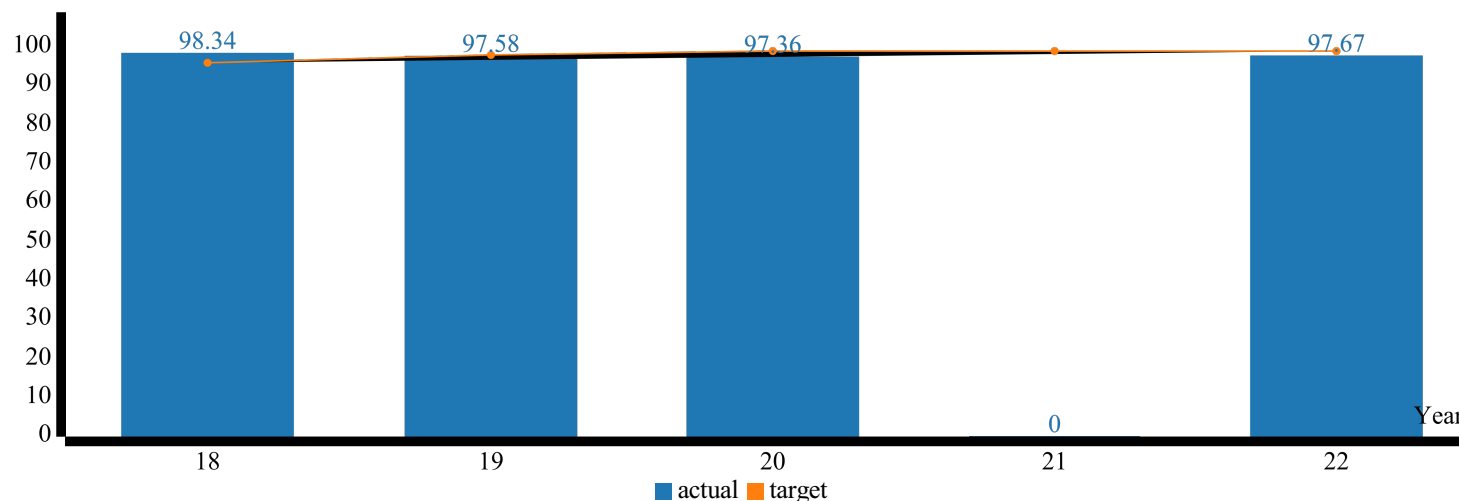
Factors Affecting Results

Steady increase in Oregon's population and the use of forestland for recreation as well as increasing rural residential home sites are key components for these results. Heavily populated areas of the state, where weather and fuel conditions are aided by public activities, such as debris burning, equipment use, and forest recreation, drive the data.

KPM #13 DAMAGE TO OREGON FORESTS FROM INSECTS, DISEASES, AND OTHER AGENTS - Percent of forest lands without significant damage mortality as assessed by aerial surveys.

Data Collection Period: May 01 - Oct 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percent of Oregon forestlands without significant damage from insects, diseases and other agents					
Actual	98.34%	97.58%	97.36%		97.67%
Target	96%	98%	99%	99%	99%

How Are We Doing

The percent of Oregon forestlands without significant damage from insects, diseases and other agents has held steady the last few years but is below recent KPM targets, which have increased over the years. The ongoing statewide drought continues to reduce the resilience of our forests to additional stressors, and we will likely see the percent of Oregon forestlands without significant damage hold steady or decrease over time as our forestlands continue to be stressed by drought.

In 2021, our aerial survey was reduced to approximately 80% of our normal coverage area due to interruptions from wildfire, and aircraft and staffing shortages. We conducted ground checks in known problem areas and areas damaged by disturbance events such as recent storms, wildfire and chronic drought. From aerial and ground surveys it was clear that the trend from the last decade continues, and most tree mortality detected has been due to a combination of climate change impacts and secondary attack by bark beetles. The “heat dome” anomaly also resulted in a sudden pulse of damaged trees across the state. Over 144,000 acres of heat scorch from this event was observed in 2021 although many more acres of heat damage were not captured in time due to the timing of flights. Storm and wildfire damage, drought stress exacerbated by overstocking, unsuitable site selection for drought-intolerant species, and unchecked root disease are other major primary stressors that are often paired with secondary attack by bark beetles. Some pest agents are on the rise such as the non-native, sap-sucking insect balsam woolly adelgid which attacks true firs and remains an ongoing and untreated problem primarily on higher elevation U.S. Forest Service ownerships. Management is often not feasible in these remote areas and the number of fir trees continues to diminish. The Department completed a project to map Western redcedar dieback from the ground and correlations determined that reduced early spring precipitation is having a strong impact on the ability for this species to survive across its range. We assisted collaborating researchers in obtaining funding and site access to relate dendrochronology to climate variables to determine if there are other influential climate factors. Cooperative statewide trapping surveys and monitoring for invasive spongy moth (previously gypsy moth) was conducted where this insect was detected in 2020. No moths were found in 2021 and the area will be surveyed again in 2022 to affirm that it has not established in this area. Emerald ash borer remains undetected in the state with no reports, to date, of this invasive insect.

Efforts to quarantine and slow the spread of Sudden Oak Death, an exotic disease affecting tanoak, have been ongoing along the southwestern coast of Oregon. A new clonal lineage of Sudden Oak Death (NA2) was detected outside Port Orford in the spring of 2021. Since then, this infestation has been the SOD program’s top priority. We surveyed over 400 acres with ground transects and aerial

surveys, resulting in over 200 samples and 154 positive detections of the NA2 variant. Previously found only in nurseries, this is the first time that variant has been found in wildlands. A tentative 600 ft treatment buffer has been placed around the confirmed positive trees totaling 581 acres in the buffer zone. Treatment has been completed on 141 acres with 130 acres currently undergoing treatments.

Factors Affecting Results

Over the last decade, an average of over 1 million acres of forest lands have been designated as having been significantly affected by insects, diseases, and other damaging agents during aerial surveys. Thousands more acres are unhealthy and under-producing due to being overstocked, planted with off-site species, exposed to environmental stresses such as drought, and stagnating from the suppression of natural fire cycles. These acres are becoming increasingly susceptible to damage by environmental stressors, insects and diseases. While the statewide aerial survey data provides valuable information about key forest damaging agents, aerial surveys are just an estimate and are not able to evaluate the impact of many forest diseases, nor indicate the current or future risk of forests to damage by environmental stressors, insects and diseases. In Oregon, thousands of acres of forests need active management to reduce the risk of insect outbreaks and catastrophic wildfires to produce resilient and sustainable forests. A century of fire suppression and inconsistent forest management has resulted in thousands of acres of Oregon's forests becoming overstocked and unhealthy. In addition, changing climatic conditions that contribute to drought directly cause damage or increase susceptibility to insects and disease. Thinning stands to reduce competition, promote tree health and vigor, and increase age and species diversity, have been shown to reduce the risk associated with many damaging insects and diseases. Federal bark beetle mitigation grants, administered by the Department's stewardship foresters, provide cost share funds to landowners to implement activities to improve forest health and increase stand resistance to bark beetles. Federal National Fire Plan funds also provide cost-share to landowners to improve forest health and prevent damage within the wildland-urban interface. However, as limited funds are available each year, the total acres of private forest lands treated annually is relatively limited and is unlikely to affect overall statewide trends. Additionally, statewide targets were revised in 2020.

Agenda Item No.:	H
Work Plan:	Senate Bill 762 Work Plan
Topic:	Shared Stewardship and the 20-Year Strategic Plan
Date:	July 20, 2022
Contact Information:	Nathan Beckman (503) 383-5306, Nathan.beckman@odf.oregon.gov

SUMMARY

Oregon’s 20-year strategic plan, as outlined in Senate Bill (SB) 762 and a Memorandum of Understanding (MOU) on Shared Stewardship, will be used to prioritize restoration actions and geographies to reduce the risk of catastrophic wildfires and will be used to direct federal, state, and private investments. Combined with a functioning governance structure and engagement with tribes, stakeholders, and local collaboratives and partnerships, state and federal agencies will advance and support implementation of shared priorities and coordinated investments to achieve a shared vision of healthy and resilient landscapes.

This staff report is an informational update to the board specific to the development of the 20-year strategy. As the strategy is an ongoing work in progress, it can be expected that elements of the strategy may change as additional input is provided throughout the development process.

CONTEXT

On August 13, 2019, a Memorandum of Understanding on Shared Stewardship was signed by state and federal officials to document the commitment of the State and the United States Forest Service to work collaboratively to create a shared stewardship approach for implementing land management activities in the state of Oregon.

Subsequently, on July 19, 2021, Governor Brown signed into law SB 762 (An act relating to wildfire; and declaring an emergency) which, in Sections 18-20 (Reduction of Wildfire Risk) directs the State Forestry Department to design and implement a program to reduce wildfire risk through the restoration of landscape resiliency and the reduction of hazardous fuel on public or private forestlands and rangelands and in communities near homes and critical infrastructure. SB 762 also directs the department to develop a 20-year strategic plan, as described in the Shared Stewardship Agreement signed on August 13, 2019, that prioritizes restoration actions and geographies for wildfire risk reduction that will be used to direct federal, state, and private investments in a tangible way.

A framework for the 20-year strategic plan is in development and is intended to address how state and federal agencies plan to implement the directives and intentions of the MOU and SB 762. This framework is part overview and part workplan. Its aim is to clarify the work needed and to create alignment among interested parties. It includes a proposed governance structure to support agency coordination and decision-making, a proposed mechanisms for Tribal and Stakeholder consultation and engagement, and proposed processes and approaches for developing the 20-year Strategic Plan.

Currently, each state and federal agency establishes its priorities and investments largely independently of one another. By standing up a shared stewardship governance mechanism, developing a 20-year Strategic Plan shared by federal and state agencies, and jointly implementing the Plan over time, it is hoped that Oregon can transform how landscape-level challenges are addressed and can realize the MOU’s vision of healthy and resilient forests, ecosystems, and landscapes.

RECOMMENDATION

This is an informational item only.

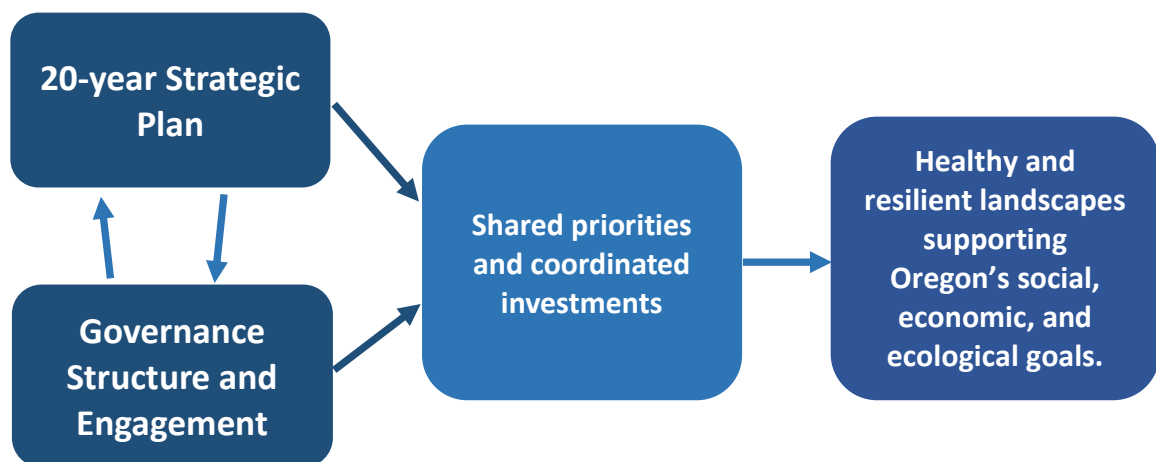
NEXT STEPS

Implementing Shared Stewardship in Oregon

The Shared Stewardship MOU and SB 762 both point to the long-term vision of healthy and resilient forested ecosystems, vibrant local economies, healthy watersheds with functional aquatic habitat, and quality outdoor opportunities for all Oregonians. To achieve that vision, the MOU and SB 762 direct federal and state agencies to develop shared priorities and coordinated investments.

There are two key components that advance and support implementation of shared priorities and coordinated investments. One is the 20-year Strategic Plan, which will articulate shared priorities among state and federal agencies to achieve the vision. The other is the governance structure, which provides forums for consultation and coordination among agencies, Tribes, and stakeholders. The governance structure also provides a forum for decision-making among state and federal agency leaders related to Shared Stewardship implementation. Thus, the 20-year Strategic Plan and the Shared Stewardship governance structure are the mechanisms for implementing Shared Stewardship in Oregon.

The following sections describe the proposed governance structure and the proposed approach for developing the 20-year Strategic Plan.



Governance Structure and Engagement Mechanisms

The Shared Stewardship governance structure is the mechanism for operationalizing Shared Stewardship in Oregon. It is intended to respect the intentions of the MOU and SB 762 by supporting an open, transparent, inclusive, and accountable process. The structure is designed to provide forums for consultation and cooperation with Tribes, a range of stakeholders and units of local governments, and federal and state agency representatives. Ultimately, decision authority rests with the Strategic Leadership Group, and with individual federal and state agencies.

The proposed governance structure represents an initial set of forums and flows of information to support development of the 20-year Strategic Plan and the goals of Shared Stewardship. Additional or modified forums may be created over time as needs emerge or as improvements are suggested. Once the 20-year Strategic Plan is completed and Shared Stewardship transitions into implementation of investments and tracking results, the structure will be reconsidered to ensure it is effectively supporting these new roles.

20-year Strategic Plan

The MOU and SB 762 both call for the development of “a 20-year strategic plan that prioritizes restoration actions and geographies for wildfire risk reduction that can be used to direct federal, state, and private investments in a tangible way.” The MOU further states that the state shall convene, and the Forest Service shall participate with, “a diverse group of stakeholders to help develop a statewide 20-year strategic plan focused on fire-prone forests and ecosystems of eastern and southwestern Oregon. Help set priority treatment areas using values at risk and scenario planning to focus investments on areas that will yield the greatest return.” The MOU also directs the state to “Develop a financial implementation plan that incorporates public-private partnership, including conservation finance to increase scale, by investing in appropriately-scaled infrastructure in rural communities.”

Ultimately, in addition to the directives in the MOU and SB 762, the objective of Shared Stewardship and the 20-year Strategic Plan is to develop a strategy with three core elements:

1. Jointly determine management needs at the statewide scale
2. Do the right work in the right place at the right scale
3. Use all available tools

Draft Outline of the 20-year Strategic Plan

The components and outline of the 20-year Strategic Plan are expected to evolve and change during the process of consulting with interested parties and compiling relevant information. At this early stage of development, the draft working outline of the 20-year Strategic Plan includes the following:

- I. Introduction/context/purpose
 - a. Shared Stewardship, MOU, SB 762 and why it is needed;
 - b. Challenges (fire, forest health, climate change, etc.);
 - c. Opportunities (funding, coordinated investments, etc.)

- II. Vision statement and strategic elements
- III. Governance and engagement
- IV. Shared Priorities
 - a. Geographic
 - b. Types of activities and investments
- V. Goals and Targets
 - a. Actions to achieve goals
- VI. Investment strategy
 - a. Existing funding sources, programs, and authorities
 - b. Additional financing opportunities
 - c. Financial implementation plan
- VII. Accountability mechanisms and metrics
- VIII. Near-term actions
- IX. Appendices
 - a. Existing plans and processes
 - b. How the Plan was developed: Participants and process

Proposed Vision Statement for the 20-year Strategic Plan

The MOU articulates “A shared vision of healthy and resilient forested ecosystems, vibrant local economies, healthy watersheds with functional aquatic habitat, and quality outdoor opportunities for all Oregonians.”

During initial planning meetings, federal and state agency representatives considered the MOU vision statement for the 20-year Strategic Plan and proposed changes, resulting in a simplified vision: **Healthy and resilient landscapes supporting Oregon’s social, economic, and ecological goals.**

Proposed Strategic Elements

The 20-year Plan’s Strategic Elements are intended to articulate the range of activities and investments the plan will support. They provide a level of specificity beyond the Vision Statement and describe the broader intentions of the Plan. The proposed Strategic Elements are designed to reflect the goals and intentions articulated in the MOU and SB 762.

The 20-year Strategic Plan’s current proposed Strategic Elements are:

- Reduce wildfire risk to communities
- Enhance resilience in landscapes in the face of climate change
- Create functional aquatic and terrestrial ecosystems
- Support vibrant local economies and family-wage jobs
- Protect healthy watersheds and water resources
- Provide quality outdoor opportunities for all Oregonians
- Promote equity through the stewardship of landscapes

As the 20-year Strategic Plan is developed, the Strategic Elements will guide planning related to activities and investments. They will be used to establish goals and actions that collectively add up to realizing the vision of healthy and resilient landscapes.

Timeline

To develop the 20-year Strategic Plan (Plan), four general phases of work are identified below. These phases are intended as conceptual guides rather than distinct categories since specific activities will evolve over time and possibly occur earlier or later than specified. Consultations with Tribes, stakeholders, and agencies will continue throughout on a consistent basis via the governance structure as processes and products are designed and produced.

Phase 1: Build the Foundation: Jan 2022 - July 2022

- Designate ODF Lead
- Develop governance structure and engage federal and state agencies
- Initiate consultations with Tribes and stakeholders
- Draft framework for plan development

Phase 2: Compile Information: July - Dec 2022

- Identify and gather reports, maps, data, etc.
- Produce supporting materials (priority maps, capacity & readiness assessment, etc.)
- Develop goals and targets and Identify steps to achieve goals
- Develop metrics and accountability mechanisms
- Consult with Tribes, stakeholders, and agencies on a consistent basis through the governance structure

Phase 3: Draft the Plan: Jan - Jun 2023

- Produce draft 20-year Strategic Plan
- Review Plan with Tribes, stakeholders, and agencies through the governance structure
- Finalize the Plan with endorsement from the Strategic Leadership Group
- Publish the 20-year Strategic Plan

Phase 4: Implement the Plan: July 2023 →

- Publicize the Plan
- Implement near-term action steps with Tribes, stakeholders, agencies, and others
- Consult with Tribes, stakeholders, and agencies on a consistent basis through the governance structure
- Conduct and publicize accountability reviews
- Adapt goals, actions and governance as needed

Agenda Item No.:	I
Work Plan:	Forest Resources
Topic:	Committee Reappointments
Presentation Title:	Committee for Family Forestlands Reappointments
Date of Presentation:	July 20, 2022
Contact Information:	Mike Kroon, Forest Resources Interim Deputy Chief 503-400-4815 mike.e.kroon@odf.oregon.gov

SUMMARY

This agenda item includes an update on the reappointment for members of the Committee for Forestlands (CFF). Kaola Swanson has served her first term and would like to be reappointed for a second term and continue to serve as vice-chair.

CONTEXT

The CFF, a standing committee to the Board, provides advice to the Board and the State Forester on methods to help improve the vitality of family forestlands, including improving owners' ability to manage and market their timber and other forest products. The CFF continues to evaluate the impact of policy and regulatory changes on family forestland owners.

BACKGROUND AND ANALYSIS

CFF members serve three-year appointments that generally run from July through June (Attachment 1). There are seven voting members, including four family forestland owners, one forest industry representative, one conservation community representative, and one citizen-at-large. The CFF currently has six ex-officio members representing Oregon State University College of Forestry, the State Forester, Oregon Forest Resources Institute, public land managers, logging/forestry consulting interests, and small forestland owner groups.

As of July 1, the CFF has two positions in need of reappointment. The first is the Conservation Community member. The second is the Northwest Oregon Area member.

RECOMMENDATION

The Department recommends the reappointment of Kaola Swanson as the Conservation Community member. The Northwest Oregon Area member position will remain open as the CFF Committee searches for a candidate. Her biography is noted in Attachment 2.

ATTACHMENTS

- (1) Proposed CFF voting members appointment schedule
- (2) Member nomination biography

**Proposed Committee for Family Forestlands
Voting Members Appointment Schedule**

July 2022

Proposed schedule for CFF members' appointments / reappointments. New Voting Members, Chair and Vice Chair to be appointed by the Board of Forestry.

Voting Member	Appointed	2022	2023	2024	2025
Citizen at Large Wendy Gerlach (Chair)	2020		June 30		
Conservation Community Kaola Swanson (Vice Chair)	2019	June 30			X June 30
Forest Industry Mark Vroman	2017		X June 30		
Southern Oregon Area Gary Jensen	2021			June 30	
Landowner at Large Kate McMichael	2021			June 30	
Eastern Oregon Area Maurizio Valerio	2021			June 30	
Northwest Oregon Area Barrett Brown	2019	June 30			

X = have or will have served two terms, not eligible for reappointment, and a new member must be nominated.

Biography for nominated member for the Committee for Family Forestland

Kaola Swanson has spent her career working in Oregon with nonprofits for forest and freshwater conservation. Her love of western forests is rooted in her experience as an environmental educator at Opal Creek Ancient Forest Center. She is experienced in developing investment strategies and systems to support landscape-scale planning and restoration efforts. Through her work with Sustainable Northwest, Kaola facilitated the Northwest Community Forest Coalition. She has worked with community partnerships to implement water quality trading programs, carbon projects, conservation acquisitions and easements, and restoration planning processes. She is committed to collaboration and finding practical solutions that meet the needs of the environment, economy, and society. Kaola now works for The Conservation Fund. She holds a bachelor's degree in Environmental Science from the University of Oregon and a master's degree in Environmental Management from Duke University.

Agenda Item No.:	J
Work Plan:	Administrative
Topic:	Facilities Condition and Capital Management Plan
Presentation Title:	Facilities Capital Management Plan
Date of Presentation:	July 20, 2022
Contact Information:	D. Chris Stewart, Facilities Program Manager (503) 302-3018 david.c.stewart@odf.oregon.gov

SUMMARY AND CONTEXT

The purpose of this agenda item is to provide the Board with an overview of the status and condition of the agency’s facilities statewide and the strategic investment plan to reduce the deferred maintenance and capital improvement load, including:

- The recurring and deferred maintenance needs,
- The investment strategy to manage the extensive network of facilities in Salem and the field to effectively meet long-range capital planning initiatives, and
- Sustainable facilities planning.

BACKGROUND AND ANALYSIS

The department currently manages 381 structures located at various field offices throughout the state. These structures consist of buildings (e.g., office space, shops, and storage, etc.) as well as communication sites, lookout towers, fueling stations, kiosks, and vault toilets. The combined Current Replacement Value (CRV) of these structures is estimated at \$277M; with \$184M of this CRV carried by our 36 largest structures, which are buildings that have a replacement value of over \$1M. The remaining structures, the 345 that have a CRV of less than \$1M, have a combined CRV estimated at \$93M.

With over a quarter of a billion dollars in structural assets, deferred maintenance, capital improvement, and capital construction investments to modernize the department’s buildings are a significant need statewide. This is further supported by the fact that many of our facilities are well over 50 years old. Our 10-year maintenance priority projections based on currently known conditions is \$66.3M. This investment would allow the structures to be maintained or improved over a ten-year period to a condition considered well-maintained. The projected deferred maintenance costs for the 21-23 biennium was \$4.8M. The department submitted a Policy Option Package through our current budgetary process for funding in this amount and has received legislative approval. The Facilities Program is currently developing a statewide investment strategy to invest these funds. It is also preparing to submit a Policy Option Package for the 23-25 biennium for \$5.5M, as mandated by Senate Bill 1067, requiring agencies to submit a deferred maintenance funding request each biennium equaling 2% of total CRV.

These maintenance projections are created by the department’s Facilities Capital Management Program (FCMP) based on a tracked metric called the Facility Condition Index (FCI). The FCI is a standard facility management benchmark that is used to objectively assess the current and

projected condition of a building asset and provide a means for comparisons of facility or building conditions, as well as allowing for renewal funding needs and comparisons. The FCI is the ratio of current year required renewal cost to current building replacement value. Based on this index, a structure's condition can be ranked as Good (0-5% FCI), Fair (5-10%), Poor (>10%) or Very Poor (>50%). An FCI of 60% or greater usually indicates that the structure should be replaced rather than renewed. Statewide, based on facilities current condition data, our department's FCI is 10.8%, reflecting that the department's structures are beginning to show a Poor condition. The department's 381 structures range from having a condition of 1.2% to over 100%, with most of them being in Fair/Poor condition.

There are many issues facing the department in addressing its deferred maintenance, capital improvement, and capital construction needs. The lack of a comprehensive, statewide, and holistic vision focused on capital renewal needs compounded by inconsistent funding streams to invest into this work are certainly significant drivers. Given the department's diverse revenue streams, some funds are unable to be committed to certain deferred maintenance or capital improvement efforts, for example, federal funds acquired under contracts.

The department has made considerable strides to mitigate many of these issues and begin addressing facility investment needs. The FCMP has developed the Facilities Operations and Capital Investment Account (FOCIA) program as one of its main mitigation strategies. This program consists of data acquisition on structures, strategic visioning on maintenance implementation, and provides a funding mechanism through an administrative rental rate system. This rental rate can be applied to the department's own facilities and imposes a rent to occupying programs. The revenue generated by this rate is deposited into a FOCIA account that can be used for recurring operational costs, as well as current and future maintenance needs. Not only does the FOCIA program support long-term strategic capital efforts, but it also enables the utilization of all funding sources, and this revenue can carry over through biennia while accruing interest. Given the benefits that FOCIA provides over long-term funding for facilities it is a sound business strategy to implement the program across the department; however, it is currently optional within districts for participation. Fortunately, there has been an increase in the understanding of the benefits and a steady growth in participation since its inception in 2018, with a total of 10 districts out of eleven to date, which is an increase of two additional districts from the prior reporting year.

The FCMP is also managing three current capital projects. The first being the relocation of the Toledo Unit Office in the West Oregon District. This project is in the process of acquiring land to begin building. The second capital project is the replacement of the North Cascades District office lost to the wildfires in 2020. A comprehensive Master Planning effort to determine district needs has been completed to help guide the district in the rebuilding effort. The third capital project is the replacement of the Klamath Lake District Fire Cache facility lost due to fire and is also undergoing a Master Planning effort. Finally, the department is preparing to submit a 23-25 capital construction Policy Option Package for the funding to restore the 83-year-old State Foresters Office Building located on the Salem Campus HQ facility.

In addition, the FCMP is very committed to sustainable facilities through its Strategic Energy Management, with active engagement in maximizing building operations and use. This includes the recent installation of two charging stations at the Salem Campus HQ facility, a first for ODF statewide, and the on-going upgrade of inefficient lighting and other energy systems at many facilities statewide.

The presentation narrative update to the Board of Forestry includes:

- Facilities Portfolio
 - Building portfolio statistics and replacement values
 - Metric to measure condition and investment progress:
 - Portfolio current replacement value
 - Facilities portfolio condition index
 - Maintenance priority projections
- Strategic Planning and Facilities Investment Tool
 - Administrative infrastructure planning and investment strategy to recover facilities operations, maintenance, deferred maintenance, capital improvement, and facilities replacement costs:
 - FOCIA: Facilities Operations and Capital Investment Account
- Sustainable Facilities
 - Strategic Energy Management.
 - Electric Vehicle Charging Station Infrastructure – Salem Campus Pilot Project

RECOMMENDATION

This agenda item is for information only.

NEXT STEPS

Facilities management information is anticipated to be reported to the Board on an annual basis with the next presentation occurring in June 2023. Feedback and direction provided during this preliminary discussion will guide further updates.

ATTACHMENT

- 1) Facilities Statistics Handout
- 2) Facilities Narrative Presentation



Administrative Branch FACILITIES – Portfolio Stats (2022)

PORTFOLIO STATS

- Total Structures → **381**
- Total Area → **818,301 sq. ft.**
- Total Current Replacement Value (CRV) → **\$277M**
 - CRV for bldgs. valued at > \$1M = \$184M (36 total)
 - CRV for bldgs. valued at < \$1M = \$93M (345 total)

BUILDING CONDITION METRIC STATS

$$\frac{\text{Facility Condition Index (FCI)}}{\text{Deferred Maintenance + Capital Improvement}} \rightarrow \frac{\text{Current Replacement Value}}{\text{Current Replacement Value}} \rightarrow 10.8\%$$

0 - 5% →	GOOD
5 - 10% →	FAIR
>10% →	POOR
>60% →	V-POOR

10-YEAR MAINTENANCE PRIORITY PROJECTIONS

- Need for bldgs. valued at CRV > \$1M = **\$26.2M**
- Need for bldgs. valued at CRV < \$1M = **\$40.1M**

DEFERRED MAINTENANCE REDUCTION INVESTMENT

- Current deferred maintenance reduction investment plan → **\$4.8M**
- Projected 23/25 biennium backlog reduction investment, pending legislative approval → **\$5.5M**

STRATEGIC PLANNING

- Facilities Program onboarding of a strategic capital planning tool → In-Process
- Adding more districts to the facilities data network via the Facilities Operations and Capital Investment Account.

STRATEGIC FACILITIES OPERATIONS

On-going administration of the facilities rental rate (FOCIA) that is deposited annually into a participating district’s specific facilities investment fund to facilitate the funding of:

- Recurring facilities operating and recurring maintenance needs.
- Continuous reduction of the backlog of deferred maintenance.
- Future capital renewal and replacement projects.

A total of 10/11 districts are participating since the inception of the Facilities Operation and Capital Investment Account (FOCIA) in 2018.

CAPITAL PROJECTS

- West Oregon District: Toledo Unit office relocation project → In-Process
- North Cascade District: Santiam facility reconstruction planning → In-Process
- Klamath Lake District: Klamath facility reconstruction planning → In-Process
- State Foresters Office Building Restoration Project → Pending 23-25 biennium legislative approval

SUSTAINABLE FACILITIES

- Salem Campus HQ EV Charging Station Infrastructure → Completed
- Strategic Energy Mgmt.
 - Active engagement in maximizing sustainable building operations → Ongoing
 - Efficient lighting upgrade projects statewide → Ongoing

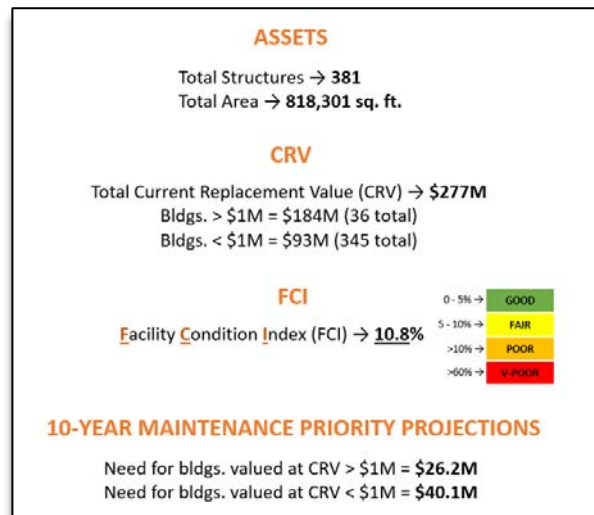


Administrative Branch FACILITIES – Update Narrative (2022)

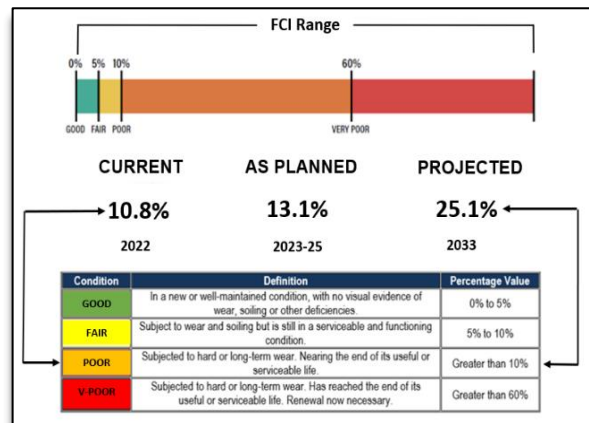
FACILITIES MODERNIZATION

The department currently manages **381** structures located at various field offices throughout the state. These structures consist of buildings (e.g., office space, shops, and storage, etc.) as well as communication sites, lookout towers, fueling stations, kiosks, and vault toilets. The combined Current Replacement Value (CRV) of these structures is estimated at **\$277M**; with **\$184M** of this CRV carried by our **36** largest structures, which are buildings that have a replacement value of over \$1M. The remaining structures, the **345** that have a CRV of less than \$1M, have a combined CRV estimated at **\$93M**.

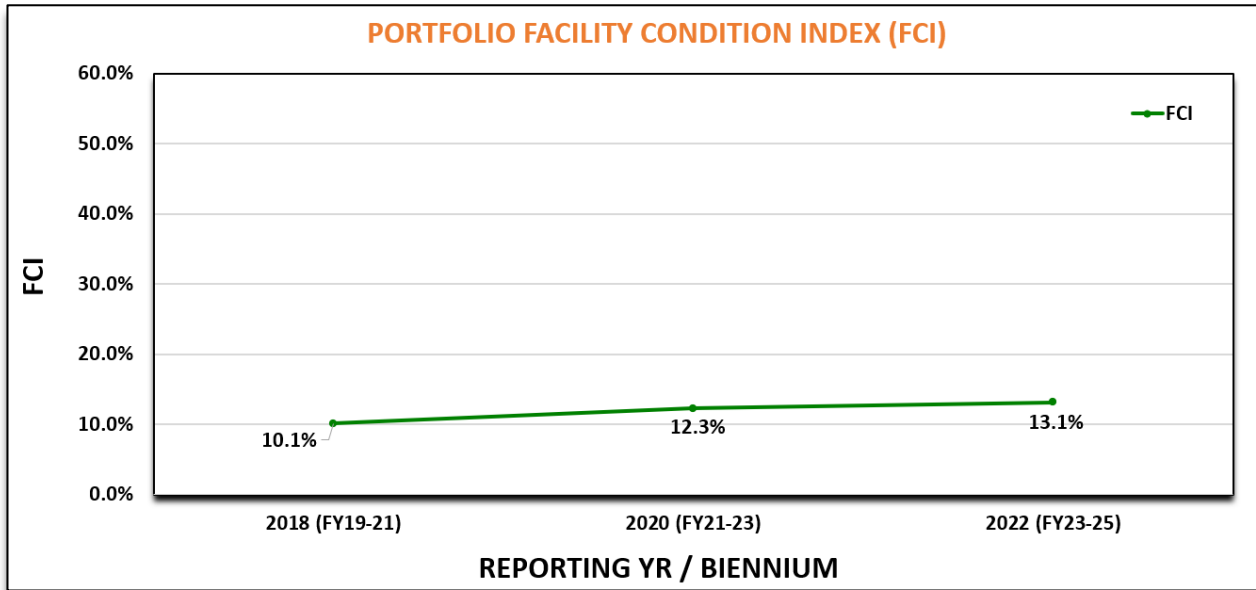
With a quarter of a billion dollars in structural assets, deferred maintenance (DM), capital improvement (CI), and capital construction (CC) investments to modernize the department’s buildings are a significant need statewide. This is further supported by the fact that many of our facilities are well over 50 years old. Our 10-year maintenance priority projections based on currently known conditions are **\$66.3M**. This investment would allow the structures to be maintained or improved over a ten-year period to a condition considered well-maintained. The projected DM investment for the 21-23 biennium was **\$4.8M**. The department submitted a Policy Option Package through our current budgetary process for funding in this amount and subsequently received legislative approval. The Facilities Program is currently developing a statewide investment strategy to invest these funds. It is also preparing to submit a Policy Option Package for the 23-25 biennium for **\$5.5M**, as mandated by SB 1067, that requires agencies to submit a deferred maintenance reduction funding request each biennium equaling 2% of total CRV.



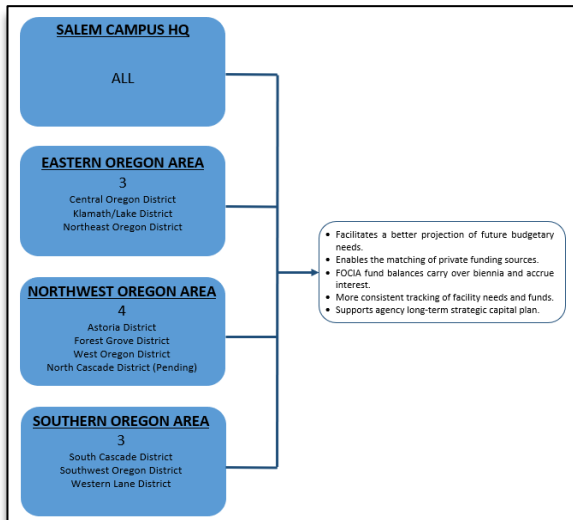
The maintenance projections that are created by the department’s Facilities Capital Management Program (FCMP) are based on a tracked metric called the Facility Condition Index (FCI). The FCI is a standard facility management benchmark that is used to objectively assess the current and projected condition of a building asset and provide a means for comparisons of facility or building conditions, as well as allowing for renewal funding needs and comparisons. The FCI is the ratio of current year required renewal cost to current building replacement value, or in other words, a calculated measure of

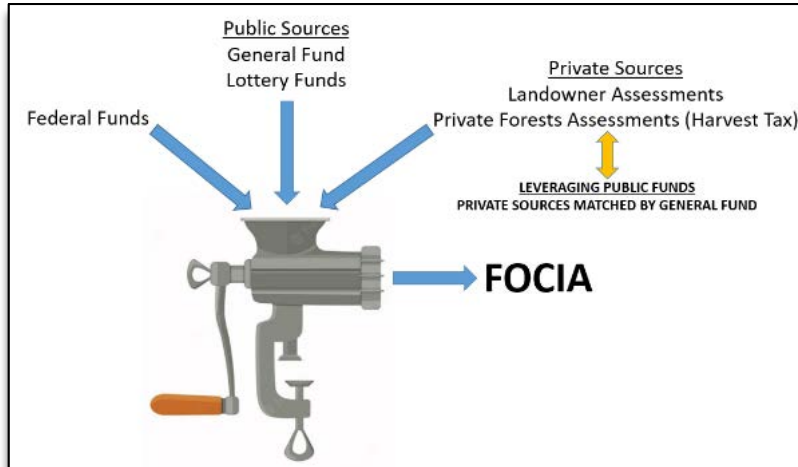


facility condition relative to its current replacement value expressed as a percentage. Based on this index, a structure’s condition can be ranked as Good (0-5% FCI), Fair (5-10%), Poor (>10%), or Very Poor (>60%). An FCI of 60% or greater usually indicates that the structure should be replaced rather than renewed. Statewide, based on ODF’s current facilities condition data, our department’s FCI is **10.8%**, reflecting that the department’s structures are beginning to reflect a condition of Poor. The department’s **381** structures range from having a condition of 1.2% to over 100%, with most of them being in the Fair/Poor condition. Long term projections show an upward trajectory in the overall FCI; that can only be tamed with a comprehensive statewide facilities investment strategy and the active participation of all field offices.



There are many issues facing the department in addressing its DM, CI, and CC needs. The lack of a comprehensive, statewide, and holistic vision focused on capital renewal needs is compounded by inconsistent funding streams to invest in this work are significant drivers. Given the department’s diverse revenue streams, some funds are unable to be committed to certain DM or CI efforts, for example, federal funds acquired under contracts. Fortunately, the department has made considerable strides to mitigate many of these issues and begin addressing facility investment needs. The FCMP has developed the Facilities Operations and Capital Investment Account (FOCIA) program. This program consists of data acquisition on structures, strategic visioning on maintenance implementation, and provides a funding mechanism through an



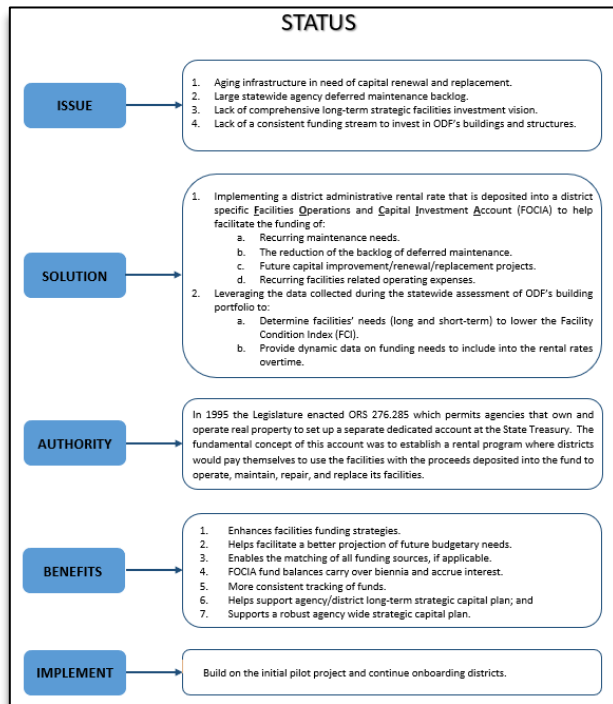


administrative rental rate system. This rental rate can be applied to the department’s own facilities and imposes a rent to occupying programs. The revenue generated by this rental rate is deposited into a FOCIA account that can be used for recurring operational costs, as well as current and future maintenance needs. Not only does the FOCIA program support long-term strategic capital planning efforts, but it also enables the utilization of all funding sources, and this

revenue can carry over through biennia while accruing interest. Currently, the FOCIA program is optional within the districts, however, there has been a steady increase in participation since its inception in 2018, with a total of **9** districts out of **11** to date, and one pending adoption, projecting a total of **10** by the end of 2022. An increase of two additional districts from the prior reporting year.

Back in 2018, the Facilities Program evaluated the current condition of ODF’s statewide facilities portfolio to not only establish a condition benchmark and strategic objective but to also establish an investment strategy to achieve this objective. Planning factors included aging facilities, strategic locations, urban encroachment on department facilities and campuses, space and programming deficiencies, and sustainable facilities.

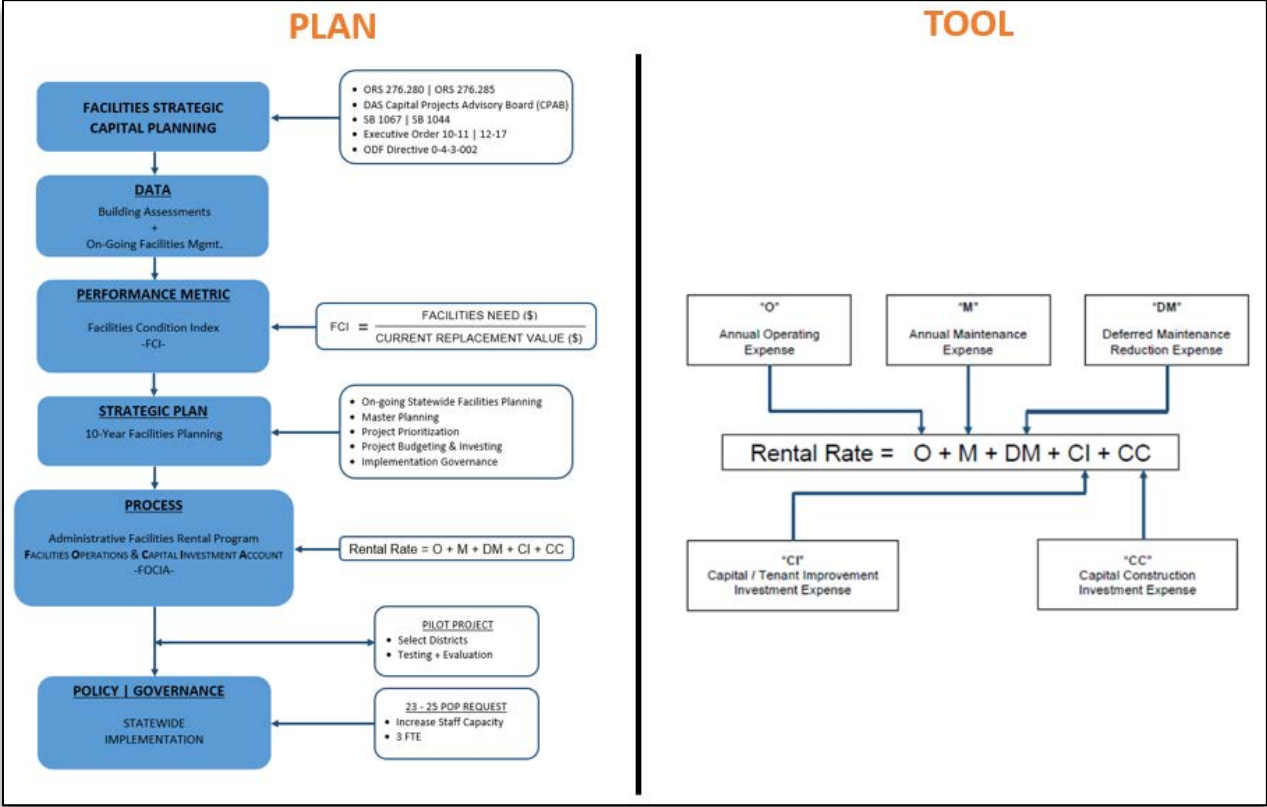
The strategy includes the evaluation of the **ISSUE**, establishing a **SOLUTION**, establishing the **AUTHORITY** to help support the plan, and to also develop process sideboards, and to market the **BENEFITS** statewide. The next step was to **IMPLEMENT** an investment strategy via a statewide pilot project concept the onboarding of all districts willing to take on the challenge, which is voluntary.



The fundamental drivers of this plan include:

- Effective long-range capital planning for maximizing the use and value of our facilities via a consistent 10-year planning vision.

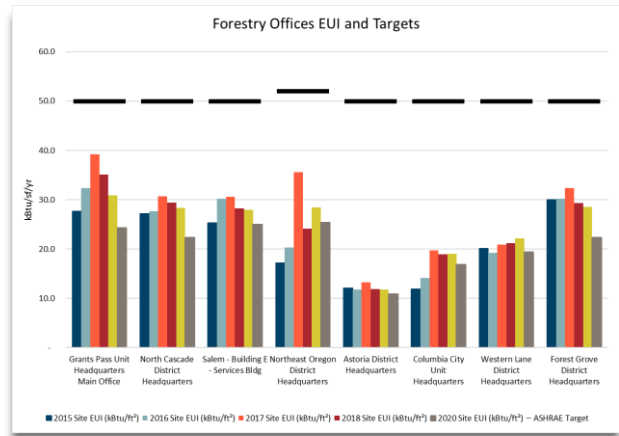
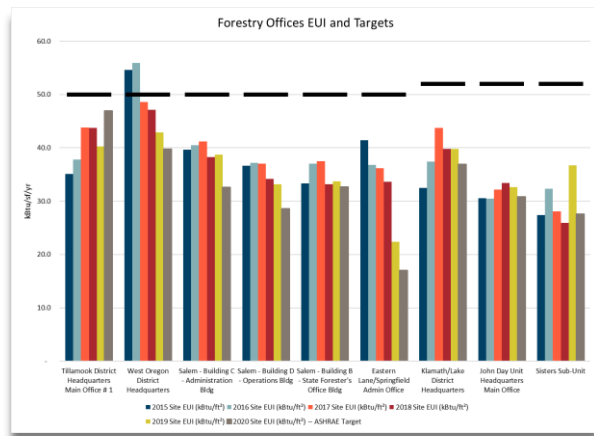
- Being good stewards of our investments → this is where public investments are properly maintained to ensure occupant safety, being nimble as programming needs change or evolve, and the reduction of long-term operating costs.
- Designing for quality → good building design contributes to higher employee productivity and adaptability, and enhanced public service.
- Right sizing our portfolio → sustainability and resiliency being very high priorities, and meeting agencies programming needs.
- Conveying our identity → ensuring that our buildings have an image of accessibility and responsiveness (in-short, how adaptable are our buildings to program changes).
- Emphasizing resiliency → ensuring that buildings are prepared to withstand catastrophic events – both natural (earthquake) and man-made (climate change which could affect HVAC loads, snow loads, etc.).
- Applying best practices when maintaining and planning for new facilities → for example, utilizing Master Planning to help facilitate the long-term need when planning for larger capital improvement and capital construction projects.
- Facility investment tool → effective investment strategy that leverages matching dollars in most cases via the Facilities Operations and Capital Investment Account (FOCIA).
- The plan and the tool are illustrated above.



In addition, the FCMP is very committed to sustainable facilities through its Strategic Energy Management, with active engagement in optimizing building operations and usage. This includes the recent installation of two charging stations at the Salem Campus HQ facility, a first for ODF statewide, and the on-going upgrade of inefficient lighting at many facilities statewide.



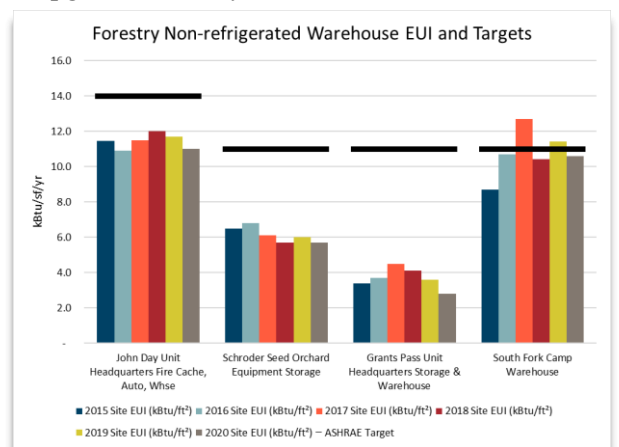
The department actively engages with the field to measure building energy consumption and compares the data with established national standards such as ASHRAE Standard 100 for similar occupancies. This allows the department to actively measure progress and deficiencies via a EUI or Energy Use Index, energy



used annually per square foot of the building. This is an effective way to compare the energy use of buildings used for similar purposes.

ODF has invested in numerous LED lighting and HVAC upgrades in many of its facilities statewide and is gradually upgrading all buildings and have conducted night walks to identify opportunities to reduce energy consumption at its Salem Campus HQs and Fire Cache/Equipment Pool Operations Compound.

Adopting the FOCIA investment tool provides the necessary funding opportunities to further invest in energy system upgrades. It also facilitates a long-term planning objective and provides a funding structure to take advantage of opportunities as they arise, and leveraging incentives offered by utility providers,



Agenda Item No.:	K
Work Plan:	Administrative
Topic:	Human Resources Dashboard
Presentation Title:	Human Resources Dashboard
Date of Presentation:	July 20, 2022
Contact Information:	Tricia Kershaw, Human Resources Manager (503) 945-7296 or patricia.e.kershaw@odf.oregon.gov

SUMMARY AND CONTEXT

The purpose of this agenda item is to provide an update on the Oregon Department of Forestry workforce on several key areas including agency positions and classifications; retirement rates; succession planning; workforce diversity, equity, and inclusion; and safety-related metrics.

BACKGROUND AND ANALYSIS

The department has a dynamic workforce that unsurprisingly surges every year during the fire season. As of December 31, 2021, the department had 683 employees with 80% of those being permanent positions as opposed to positions in various temporal capacities. During that same year's fire season, the workforce hit a peak of 1,082 employees with 50% of them being permanent. 39% of those employed during the fire season were seasonal positions.

The agency experienced a dip in the permanent headcount and an increase in temporary positions through the fire season. This is attributed to the retirements that occurred during fire season for employees who were eligible for police and fire benefits and the recruitment challenges for our seasonal positions that we were unable to fill through traditional recruitment processes.

With the long-standing tenure the department has with many of its employees and changes to the police and fire policy the agency should expect an increase of employees who will be eligible to retire.

Currently, a large portion of the workforce is eligible for retirement with nearly 10% in 2021. NWOA has the highest with 23 employees (41%). With these numbers, it will be important for the agency to prepare and plan for more retirements to occur during fire months.

To address this the department takes succession planning seriously, through trainings and developmental opportunities. Through 2021, the department averaged over 100 developmental (work-out-of-class) opportunities, providing key experience and inroads for successful promotional pathways. This was proven with the addition of the Senate Bill 762 positions and the ability of department staff to successfully compete for many of those positions. In total, 63 employees were able to promote into new opportunities, up from only 26 in the previous year.

Recruitments for the department rose significantly over the last year, primarily driven by the influx of investments through the emergency board and the biennial budget process. In total, 936 recruitments were conducted during the year, including seasonal hires as well as hiring for vacancies that occurred because of promotions, other transitions, and new positions.

Historically, upward mobility and knowledge in Forestry have been at the forefront of our recruitment efforts. While the upward movement is positive, the agency needs to think about recruiting differently. With the rapid growth in the agency, the need to fill entry to mid-level positions has increased. This means broadening our thoughts and focusing on what is “required” vs. “what can be taught” while expanding our outreach and maximizing our communication about the benefits of working for the agency.

Diversity, Equity, and Inclusion (DEI) have been a significant focus for the department over the last couple of years, including the formation of its DEI Council. Even with this focus, the department does still struggle with racial and gender diversity in its workforce, primarily driven by the recruitment and education pipeline in the forest industry sector. Last year, the workforce’s diversity was predominately white at 73% with 75% of the workforce being male. We have recently hired two Talent Acquisition Partners (TAP) who will focus primarily on outreach, recruitment strategies, and building a pipeline of candidates. We have also hired a DEI Strategy Officer who will collaborate with the TAP’s and managers to build strategies and identify areas of opportunity for outreach to more diverse and underrepresented communities.

Safety is a top priority given the value the department puts on its workforce. In last year’s safety reporting window of the fiscal year 2021, driven by the 2020 Labor Day fire event, the department logged over 1.76 million hours worked, significantly higher than previous years. Thankfully, the same increase was not seen in the number of reported injuries (61) or injury claim frequency (6.9 per 100 employees), in fact, claims were lower compared to the year before.

With fire season increasing in longevity and complexity along with the challenges and demands of the last year, a focus on wellbeing has become just as important as safety. Over the last year, we have continued to build our relationship with Responder Life and have launched a peer-to-peer group that will be a resource for employees. We have recently hired a Safety and Wellness Consultant that will focus on the integration of policies, programs, and practices that contribute to worker safety, health, and wellbeing, with a focus on progressing employee physical and mental wellbeing. This position will provide safety and wellness guidance to leadership and employees with an emphasis on safe working conditions, accident and injury prevention, and developing a healthy, productive workforce.

RECOMMENDATION

This agenda item is for information only.

NEXT STEPS

Updates from our agency’s Human Resources Program are anticipated to be on an annual basis with the next presentation occurring in June 2023. Feedback and direction provided by the Board will guide further editions of this report.

ATTACHMENTS

(1) Human Resources Dashboard Presentation

Human Resources Update

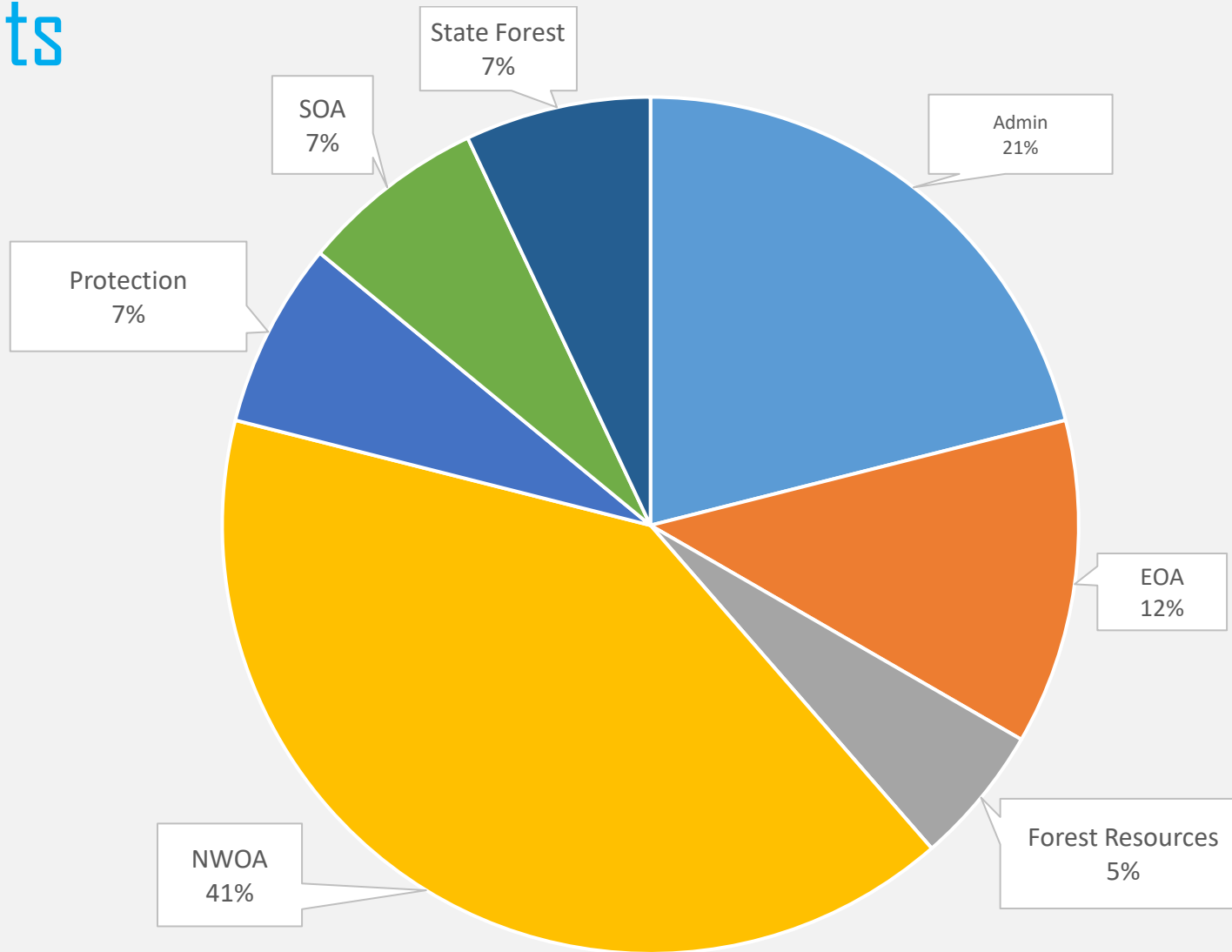
Tricia Kershaw

Organizational Snapshot

- 683 Head Count as of 12/31/2021
 - 548 Permanent Positions
 - 81 Seasonal
 - 23 Temporary
 - 31 Limited Duration
- 1,082 Head Count during season
 - 545 Permanent Positions
 - 427 Seasonal
 - 83 Temporary
 - 27 Limited Duration

Retirements

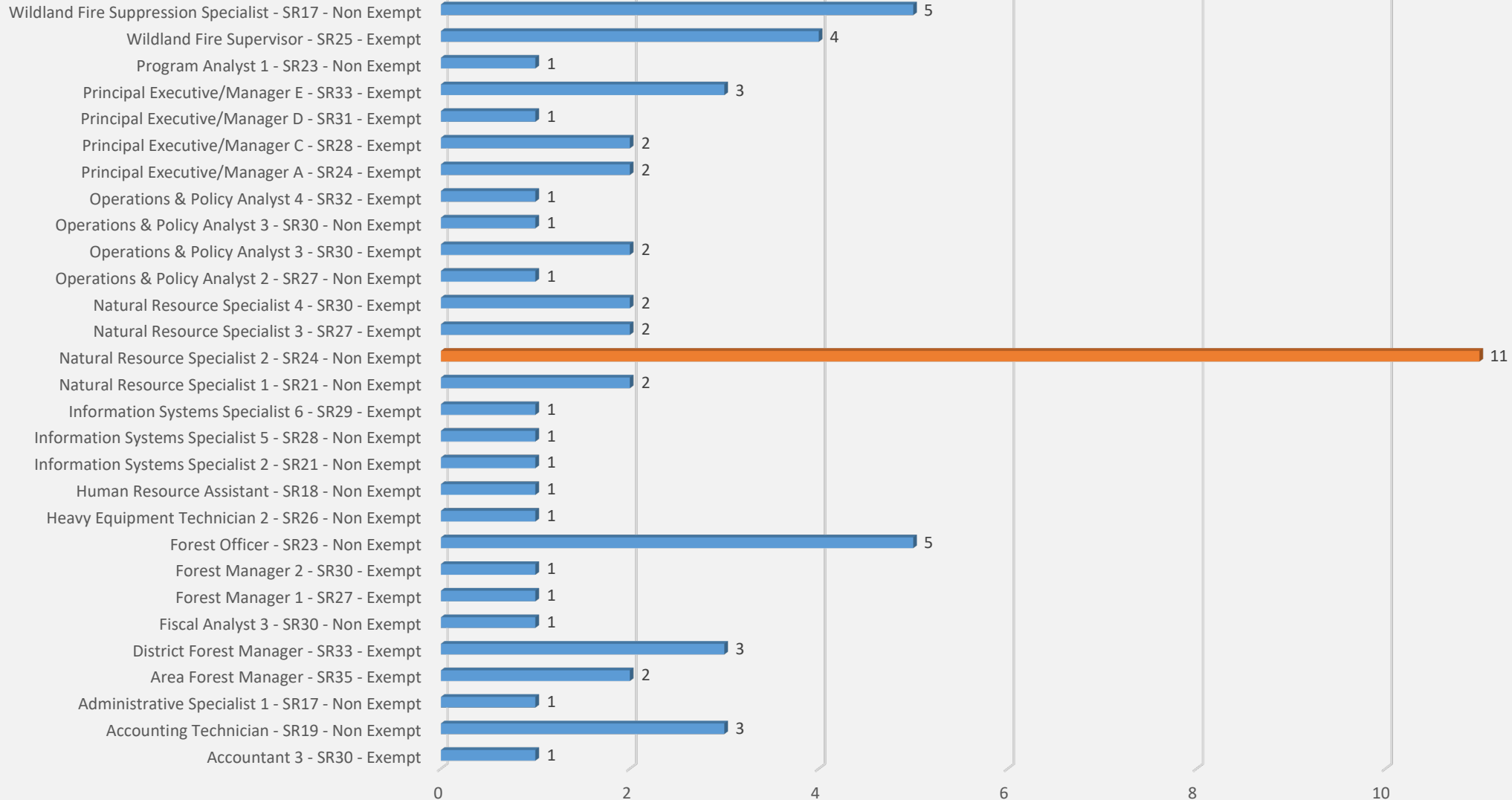
Eligible as of 12/31/21



Succession Planning

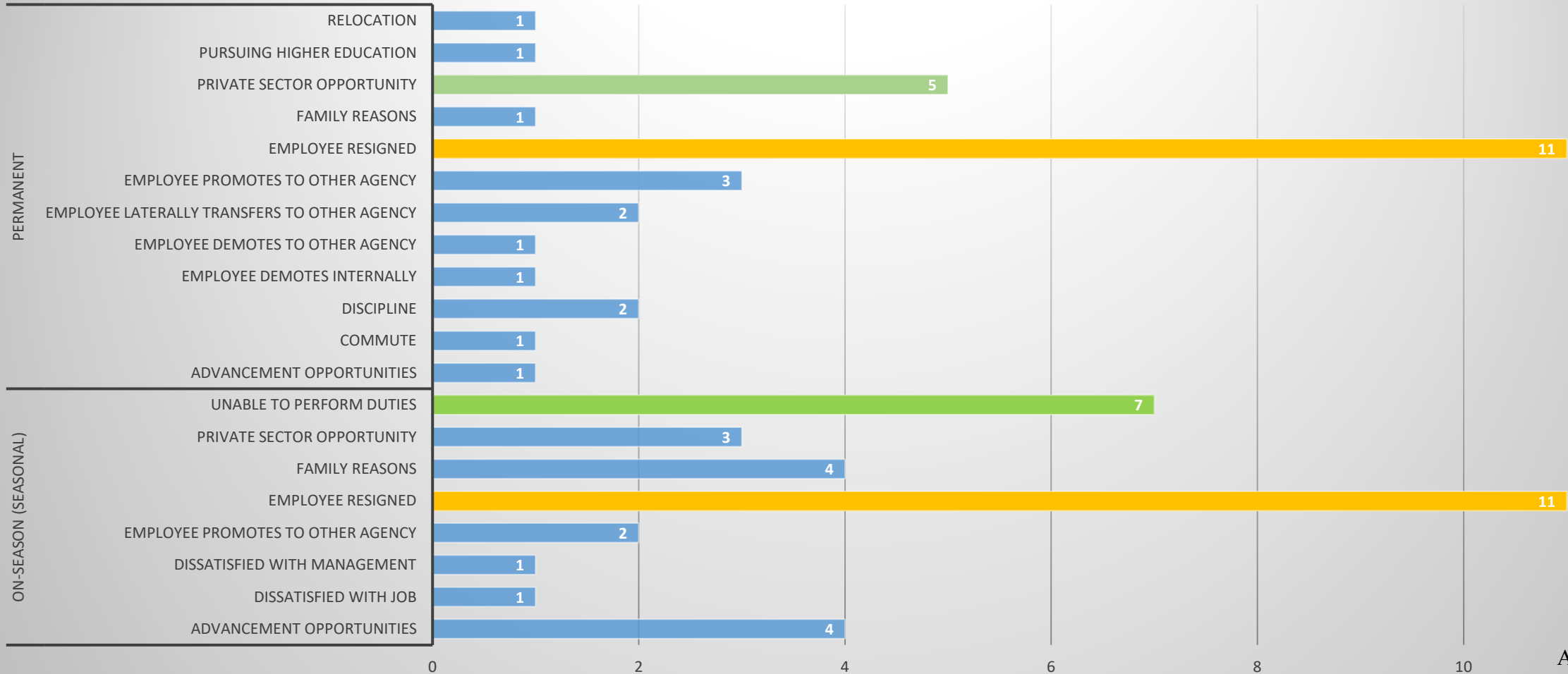
- Opportunities to resumed 2021
 - External Leadership Trainings
 - DAS Enterprise Trainings
 - Agency Leadership Training (ALP)
- Continuing Developmental and Work Out of Class Opportunities
 - Average 100 employees in WOC (varies throughout the year)
- Increased the promotional opportunities from 2020

Promotions



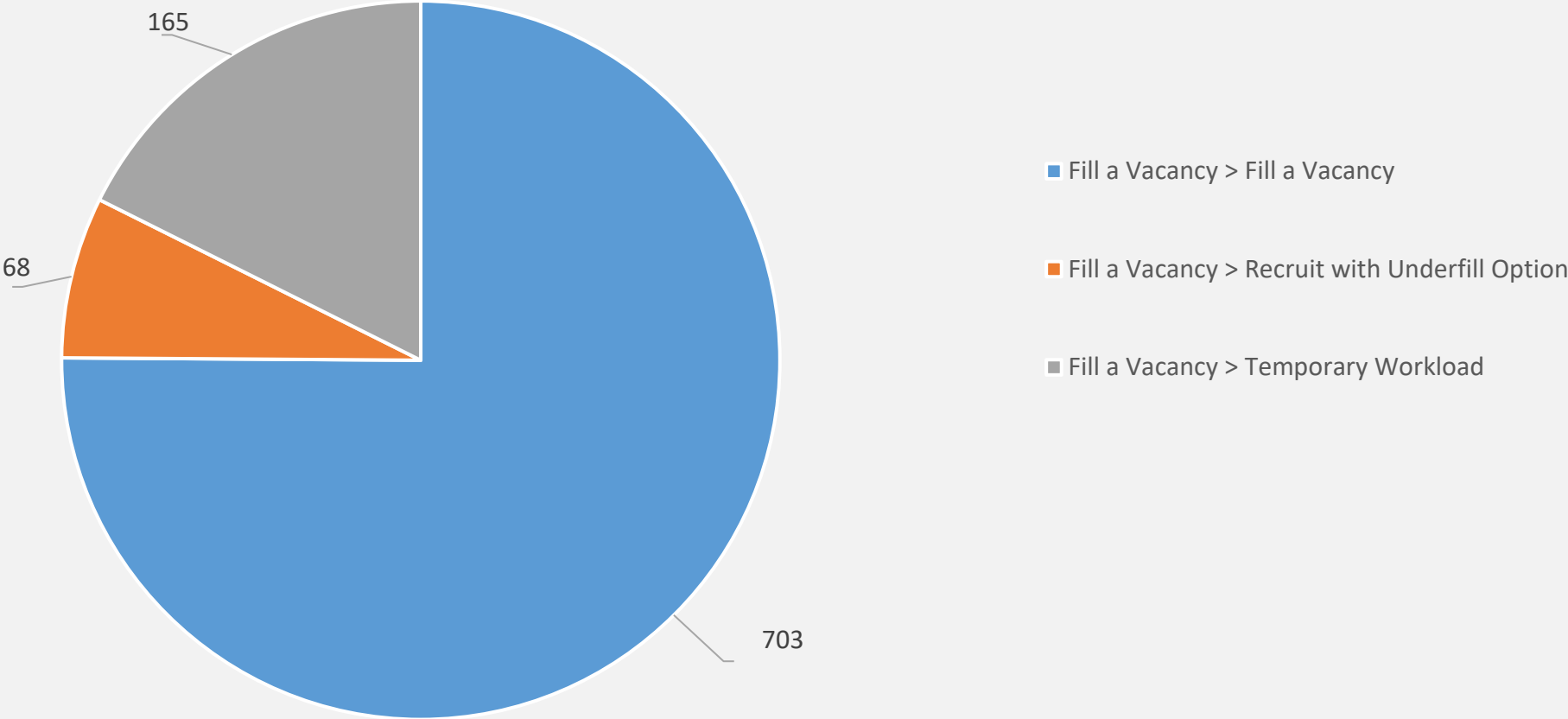
Summary of Separations

2021

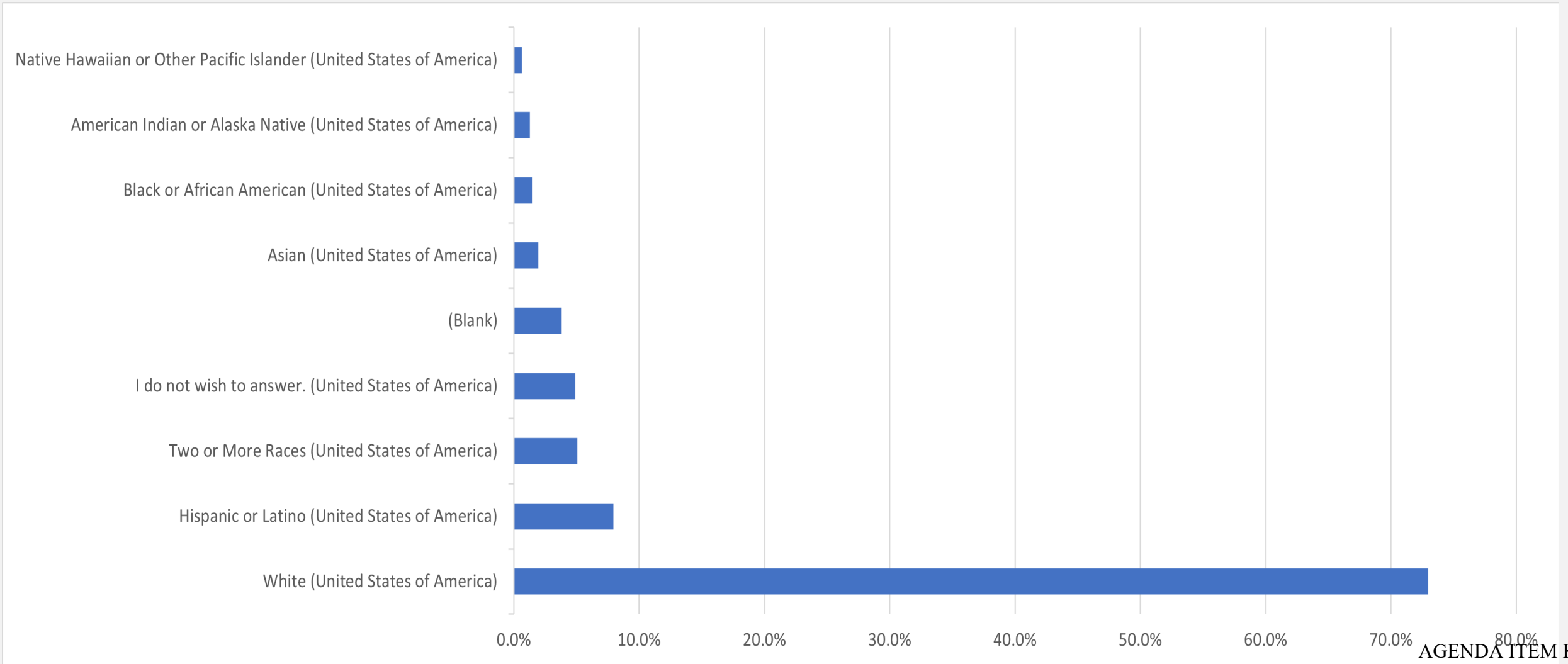


Recruitments

2021



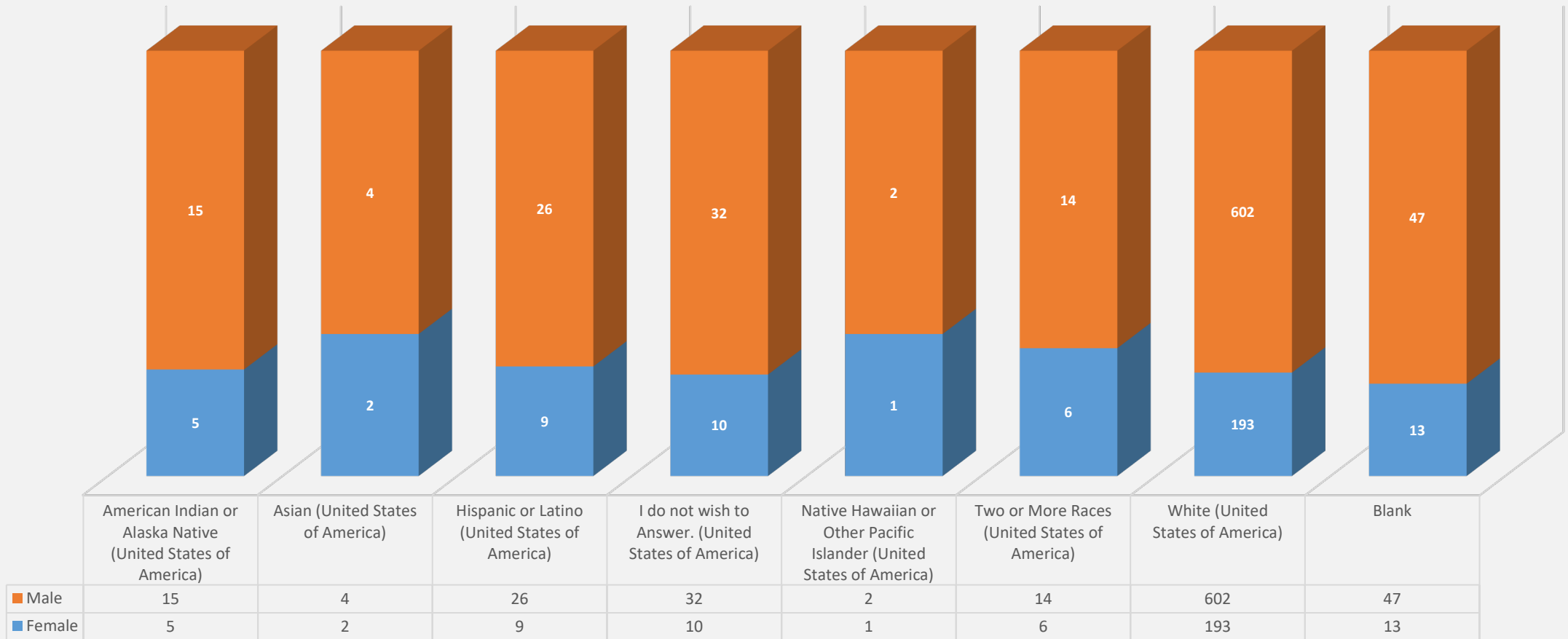
Candidate Diversity Metrics



DEI Demographics

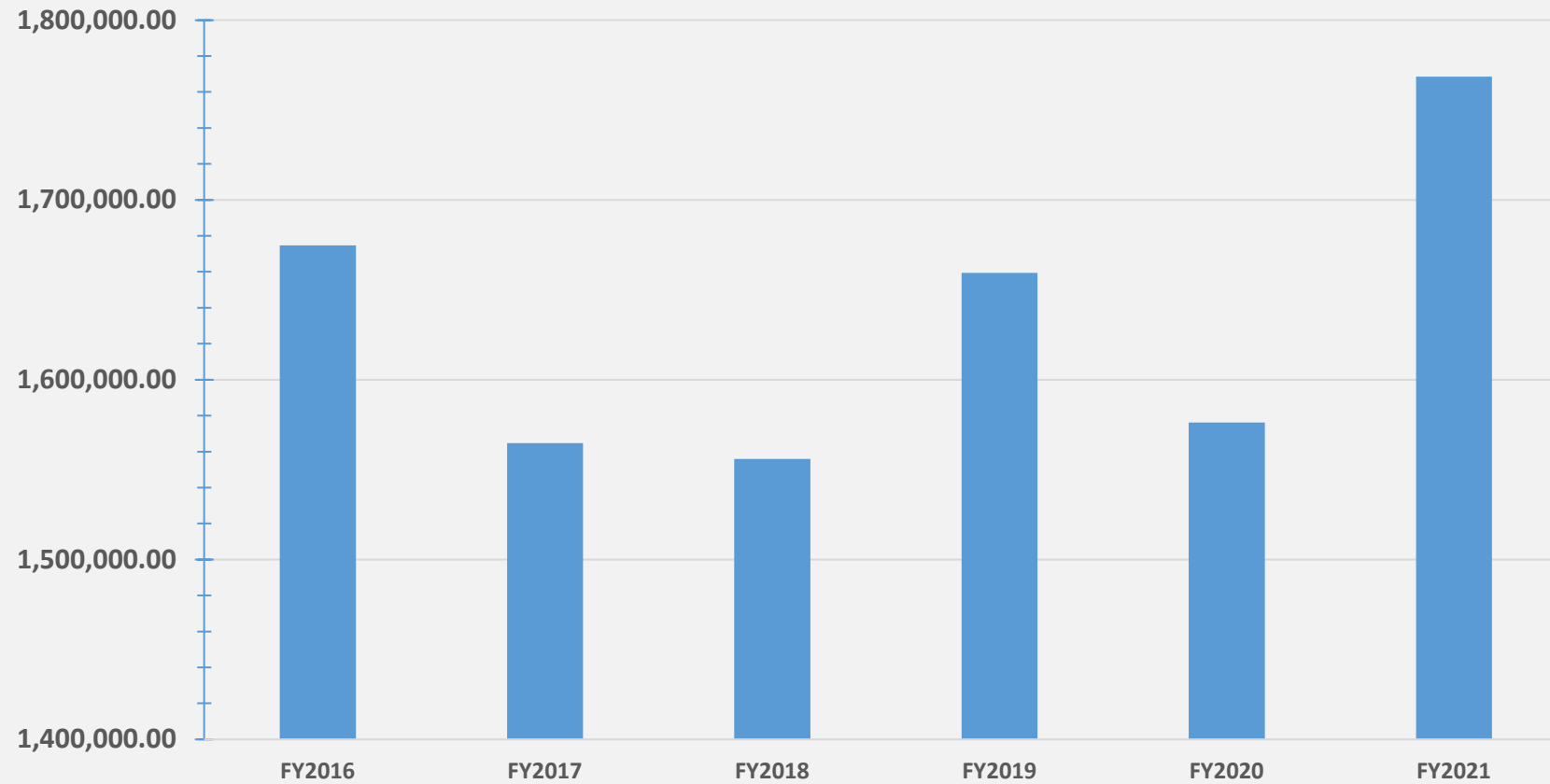
Current Workforce

Female Male

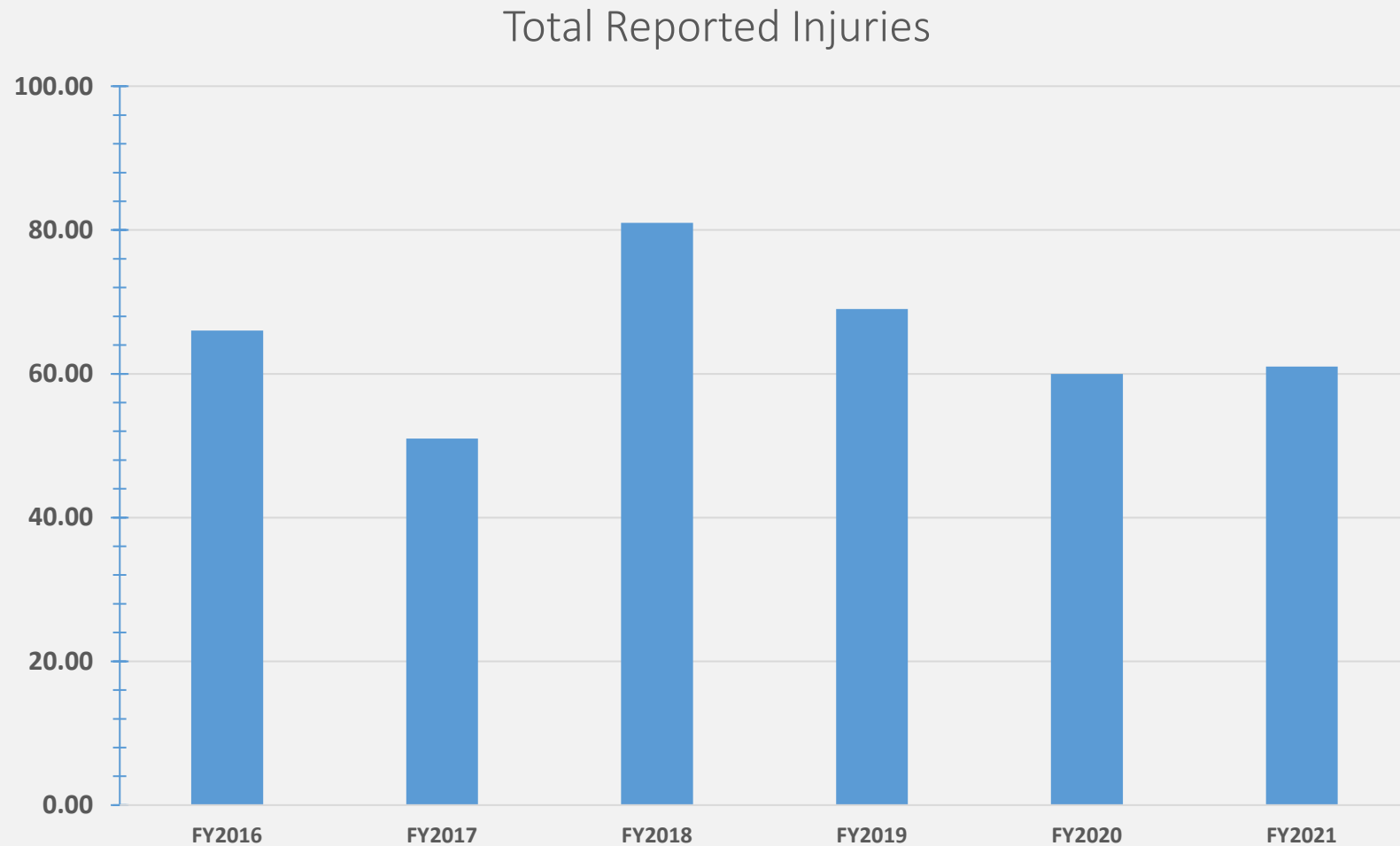


Statewide Safety Statistics

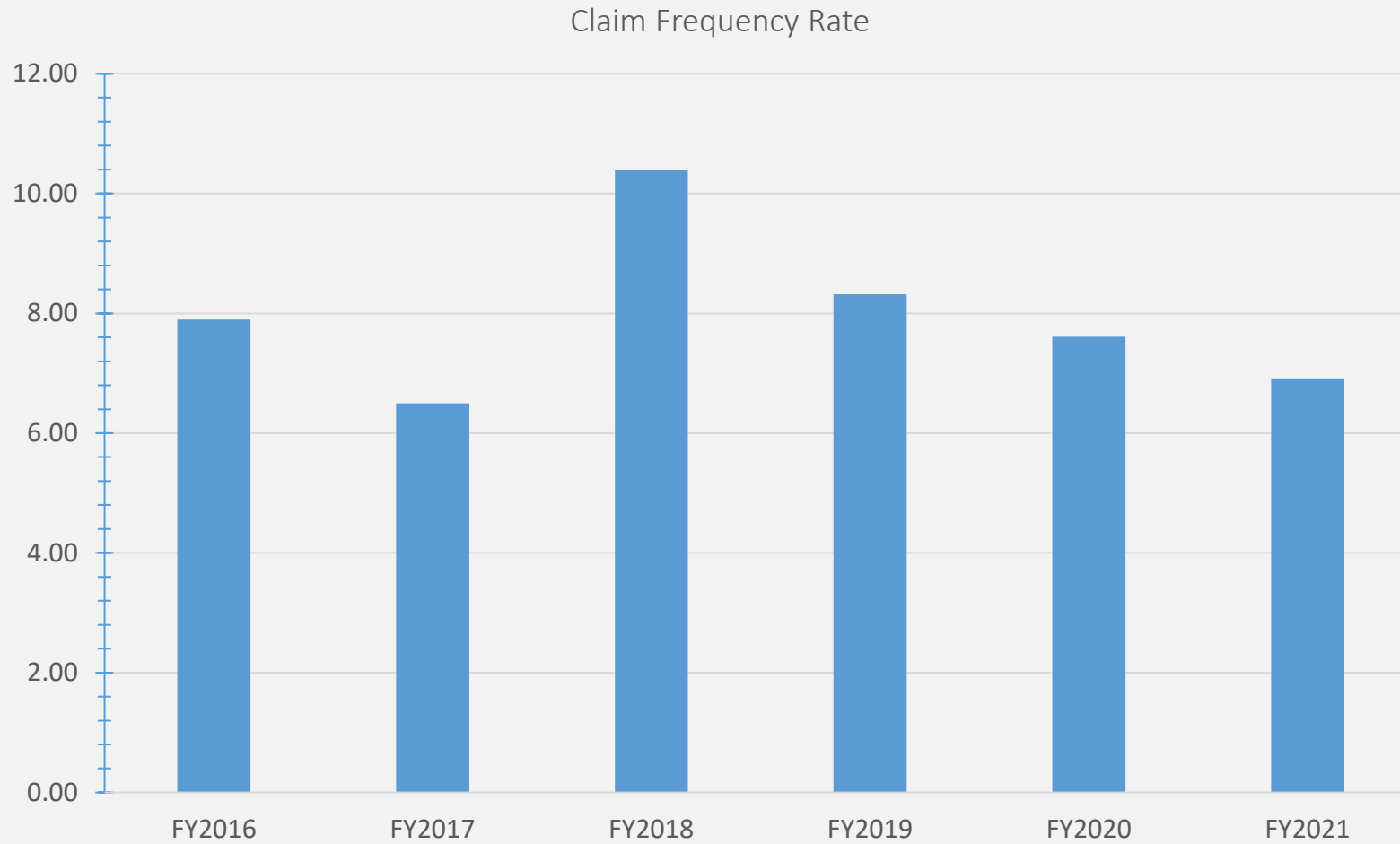
Total Hours Worked



Statewide Safety Statistics



Statewide Safety Statistics



Agenda Item No.:	L
Work Plan:	Administrative
Topic:	Public Affairs and Information
Presentation Title:	ODF Public Affairs—2021 in review
Date of Presentation:	July 20, 2022
Contact Information:	Joy Krawczyk, Public Affairs Manager (503) 945-7487 or joy.p.krawczyk@oregon.gov

SUMMARY

The purpose of this agenda item is to review the Public Affairs Program’s key 2021 efforts and activities and highlight priority bodies of work for 2022.

CONTEXT

During the Board of Forestry’s 2019 annual planning retreat, the Board expressed interest in the number of “public information requests” the Oregon Department of Forestry (department) receives and the associated workload to respond to those requests. An initial report was provided at the Board’s June 3, 2020, meeting and focused on public records requests, the fulfillment of which is dictated by Oregon’s Public Records Law. It also provided an overview of the other most common types of requests for information received through the department’s main communications channels. The program has gradually expanded and adjusted this report with the goal of providing the Board with an overview of the department’s key public affairs activities from the prior year and those planned for current year.

BACKGROUND

The Public Affairs Program resides organizationally within the Administrative Branch. Policy and budget decisions in the 2021 and 2022 sessions resulted in five new positions for the program, nearly doubling the capacity to provide internal and external communications support to the department. This support includes:

- External communications support (strategy, content, products & consultation)
- Media relations
- Social media strategy & management
- Legislative communications (reports, presentations, informational products & strategy)
- Public information
- External website (governance, maintenance & enhancements)
- Intranet (content governance)
- Public records function
- Public meetings assistance
- Document formatting, design & compatibility
- Internal communications support (strategy, content, products & consultation)

Department staff statewide regularly communicate with and respond to inquiries from the general public, stakeholders, and customers in a number of ways. The primary ways information is requested of the department:

- Phone calls.
- In-person interactions.
- Emails.
- Social media messages and comments.

In 2021, the Public Affairs Program fielded 5,160 phone calls to the department's main phone line and 1,286 emails. These numbers represent inquiries from the public that are handled by the Public Affairs Program in Salem. Please note, responses to questions are only a small part of the information sharing that happens on a daily basis throughout the department, especially in the field, where engagement with the public is central to much of their work.

Individuals, organizations, and members of the media can also request records from the department through the process provided under Oregon's Public Records Law (ORS Chapter 192), which establishes the requirements for the disclosure of public records by state and local government entities. The department's public records request function is coordinated through the Public Affairs Program.

In 2021, the department received 103 public records requests, 94 of which could be fulfilled at no cost to the requester. The department determines costs using the Department of Administrative Services statewide fee schedule. The first \$50 is waived for all requesters, and the average all-in cost to process a payment for a records request is \$47. To ensure that the department is not spending more than the amount paid to process the payment, the department's threshold for charging to fulfill public records requests is \$100 (\$50 + \$47 processing cost). The 94 requests for which the department didn't charge fulfillment costs required approximately 280 hours of staff time to fulfill at a cost of \$7,000 (assuming the work was clerical in nature only, but typically the people performing that level of work receive a much higher hourly rate of pay than the amount agencies are able to charge for clerical-type work, which is \$25).

The department requested fees to fulfill nine requests last year due to the volume of responsive records and the time required to compile and review those records. Of those, three requesters did not want to proceed with their requests due to costs. The six requests that did proceed totaled \$5,700 in estimated costs, of which the department ultimately waived \$1,500 based on the public interest test required for waivers and fee reductions and application of the standard \$50 waiver. In 2021, department staff performed approximately 340 hours of work on public records requests for which it didn't recoup any costs.

The Public Affairs Program also manages the Oregon Department of Forestry's (ODF) main social media accounts on Facebook, Instagram, and Twitter, which have a combined 75,000 fans. There are also several ODF-affiliated Facebook accounts focused on providing localized information that are managed at the district level (nearly 76,000 fans combined) and a department LinkedIn account that is managed by the Human Resources Program.

The department's Facebook, Instagram, and Twitter all continue to see steady increases across key measures, including the number of fans, amount of engagement, and engagement rate. Public Affairs Program staff strive to create and post content related to all our areas of core business, but there does tend to be more content related to wildfire response because of the high level of public interest and visually engaging content. In 2021, the Public Affairs Program received 499 direct messages through its main social media accounts, primarily from members of the public seeking general information about the department.

Facebook is by far the most used and well-established account with the highest number of fans (49,000 at the end of 2021) and the level of engagement with the public. In 2021, there were 749 posts on Facebook and an engagement rate of 4.19%. The engagement rate is the number of "engagements" (likes, reactions, comments, shares, etc.) with an account's content divided by the number of people who saw the content. A "good" level of engagement for this platform is at least 2%.

The department has been working to grow its Instagram account over the past couple of years. At the end of 2021, the account had 9,000 followers, which was nearly double the number of fans from the start of the year. The department posted 304 times, including several "Instagram Takeover" campaigns, where a week is dedicated to showing a day in the life of various ODF employees through photographs. The engagement rate on Instagram was 5.97% for 2021, with "good" being at least 3%.

Finally, the department's Twitter account had 17,000 followers at the end of 2021 and 572 tweets. The engagement rate was 1.83%, with "good" being at least 1%.

For 2021, the Public Affairs Program's key projects included the implementation of Senate bills 1602 and 762. This workload includes public information—such as key messages, talking points, media engagement, and informational products—assisting with public meetings and comment processes to ensure opportunities for information and input, and coordinating outreach and engagement activities. The program was also heavily involved in public information and engagement work associated with the state forests' habitat conservation and forest management plans and the restoration work on the Santiam State Forest. The work highlighted was in addition to the continuation of the program's core business discussed above.

For 2022, work related to the implementation of Senate Bill 762 has continued and implementation of the Private Forest Accord has begun. There are several special projects that the Public Affairs Program will be involved in over the next year, including the completion of the multi-year Peace Tree planting project, the launch of a new intranet, and the development of a comprehensive social media strategy for the department that will include identification of the best strategic use for each account to fully leverage the differing audiences and capabilities. Another key project is the development of the department's internal communications strategy, which is currently underway. Areas of emphasis in the plan include agency-wide communications from top agency leadership and assisting with broadening and improving recruitment efforts. Finally, the Public Affairs Program manager is serving as co-chair for the public/private partnership involved in the development of guidelines to implement House Bill 4087 related to media access to scenes of emergencies, which includes wildfires.

RECOMMENDATION

This agenda item is for information only.

NEXT STEPS

This reporting will continue to occur annually. Feedback and direction provided by the Board will guide further reports.

ATTACHMENT

None.

STAFF REPORT

Agenda Item No.:	M
Work Plan:	Fire Protection
Topic:	BLM WOOP Update
Presentation Title:	Bureau of Land Management-West Oregon Operating Plan Update
Date of Presentation:	July 20, 2022
Contact Information:	Mike Shaw, Interim Chief – Fire Protection Division 503-945-7204, Michael.H.Shaw@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to inform the Board of Forestry (BOF) of the current status of the Western Oregon Operating Plan (WOOP) for the Oregon Department of Forestry (ODF) fire protection on 2.3 million acres of the Oregon and California Railroad Revested Lands and the Coos Bay Wagon Roads (CBWR), commonly referred to as O & C Lands. The current WOOP expires on June 30, 2024.

Update

As a result of the briefing provided to the Board of Forestry at the March 3, 2022, meeting, the department will not submit a Policy Option Package (POP) or Legislative Concept (LC) requesting a General Fund increase or any offset to the Bureau of Land Management (BLM) Public Land rate for the protection of the Western Oregon BLM Lands included in the WOOP for the FY 2023. The department will remain in the structure of the current WOOP. The Oregon Department of Forestry (ODF) continues to work on improvements requested by the BLM. These include migrating the Western Oregon ODF Dispatch Centers to Wildcad. The Wildcad dispatch system will also allow ODF to use the InFORM fire reporting program as requested by BLM, scheduled for 2023. Oregon Department of Forestry will also continue to study, the consolidation of ODF Western Oregon Dispatch Centers and co-location of dispatch centers with federal agencies.

RECOMMENDATION

The Oregon Department of Forestry recommends the Board acknowledge this update. The department welcomes any direction and guidance from the BOF moving forward to develop and implement a new operating plan with the BLM - to be effective July 1, 2024.

Consent Agenda Item:	N
Work Plan:	Fire Protection Division
Topic:	Fire Season Report
Date of Presentation:	July 20, 2022
Contact Information:	Mike Shaw, Division Chief, Fire Protection Division 503-945-7402, Michael.h.shaw@odf.oregon.gov

SUMMARY

The Oregon Department of Forestry (ODF) is providing an update on the 2022 fire season to the Board of Forestry (Board).

CONTEXT

Due to cooler than average temperatures and significant rainfall this spring and early summer, the onset of the 2022 fire season was delayed, allowing ODF to send several firefighters and agency personnel to assist Texas, New Mexico, Arizona, Alaska, and others, with their intensifying wildfires. These employees provided critical capacity to those states as well as exceptional training opportunities.

However, conditions in Oregon are changing rapidly. Although mostly in the southwest and central areas of the state, the hot and dry weather is now beginning to produce dry fuels in the remaining parts of the state. With the National Preparedness Level (PL) now at a 3, competition for firefighting resources will start to become a concern. All ODF and Association initial attack resources have now been hired, contracted, and trained, including exclusive use severity aircraft, and are positioned across the state to assist in catching emerging fires.

As of Monday, July 11th, all ODF districts and active fire protective associations are now in closed fire season. This declaration of fire season initiates both public and industrial restrictions across the state.

FIRE WEATHER FORECAST

Earlier this year, fire season predictions were extremely dire across Oregon; but the lingering cool and rainy weather late into the spring altered that forecast. Although significant drought conditions, extending from southwest Oregon and across all eastern Oregon, lessened with the wet spring, drought remains a concern and will factor into the severity of fire season. As we move into the hottest, driest time of the year, fire behavior, combined with an increase in fine fuel (grasses/shrubs), makes fires difficult to suppress quickly. It is expected that the agency will be stretched thin.

SIGNIFICANT FIRE POTENTIAL ([NWCG outlook](#))

The risk of large, costly (significant) fires is estimated to be above average in Oregon for the east slopes of the Cascades and lower elevation basins, including rangelands east of the Cascades, through the remainder of July and most of August. For northwest Oregon, this risk is expected to be below average for July. Southwest Oregon will likely be near average in July, rising to above average in August.

For September, the risk of significant fires is expected to continue to be above average for the east slopes of the Cascades and Columbia Basin, as well as southwestern Oregon. Northwest Oregon will see an increase in the risk for significant fire potential in the month of September, while the threat of lightning decreases east of the Cascades where there has been persistent drought. Finally, October will provide much relief with the significant fire potential risk anticipated to drop back to normal for the entire state.

CURRENT FIRE STATS

The statistics for this season are dramatically different than previous years. In rough numbers, on ODF protection, there have been approximately 53% of the statistical number of fires compared to the 10-year average. This is great news to landowners and residents of Oregon from a resource loss, air and water quality, wildlife, economic, and watershed impact standpoint. The delay in large suppression costs to the agency is aiding the cash flow challenges experienced over the past decade.

Year to date on ODF protection, only 200 acres have burned, less than 1% of the 10-year average. This is a remarkable number. All in all, ODF is in a good position and ready for fire season. As usual, regular updates will be shared with the Board, legislature and stakeholders throughout the season. Additionally, the attached ODF Fire Season Situation Report will be sent throughout the fire season as conditions warrant.

ATTACHMENT

1. ODF Fire Season Situation Report

Fire Report: Monday, July 18, 2022



National: Preparedness Level 3 (*two or more geographic areas requiring significant amounts of wildland fire suppression resources from other areas. At this point, NICC is moving an increased amount of wildland fire suppression resources around the country, including IMTs.*)

	National # of fires	National Acres burned
Total to date	37,070	5,357,050

Oregon: Preparedness Level 1 (*fire personnel are able to suppress wildfires in their respective geographic areas without requesting additional wildland fire resources from other areas or from the National Interagency Coordination Center (NICC), based at the National Interagency Fire Center in Boise, Idaho. Fire activity is typically below normal at this level.*)

Only ODF-protected lands (16 million acres)		
	# of fires	Acres burned
2022 year-to-date	222	200
10-year avg. year-to-date (2011 - 2021)	421	28,350

- **Ninety-eight percent of fires on ODF-protected lands in 2022 have been kept at 10 acres or less.**

All lands in Oregon (Includes ODF-protected lands)		
	# of fires	Acres burned
2022 year-to-date	437	40,768

Current large fires in Oregon: *Includes all lands*

There are currently no large fires in Oregon. Management of the large fires previously reported has been turned back over to local agencies.

Closed fire season dates:

Southwest Oregon	June 1	Central Oregon – Prineville Unit	June 13
Klamath-Lake	June 6	Douglas FPA	June 24
Waler Range FPA	June 6	Coos FPA	June 24

Central Oregon – The Dalles/John Day	June 27	South Cascade	July 6
Northeast Oregon	July 1	North Cascade	July 6
Western Lane	July 6	Northwest Oregon	July 11
West Oregon	July 6	(Astoria, Forest Grove and Tillamook)	

Weather Forecast:

An upper-level low pressure system continues its eastern movement out of the region this morning with mild temperatures, dissipating shower/thundershower chances along the Canadian border, and easing general winds. Behind the trough, a seasonable warming and drying trend will start this afternoon, lasting until Thursday when another upper-level trough will pass. Thursday’s system should cool temperatures and bring increasing breezes, but little if any precipitation is expected, but there could be some thunderstorm chances Thursday and Friday. It appears seasonably warm and dry conditions follow into the weekend.

Northwest Fire Potential Summary:

With warm and dry weather, fire danger will gradually ramp up, but no critical fire weather patterns are anticipated this week. Significant fire potential remains generally at or below seasonal normal through the week.

Resources:

- [ODF wildfire blog](#) and [Public Fire Restrictions map](#)
- [Regional situation report](#) (Northwest Interagency Coordination Center) and [national situation report](#) (NIFC)
- [Inciweb](#) (information, photos, videos, and maps from specific incidents)
- [Fire Danger Levels](#)

State Forester, Board Member, and Public Comments

STAFF REPORT

Agenda Item No.:	2
Work Plan:	Forest Resources Division
Topic:	Board of Forestry Updates
Presentation Title:	Committee for Family Forestlands Annual Report
Date of Presentation:	July 20, 2022
Contact Information:	Wendy Gerlach CFF Chair wendy@wgerlachlaw.com Mike Kroon, Forest Resources Interim Deputy Chief 503-400-4815 mike.e.kroon@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to provide a report on the Committee for Family Forestlands (CFF), discuss progress on key issues, and make recommendations on policy topics affecting family forestland.

CONTEXT

The CFF, a standing committee of the Oregon Board of Forestry, provides advice to the Board of Forestry and the State Forester on methods to help improve the vitality of family forestlands, including improving owners' ability to manage and market their timber and other forest products. The Committee for Family Forestlands continues to evaluate the impact of policy and regulatory changes on family forestland owners.

BACKGROUND AND ANALYSIS

Over the past year, the Committee focused on the objectives/issues identified in their 2021-2022 work plan. The annual report informs the Board of the committee's progress in addressing issues affecting family forestland (Attachment 1).

RECOMMENDATION

The Committee for Family Forestland recommends the Board to accept the CFF annual report.

ATTACHMENT

- (1) Committee for Family Forestlands Annual Report to the Board Fiscal Year 2021-2022

Committee for Family Forestlands Annual Report to the Board

Fiscal Year 2021-2022



Annual Report presented to the Board of Forestry July 20, 2022
By Wendy Gerlach, Chair, Committee for Family Forestlands

The Committee for Family Forestlands (“CFF”) is a standing committee established by the Oregon Board of Forestry to assist and advise the State Forester and the Board on issues relevant to some 70,000 family forestland owners in the state, including advice on the formulation of policy and potential effects of changes in forest policy on those lands.

The CFF is pleased to provide a report of its activities over the past year (July 2021– June 2022). Those activities include the CFF’s gaining understanding of issues addressed by the Board, through briefing by Oregon Department of Forestry (“ODF”) staff and others. In offering insight, sharing perspectives, and giving advice to the Board and State Forester, the CFF remains mindful of its statutory purpose and charter, as well as of the objectives of the Board and ODF, including those reflected in the Forestry Program for Oregon, the Oregon Indicators of Sustainable Forest Management, and the Climate Change and Carbon Plan.

The CFF hopes that the Board will consider the CFF a resource to the Board and ODF in their work, and looks forward to continued work together.

CFF 2021-2022 voting members:

Wendy Gerlach, Chair (Citizen at Large)
Barrett Brown (Northwest Oregon Family Forestland Owner)
Gary Jensen (Southern Oregon Family Forestland Owner)
Maurizio Valerio (Eastern Oregon Family Forestland Owner)
Kate McMichael (Landowner At Large)
Kaola Swanson, Vice-Chair (Conservation Community Representative)
Mark Vroman (Industry Representative)

CFF 2021-2022 ex-officio members:

The CFF benefits from the time and expertise of the CFF ex-officio members, and thanks them for their input. Ex-officio members are:

- Amanda Astor for Associated Oregon Loggers (AOL)
- Rick Zenn for Oregon Small Woodlands Association (OSWA)
- Glenn Ahrens for Oregon State University College of Forestry, OSU Extension Forestry and Natural Resources Program
- Julie Woodward for Oregon Forest Resources Institute (OFRI)

CFF 2021-2022 ODF staff support; Board support:

CFF members acknowledge the support and reports received from ODF generally, and specifically from:

- Forest Resources Division staff
- Protection from Fire Division staff
- Planning Branch staff
- State Forester Mukumoto
- Board Chair Kelly
- Board Members

The committee extends special thanks to Board Member Ben Deumling for attending CFF meetings and acting as a liaison to the Board. The CFF also thanks Board Chair Jim Kelley and State Forester Mukumoto for meeting with the committee in December of 2021.

Members would like to thank:

- Andrew Owen, NRCS State Forester, for presenting an overview of federal programs that provide fire recovery assistance.
- Blake Ellis, Fire Operations Manager, Fire Protection Division reporting on the 2020 Fire Season and Ron Graham, Deputy Chief of Operations, Fire Protection Division on the 2021 Fire Season Readiness and Outlook.
- Tom Fields, Fire Prevention Coordinator and Kristin Babbs, President of Keep Oregon Green (KOG) leading discussion on the Drivers of Human Caused Forest Fires
- Alex Rahmlow, Operations and Policy Analyst, Federal Forest Restoration Program presenting on the recently funded Forest Resilience Projects
- Ryan Gordon, Family Forestlands Coordinator for his untiring commitment to assisting landowners through available incentive programs and his leadership on seedling availability and post-fire recovery.

Chair's Introduction

This has been a busy year for our committee as it has been for the Board of Forestry. We look forward to being helpful to the Board during this time and fulfilling our chartered mission of providing advice to the Board and State Forester on issues relating to family and small forestland owners. We would like to be proactive in creating a strong relationship with the Board, State Forester, and the Department, and are taking time to be informed about the issues on the Board's work plan. We welcome questions and opportunities for input, especially on the priority issues listed below. As these issues appear on upcoming Board agendas, we hope you will reach out to us for our input and assistance.

I would also like to note that in 2020 that the State Stewardship Coordinating Committee was re-organized under the CFF and is now called the Forest Legacy and Stewardship Program Working Group. The group is tasked with providing review and recommendations to ODF staff on matters related to the Forest Stewardship and Forest Legacy Programs. In future years we will include an update on the important work of this group as a part of the annual CFF report to the Board.

2020-2021 Priority Issues

The CFF began the year with an evaluation of its priority interests and work plan. Its priorities, which overlap with those of the Board and its work plan but include special considerations impacting small forestland owners, include:

- Fire: prevention, recovery, funding, and reforestation.
- Seedling availability: in connection with fire recovery but also as an ongoing matter, including access to seedlings by small landowners in the marketplace and availability of diverse seedling varieties.
- Technical assistance: availability of technical assistance, need for increased ODF stewardship forester staffing and presence in local communities, and help with access to ODF and other assistance and funding programs.
- Wildland Urban Interface: mapping, new rules, fire practices, avoiding fragmentation/conversion.

- Private Forest Accord: changes in Forest Practices Act and creation of Small Forestland Owner Assistance Office (potential for CFF advisory role)
- Workforce issues: availability of labor for reforestation, fire mitigation esp. thinning, etc.; workforce expansion and skills development; special issues of small landowners in labor markets.
- Eastern Oregon specific needs: the above issues, especially fire, reforestation, seedlings, and workforce have specific aspects unique to eastside forests.
- Climate change: impact of climate change on forest management, reforestation, forest practices generally, alternative forest management, carbon sequestration.

Specific Priority Issues and Accomplishments

Statewide Fire Effort

The CFF was briefed by ODF on fire prevention, fighting, recovery, and mitigation. CFF members shared their experience of fire on their lands and challenges of recovery, both personally and in their communities. The CFF provided input on the SB 762 Small Forestland Grant Program, and two CFF members, in their individual capacities, served on the grant selection committee for the Dec.-Jan. 2021-22 initial grant cycle.

Seedling Availability

The CFF has worked on seedling availability for small forestland owners for many years, including collaboration with OSU, the ODF Private Forests Division, and seedling providers. (See the 2020 Private Forests Work Plan to “Address seed and seedling needs on NIPF lands, particularly for post-fire restoration; Work with CFF on post-harvest reforestation needs for family forest landowners.”) Recent fire seasons have increased the urgency of creating reliable seedling availability for small timberlands. The Seedling Workgroup and CFF ex-officio member organizations are investigating and proposing collaborative solutions, including developing a viable funding model matching need with supply at a price range viable for small landowners. In 2021-22 the effort included an ongoing survey of landowner needs for seedlings and distribution of 229,084 seedlings to 96 landowners. The CFF also notes the HB5006 grantmaking in support of this effort.

Technical and Other Assistance

CFF discussions have noted recent changes in ODF organizational structure, and observed that more regional stewardship foresters are needed. There is also a strong need for coordination of various program and funding assistance. CFF members have spoken compellingly about the maze of programs and the need for community assistance in accessing these. The CFF is excited that the Small Forestland Owner Assistance Office is being formed under the Private Forest Accord, and hopes that it will serve as this point of information and coordination. The CFF looks forward to providing input on the development of this office.

Wildland/urban Interface

CFF members are aware that many small forestland owners are located in the WUI. These landowners are often in need of assistance in accessing programs to improve land stewardship, as noted above. There is also significant uncertainty regarding the potential impacts that could emerge from the SB 762 rulemaking and the intersection of a WUI designation and fire risk classification. The CFF is committed to remaining informed on these issues, and considers this a potential area of CFF input to the Board and State Forester. Note that certain members of the CFF, in their individual capacity, have attended WUI rulemaking meetings.

Private Forest Accord

The CFF's main work on the Private Forest Accord to date has been following developments, through ODF briefings and otherwise, and being informed members of their communities, especially around the Accord impact on and provisions for small landowners (alternative management regimes, for example). CFF members see the Small Forestland Owner Assistance Office as an opportunity for CFF to provide input and advice. As noted above, the CFF feels the office should be a point of information about the many programs affecting small forestland owners, not just programs created by the Accord. ODF staff Mike Kroon (ODF All Lands Interim Deputy Chief) has recently assumed the position as Secretary to the CFF. Mike's responsibility for development of the Small Forestland Owner Assistance Office puts him in a good position to interact with the CFF about the development of the office.

Workforce Issues

Workforce issues are impacting all sectors and small forestland owners are particularly challenged to find labor. This is a limiting factor in reforestation, fire prevention and mitigation, and all aspects of landowner work. Suggestions for improvement include the pooling of small landowner labor and equipment contracts to allow small landowners to better compete in the general market. The CFF is supportive of the recently proposed legislative concept relating to workforce development and potential new ODF staff positions.

Eastern Oregon Specific Needs

Throughout CFF discussions and recommendations, CFF members remain aware that eastside forests have specific needs around the various priority issues identified by CFF. These include fire (including potential prescriptive burning, as more appropriate for eastside forests), reforestation (seedling availability and species mix), outreach and technical assistance in dispersed communities, workforce shortages, markets and drought related to climate change.

Climate Change

CFF members have named climate change as a key priority, including programs for reforestation and fire mitigation. Actions taken on the priority points named above will include responses to climate change, especially as to reforestation and seedling availability. Also, workforce development will need to take into account changes in practices and in resource utilization, including carbon sequestration, relating to climate change. The CFF has been briefed by ODF on the ODF's Climate Change and Carbon Plan, has been made aware of the Board's upcoming revision of the Forestry Program for Oregon, and hopes to be of assistance to the Board and ODF in these programs.

2021-2022 Work Plan

The CFF will continue to track policy topics before the BOF that are of interest to family forestland owners and continue working on the other items of interest noted in this report. CFF will evaluate its work plan in the fall when the committee reconvenes and adjust based on priority policy items. As noted above, it looks forward to opportunities to advise the Board and State Forester on CFF priority issues and sees the Small Forestland Owner Assistance Office development as a natural fit for the CFF in terms of providing input. In addition, it looks forward to its continued conversations with the Board and ODF, including its meetings with Board member Ben Deumling, as a way to exchange information on the many topics of common importance and interest.

STAFF REPORT

Agenda Item No.:	3
Work Plan:	Fire Protection
Topic:	Evolving Topic: Governor's Council on Wildfire Response
Presentation Title:	Senate Bill 762: Certified Burn Manager
Date of Presentation:	July 20, 2022
Contact Information:	Mike Shaw, Chief – Fire Protection 503-945-7204, Michael.H.Shaw@odf.oregon.gov Tim Holschbach, Deputy Chief – Policy & Planning 503-945-7434, Tim.J.Holschbach@odf.Oregon.gov

SUMMARY

The purpose of this agenda item is to seek approval from the Board of Forestry (Board) to hold public hearings regarding the creation of a Certified Burn Manager Program in Oregon Administrative Rule 629-042.

BACKGROUND

Following the 2013-2015 fire seasons, two parallel review processes were initiated, the Secretary of State Audit and the Fire Program Review. Both efforts are aligned to help continue a highly functioning wildfire protection system for Oregon into the future. The Oregon Department of Forestry (Department) has fully embraced the findings and recommendations from both final reports. The 2017-2018 fire seasons experience reinforced the need for the agency to continue efforts on these recommendations. Additionally, the Governor issued Executive Order 19-01 creating the Governor's Council on Wildfire Response.

The Secretary of State Performance Audit offered a third-party review of the Department's ability to sustain its multiple missions, as increased demand to support the fire protection effort has been required from the entire agency.

The Fire Protection Response Committee was coordinated with all agency partners through a transparent process including legislators, governor's office, forest landowners, and cooperators to reach for continuous improvement in Oregon's complete and coordinated fire protection system.

The Governor's Council on Wildfire Response offered 37 recommendations to improve Oregon's wildfire protection system. Many of the recommendations required legislative action to be carried out.

Senate Bill 762 captured many of the recommendations of the Governor's Council on Wildfire Response, providing legislative direction to the Board of Forestry regarding the wildland-urban interface; statewide fire risk mapping; prescribed fire; directed the Department to review and clarify the enforcement of rules pertaining to forestland; and baseline standards for unprotected and under-protected lands in Oregon.

CONTEXT

For this rulemaking, the Department developed a rules advisory committee comprised of 9 representatives from a broad range of interests including industrial, nonindustrial, federal, county, environmental, tribal, and public (Attachment 1). This advisory committee met 9 times virtually, advising the Department regarding the rulemaking for the Certified Burn Manager Program development.

The Department gained extensive feedback through the committee process. The Department thanks the Rules Advisory Committee members for their commitment of time to the process, feedback, and advisement.

ANALYSIS

This section is intended to provide a basis for the proposed rule, capture the discussion of Rule Advisory Committee members, and identify what alternatives were considered. Discussions were based on the use of objective, scientific, quantifiable data as the cornerstone of the recommendation and decision-making, as identified in the RAC charter.

629-042-1000 – Purpose

The purpose statements of administrative rules are to connect the rule sections to the respective authorizing statutes. The purpose statement proposed correlates to the authorizing statute of ORS 526.360.

629-042-1005 - Definitions

The definitions proposed for this rule division are to provide clarification and context that was not clear in the law. Many of the proposed definitions provide clarification for terminology for implementation of the Certified Burn Manager Program.

629-042-1010 – Intent

This rule outlines the intent of this program, providing oversight to training and certification for prescribed fire. It was also important to distinguish that this program is a voluntary certification.

629-042-1015 – Certificates, generally

The intent of this proposed rule is to provide an overview of how certification is to be administered.

629-042-1020 – Application procedures

The intent of this proposed rule is to provide an overview of what is required to apply for certification.

629-042-1025 – Training

This rule is intended to specify training requirements to achieve certification. This rule provides for recognition of historical experience.

629-042-1030 – Tests

The intent of this rule is to establish testing procedures.

629-042-1035 – Investigation and revocation procedures

The intent of this rule is to establish procedure of investigation of non-allowable actions and revocation procedures.

629-042-1040 – Certified Burn Manager, required actions

The intent of this rule is to identify actions required of a Certified Burn Manager.

629-042-1045 – Certified Burn Manager, prohibited actions

The intent of this rule is to identify actions of which a Certified Burn Manager is prohibited from taking.

629-042-1050 – Certified Burn Manager, limitations

The intent of this rule is to identify limitations on the use of a Certified Burn Manager certificate.

629-042-1055 – Landowner actions

The intent of this rule is to identify required and prohibited actions and responsibilities of a landowner who utilizes the services of a Certified Burn Manager.

629-042-1060 – Certified Burn Manager Advisory Committee

The intent of this rule is to establish a Certified Burn Manager Advisory Committee, including membership and composition, role, and responsibilities.

629-042-1065 – Training Providers

The intent of this rule is to identify the process and utilization of training providers in the delivery of prescribed fire curricula that meets the needs of Certified Burn Managers.

629-042-1070 – Fees

The intent of this rule is to establish a fee for administrative expenses of the program.

RECOMMENDATION

The Board directs the Department to proceed with the public hearing process and return in November 2022 with draft rule language for Chapter 629, Division 42.

NEXT STEPS

- Pending the Board of Forestry’s direction, the Department will schedule and hold public hearings.
- Following public input, the Department will return to the Board requesting promulgation of the rules.

RULE REVIEW TIMELINE

July 20, 2022 – ODF presents proposed rules to BOF to seek permission to conduct public hearings.

July 22, 2022 – Notice of Proposed Rulemaking and Fiscal Impact Statement sent to Secretary of State. Notify legislators and interested parties.

August 18 – 22, 2022 – Conduct public hearings.

November 2022 – ODF submits the final rule draft with public comments to BOF for final consideration and approval.

November 2022 – Submit rule to Secretary of State and Legislative Counsel for filing. Effective date December 1, 2022.

ATTACHMENTS

1. Rules Advisory Committee Charter
2. Department's proposed administrative rule language

OREGON DEPARTMENT OF FORESTRY (ODF)
SB 762 RULEMAKING ADVISORY COMMITTEE (RAC)
CERTIFIED BURN MANAGER PROGRAM
Charter and Collaboration Principles (Charter)
(v. 9-15-2021)

For any collaborative process, the participants should establish procedures to govern the committee and its members. Such agreement increases success and decreases meeting time by assuring a good faith process that explores competing needs and leads to balanced recommendations to the sponsor.

I. Background

The Oregon Department of Forestry has current prescribed burn policy that describes how the State Forests Division will safely conduct prescribed burn activities on forestland it manages for the Board of Forestry, and under contract for the Department of State Lands. This policy outlines the establishment of burn objectives and standards for prescribed burns. The prescribed burn policy draws from the following authorities:

- ORS 477.515 – Permits required for fires on forestlands
- ORS 477.625 – Permit to use fire or power-driven machinery
- ORS 526.360 – State Forester to assist in developing forestland for agricultural uses.
- ORS 526.425 – Management assistance to nonindustrial private forest landowners.
- ORS 526.510 – Department to provide technical assistance to governmental units
- ORS 530.050 – Management of lands acquired; power of forester.
- ORS 530.500 – Authority of State Forester in management, protection, utilization and conservation of lands and waters.

Senate Bill 762, passed in the 2021 legislative session and signed by Gov. Kate Brown on July 19th, revises Oregon Revised Statutes (ORS) 477 and ORS 526 in Section 25 of the bill.

The Bill requires the Oregon Department of Forestry to establish by rule a Certified Burn Manager Program. Requires ODF to consult with the Oregon Prescribed Fire Council concerning best practices for conducting the program, initiate rulemaking to establish the program, and provide a progress report to the Legislative Assembly by December 1, 2021.

II. Scope & Charge

This Rule Advisory Committee (RAC) is not a decision-making body. It is a recommendation-making group pursuant to ORS Chapter 183 and DOJ Model Rule 137-001-0007 (Public Input Prior to Rulemaking.) The RAC is charged with providing perspective, input, and assistance to ODF so ODF can develop administrative rules surrounding SB 762 section 25 for its presentation to the Board of Forestry.

The deliverable for the Certified Burn Manager RAC is to recommend the criteria by which the Certified Burn Manager Program is developed and conducted as described in ORS 526.360.

ODF asks the RAC to consider the fiscal impact of its proposed rules (see generally, ORS Chapter 183 and OAR 137-001-0018) including:

- whether the rules will have a significant adverse fiscal impact, and if so, what the extent of that impact will be, and,
- whether the rules will have a significant adverse fiscal impact on small businesses likely to be affected by the rules, and if so, how ODF can mitigate the cost of compliance.

ODF will consider the recommendations of the RAC when drafting its rules. ODF will then follow the rulemaking procedures identified in ORS Chapter 183 and DOJ Model Rule 137-001-0011 through 137-001-0100. Ultimately, the Board of Forestry will decide on the rules, and subsequently, ODF will issue contract specifications consistent with those rules.

III. Guiding Principles

The RAC should consider the following guiding principles and/or policies, among others, in the development of administrative rules regarding SB 762.

- The use of objective, scientific, quantifiable data is the cornerstone of the recommendation and decision-making.
- Administrative rule development discussions will pertain exclusively to the requirements of Section 25 of Senate Bill 762.
- ORS 477.005 Policy provisions, which follow, are paramount:
 - The preservation of the forests and the conservation of the forest resources through the prevention and suppression of forest fires hereby are declared to be the public policy of the State of Oregon.
 - In order to accomplish the purposes of the policy stated in this section:
 - The need for a complete and coordinated forest protection system is acknowledged and the primary mission of the State Forestry Department in such a system is protecting forest resources, second only to saving lives. Structural protection, though indirect, shall not inhibit protection of forest resources; and
 - This chapter shall include all persons and activities designated in this chapter, irrespective as to whether or not such person or activity is concerned with the harvesting, cutting, removal or marketing of trees, timber or other forest products.
- The relevant section of ORS 526.360.
- Relevant policy considerations

IV. Membership

The following members will provide their diverse perspectives on policy proposals and fiscal impacts of the program as voting members.

Organization	RAC Member / (Alternate)	Voting
Associated Oregon Loggers	Amanda Astor	X
Confederated Tribes of Grande Ronde	Colby Drake	X
Oregon Forest Industries Council	Rick Allen/Kyle Williams	X
The Nature Conservancy	Katie Sauerbrey/Pete Caligiuri	X
Oregon State University	Christopher Adlam	X
Sustainable Northwest	Jenna Knobloch	X
Oregon Prescribed Fire Council	Amanda Rau	X
Oregon Small Woodlands Association	Roger Beyer	X
Oregon Department of Environmental Quality	Michael Orman/Margaret Miller	X

Each member is allowed to assign an alternate by providing written notice to Tim Holschbach in advance of the meeting the primary member will miss. sb762.rulemaking@oregon.gov.

While not part of the Certified Burn Manager Program RAC, Board of Forestry Members may be present to listen. Advisory members, including Brenda McComb (BOF), Jason Simmons (BLM), and Jason McGovern (USFS) may be present. Additionally, ODF staff Tim Holschbach, Jenna Trentadue, Adam Meyer, and others will be present during the meetings as resources, but they are not part of RAC.

Government to government tribal consultations are ongoing.

V. Non-Committee Member Attendees

The public is welcome to attend all meetings. ODF will manage the meetings to accommodate both members and non-members who wish to provide input, but priority will be given to committee members. There will be time on the agenda dedicated to receiving input from the public with time limits for each person.

After the RAC concludes, a formal public comment period will open on the proposed rules.

VI. Subcommittees

ODF, with the RAC's input, will evaluate the need for subcommittees, factoring in resource considerations, but none are planned at this time.

VII. RAC Material and Support

All committee materials will be provided electronically as a sustainability measure.

Meeting notices, agendas, materials, summary, and recordings (<https://www.youtube.com/c/OregonDepartmentofForestry/featured>) will be posted on the following webpage: <https://www.oregon.gov/odf/board/Pages/rac.aspx>. The meeting recordings will be used as the formal meeting minutes, and they control, in the event of a conflict.

Technical input from agencies, organizations, or individuals with specialized expertise will be available to the RAC as issues arise.

VIII. Work Plan/Schedule

The Certified Burn Manager RAC will meet monthly through a two-hour zoom meeting, starting August 18, 2021, and running every third Wednesday of the month initially through July 2022. This schedule is subject to change.

X. Collaboration Protocols for RAC Recommendations

The RAC will follow these protocols.

- a) **Quorum:** 51% of RAC Organizations listed above.
- b) **Meetings:** Meetings of the RAC and its subcommittees, if any, are open to the public and will include an opportunity for public comment. Notice of RAC meetings will be posted in advance of meetings on the ODF project website.
- c) **Meeting Agendas and Meeting Materials:** ODF will develop working agendas for each meeting. Meeting agendas and meeting materials will be sent electronically to RAC members in advance of the meetings and will be posted on the project website.
- d) **RAC Commitments:** The RAC members, staff, and participants will participate in good faith, which means:
 - 1) Prepare for and set aside time for the meetings and the entire process,
 - 2) Participate fully, honestly, and fairly, commenting constructively and specifically,
 - 3) Speak respectfully, briefly, and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak,
 - 4) Allow people to say what is true for them without fear of reprisal,
 - 5) Avoid side conversations during meetings,
 - 6) Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible,
 - 7) Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other RAC members,

- 8) Consult regularly with their appointing/nominating bodies and provide their input in a clear and concise manner,
- 9) Each member agrees to work toward fair, practical, and durable recommendations that reflect the diverse interests of the entire RAC and the public,
- 10) When communicating with others, accurately summarize the RAC process, discussion, and meetings, presenting a full, fair, and balanced view of the issues and arguments out of respect for the process and other members,
- 11) Not attempt to affect a different outcome outside of the RAC process once the RAC has reached a “consensus” recommendation,
- 12) Strive vigorously for consensus and closure on issues, and
- 13) Self-regulate and help other members abide by these commitments.

XI. Public Comment

There will be public comment opportunities during the RAC process. Comments from the public will be limited in time to allow sufficient opportunity to conduct the other portions of the meeting. Typically, comments will be limited to a maximum of three minutes per person. Participants are encouraged to submit written comments via email addressed to sb762.rulemaking@oregon.gov or ODF, Tim Holschbach, 2600 State Street, Building D, Salem, OR 97310 in advance of the meeting so they can be circulated to the entire RAC for their consideration.

XII. Process for RAC Recommendations

ODF will assist the RAC and its members in identifying objectives, addressing the diversity of perspectives, and developing substantive, practical recommendations. Each voting RAC member will have one vote. A vote represents that the member will strongly recommend to their government, organization, or group that they should support or oppose the voted-upon proposal consistent with the member’s vote.

The RAC will strive for and use a “consensus” recommendation-making approach to determine their level of agreement on proposals. This allows RAC members to distinguish underlying values, interests, and concerns with a goal of developing widely accepted solutions. Consensus does not mean 100% agreement on each part of every issue, but rather support for a decision, “*taken as a whole.*” This means that a member may vote to support a consensus proposal even though they would prefer to have it modified in some manner to give it their full support. Consensus is a process of “*give and take,*” of finding common ground and developing creative solutions in a way that everyone can support. Consensus is reached if all voting members support an idea or can say, “*I can live with that.*”

When developing recommendations, the RAC will address each rule component individually, and in various combinations. The RAC will decide on whether it wants to make a package recommendation for the entire rule at the end of the process.

1) “1-2-3” Consensus Polling: ODF will assist the RAC in articulating points of agreement, as well as articulating concerns that require further exploration. The RAC will use a “Consensus Polling” procedure for assessing the group’s opinion and adjusting proposals. In “Consensus Polling,” ODF will articulate the proposal. Each RAC voting member will then offer “one,” “two,” or “three,” reflecting the following:

- “One” indicates full support for the proposal as stated.
- “Two” indicates that the participant agrees with the proposal as stated but would prefer to have it modified in some manner to give it full support. Nevertheless, the member will support the consensus even if his/her suggested modifications are not supported by the rest of the group because the proposal is worthy of general support, as written.
- “Three” indicates refusal to support the proposal as stated.

ODF will repeat the consensus voting process as reasonably practical and as time allows to assist the group in achieving consensus regarding a particular recommendation, so that all members are voting “one” or “two.” Either way, the result will be noted in the ODF Staff Report and/or the RAC Report.

2) No Consensus – Majority and Minority Recommendations: If a consensus on an issue is not likely, as determined by ODF, the votes of those present at the meeting will be taken and recorded as a Majority – Minority recommendation in the meeting summary, which will include the specific majority recommendation, the specific minority recommendation, along with the names supporting each recommendation. Majority is defined as at least 51% of the RAC Organizations (members or alternates) noted above.

3) Summary of RAC Recommendations: The meeting summaries will serve as the record of RAC recommendations as supplemented by the addition of RAC member statements who elect to submit additional information by the deadline to be established at the last RAC meeting. ODF will package all this information in its staff report to the Board.

XIII. Additional Provisions

The following provisions apply to the RAC process.

- a) Regular Communication with Affiliated Group:** There is an expectation of regular, two-way communication between RAC members and their appointing jurisdictions / organizations. This is intended to ensure meaningful representation of those interests. Time will be set aside on the RAC agenda for reports from this outreach.
- b) Transparency and Media:** Members agree that transparency is essential to all deliberations. In that regard:

- 1) RAC members agree to notify Tim Holschbach at sb762.rulemaking@oregon.gov of written communications with the media.
- 2) Members agree to direct public testimony about RAC work to Tim Holschbach at sb762.rulemaking@oregon.gov. These communications will be included in the public record and copied to all RAC members.
- 3) Individual members should not speak on behalf of the entire RAC.
- 4) Whenever reasonable, RAC members and staff will refer press, citizen, and other inquiries to Tim Holschbach at sb762.rulemaking@oregon.gov.

c) Disclosure of Public Official Conflicts of Interest:

- 1) Some RAC members may be “public officials.” A public official is required to make an announcement of the nature of a conflict of interest each time the issue giving rise to the conflict of interest is discussed or acted upon.
- 2) The announcement needs to be made on each occasion when the public official is met with the conflict of interest, and the public official must disclose the nature of the conflict of interest.
- 3) For example, the public official would have to make the public announcement one time when met with the conflict of interest, but only one time in each meeting of the RAC. If the matter giving rise to the conflict of interest is raised at another meeting, the disclosure must be made again at that meeting.
- 4) For guidance, please see <https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf>

d) Open Meetings and Records: Meetings of the RAC and subcommittee meetings are open to the public. Notice to the public regarding the dates, times, and locations of all meetings will be provided in advance of a meeting.

RAC members can participate through telephonic conference calls. All records of the Body, including formal documents, discussion drafts, meeting recordings, and exhibits, etc. are public records.

"Communications" refers to all statements and votes made during meetings, memoranda, work products, records, documents, text messages, pictures, or materials developed to fulfill the charge, including electronic mail correspondence. The personal notes of individual members taken at public meetings might be public record to the extent they relate to the conduct of the public's business.

- e) **Amendment and Interpretation:** ODF shall lead a RAC discussion designed to reach a consensus on any proposed Scope & Charge, Guiding Principles, Collaborative Protocols, and Process for RAC Recommendations amendment(s) to this document. Any remaining amendments can be made informally. The terms of this document, except those required by law, are process guidelines – not binding mandates. Ultimately, ODF will make the final decision on the proposed amendments and interpretation issues.

- f) **RAC Member Agreement:** Participation in this process is agreement to abide by the terms of this document.

CERTIFIED BURN MANAGER PROGRAM

Purpose

629-042-1000

The purpose of OAR 629-042-1005 to 629-042-1070 is to set forth the standards, requirements, and procedures by which the Certified Burn Manager program will be operated, pursuant to ORS 526.360(3).

Definitions

629-042-1005

- (1) The definitions set forth in ORS 477.001, ORS 526.005, and OAR 629-041-0005 shall apply to OAR Chapter 629, Division 042.
- (2) The following words and phrases, when used in OAR Chapter 629, Division 042, shall mean the following:
 - (a) "Accreditation" means approval from the State Forester's representative to conduct and document training required by OAR 629-042-1065.
 - (b) "Actively burning" means the time from ignition through mop-up during which there is potential for a prescribed burn to escape confinement and be declared a wildfire.
 - (c) "Authorized entry" means the signature of a Certified Burn Manager, of the State Forester's Agent, or of a training provider in a certification book.
 - (d) "Bona fide attempt" means a good faith attempt to contact a landowner in a timely manner, considering the landowner's availability, location, and other applicable considerations.
 - (e) "Certificate" means a Certified Burn Manager certificate issued by the Oregon Department of Forestry pursuant to ORS 526.360(3) and OAR 629-042-1015.
 - (f) "Certificate period" means a period of five years, beginning on the date a certificate is issued.
 - (g) "Certification book" means a publication provided by the State Forester's representative in which successful training required by OAR 629-042-1025(2) is documented.
 - (h) "Certified Burn Manager" means an individual who has a current and valid certificate.
 - (i) "Certified Burn Manager Advisory Committee" means a committee established in accordance with OAR 629-042-1060, consisting of appointed members who make recommendations on Certified Burn Manager issues to the State Forester's representative and provides advice and guidance on issues and emerging topics that affect the use of prescribed fire within the State of Oregon.
 - (j) "Committee" means the Certified Burn Manager Advisory Committee.
 - (k) "Conduct" means active participation in the execution of a prescribed burn while it is actively burning.

- (l) "Contained" means the intended condition of a prescribed burn, as set forth in the prescribed burning plan prepared pursuant to OAR 629-042-1040(1).
- (m) "Dangerous or adverse situation" means any significant deviation from an approved burning plan resulting in or having the potential to result in negative consequences which is not supported by the professional judgement of the State Forester's representative or a Certified Burn Manager and causes adverse negative impacts.
- (n) "Document" and "documented" means an authorized entry into a certification book that a training requirement of OAR 629-042-1025 or a test required by OAR 629-042-1030 has been successfully completed.
- (o) "Forestland" means land classified in accordance with ORS 526.005(6)(a).
- (p) "Initial education requirements" means any requirements that must be successfully completed by an individual before a certificate is issued to that person for the first time.
- (q) "Interest Form" means an application for consideration submitted by a person expressing interest in serving on the Certified Burn Manager Advisory Committee or subcommittee.
- (r) "Planning" means the preparation of the prescribed burn plan.
- (s) "Prescribed burn" and "prescribed burning" mean the controlled application of fire, in accordance with the plan required by OAR 629-042-1040(1) and the conditions of a permit issued pursuant to ORS 477.625, to vegetative fuels, under specified environmental conditions, and following appropriate precautionary measures, which is intended to cause the burning to be confined to a predetermined area and accomplish specific land management objectives.
- (t) "Prescribed burn plan" is a plan prepared to conduct a prescribed burn, in accordance with OAR 629-042-1040(1).
- (u) "Renewal education requirements" means requirements that must be completed by an individual before a certificate is issued to a person renewing a certificate as required by OAR 629-042-1025(4).
- (v) "State Forester's representative" means the person or persons designated by the State Forester to administer the Certified Burn Manager program.
- (w) "Successfully completed" and "successful performance" means satisfactory completion of a training requirement of OAR 629-042-1025, or a test required by OAR 629-042-1030, and which has been properly documented.
- (x) "Training provider" means a certified instructor who is accredited to conduct and/or document training required by OAR 629-042-1065.

Intent

629-042-1010

- (1) The Certified Burn Manager program is intended to provide oversight of training and certification concerning the safe and effective use of prescribed burning and to promote the use of prescribed burning for the purposes outlined in ORS 526.360(1).

- (2) Participation in the Certified Burn Manager program is voluntary. The forester may not require or condition the approval of a plan, or the issuance of a burning permit on the presence of a certified burn manager, for any prescribed burning.
- (3) Nothing in OAR 629-042-1000 to 629-042-1070 is intended to reduce the ability of a district to exercise their responsibility to ensure that burning in their jurisdiction is conducted in a safe and lawful manner.

Certified Burn Manager certification requirements. Certificates generally.

629-042-1015

- (1) A certificate shall be issued only to an individual. Entities other than an individual, including but not limited to partnerships, corporations, and limited liability companies, may not be issued a certificate.
- (2) A Certified Burn Manager certificate will authorize the individual to conduct prescribed fires as commensurate with the certificate.
- (3) The State Forester's representative will not issue a certificate prior to the receipt of all documents and fees required by OAR 629-042-1020.
- (4) The State Forester's representative shall assign a unique identification number to each certificate issued.
- (5) A certificate shall be valid for a period of five years unless it is sooner revoked or surrendered.
- (6) A certificate may be renewed only after having been valid for a period of at least four years
- (7) A certificate may not be renewed if:
 - (a) it was revoked pursuant to OAR 629-042-1035(2); or
 - (b) it has been more than six years since it was issued.
- (8) Certificates shall be non-transferable.
- (9) Authorized entries.
 - (a) A Certified Burn Manager, the State Forester's representative, or a training provider may not document successful completion of a training requirement of OAR 629-042-1025, or a test required by OAR 629-042-1030, unless they have personal knowledge that the person has properly completed the task being documented.
 - (b) Notwithstanding (a) above, the State Forester's representative may document successful completion of a training requirement of OAR 629-042-1025, or a test required by OAR 629-042-1030, if the requirements of OAR 629-042-1025(3). have been met.

Certified Burn Manager certification requirements. Application procedures.

629-042-1020

Individuals applying for a Certified Burn Manager certificate shall provide to the State Forester's Representative:

- (1) a properly completed certification book showing that the applicant has satisfactorily completed all training required by OAR 629-042-1025 and all tests required by OAR 629-042-1030; and
- (2) all fees required by OAR 629-042-1070.

Certified Burn Manager certification requirements. Training.

629-042-1025

- (1) A certification book must be completed prior to an individual applying for their initial certificate, or if they had been issued a certificate which may not be renewed pursuant to OAR 629-042-1015(7):
 - (a) Prior to receiving a certification book, an individual shall submit documentation of successful completion of:
 - (i) an approved training course conducted by a training provider; or
 - (ii) a Certified Burn Manager correspondence course conducted by a training provider or by the State Forester's representative; and
 - (iii) a test in accordance with OAR 629-042-1030 with a passing score.
 - (b) The State Forester's representative will not accept documentation of initial educational training which was completed more than two years prior to the applicant's request for a certification book. This two-year limitation may be waived by the State Forester's representative if the individual is applying for historical recognition.
- (2) After verification of documentation required under 629-042-1025(1), the State Forester's representation shall issue the applicant a certification book.
 - (a) The certification book shall consist of:
 - (i) general proficiencies to demonstrate;
 - (ii) pile burning proficiencies to demonstrate; and
 - (iii) broadcast burning proficiencies to demonstrate.
 - (b) To apply for a certificate to conduct pile burns, the 2(a)(i) and 2(a)(ii) must be completed.
 - (c) To apply for a certificate to conduct pile burns and broadcast burns, the certification book must be completed in its entirety.
 - (d) The certification book will be valid for a period of three years after initiation.
 - (e) The State Forester's representative will not accept documentation of field training which was completed more than three years prior to the applicant's date of application for a certificate. This three-year limitation may be waived by the State Forester's representative if the individual is applying for historical recognition.
- (3) Historical recognition of educational and field training requirements completed prior to January 1, 2023 may be considered by the State Forester's representative. In lieu of the initial training requirements of (1) and (2) above, an individual may:

- (a) submit to the State Forester's representative a copy of a Prescribed Fire Burn Boss Type 2 Task Book which is complete. The Task Book shall indicate successful performance in the planning and conduct of prescribed fire; or
 - (b) submit to the State Forester's representative documentation that the individual holds a valid Certified Burn Manager certification in a state with comparable requirements to the State of Oregon; or
 - (c) submit to the State Forester's representative such evidence of experience as the State Forester's representative determines is equivalent to the initial training requirements of (1) and (2) above. The testing requirements of OAR 629-042-1030 shall still be required.
- (4) An individual shall complete the following actions, prior to applying for a renewal of their certificate:
- (a) An individual shall successfully complete sixteen hours of continuing education within the certification period related to prescribed burning which has been approved in advance by the State Forester's representative.
 - (i) The State Forester's representative may approve training, which is presented in a classroom format, a conference format, a correspondence course format, or in another format the State Forester's representative determines is acceptable.
 - (ii) The State Forester's representative will not accept educational training which was completed more than five years prior to the applicant's date of application for renewal of a certificate.
 - (b) An individual shall supervise one prescribed burn and participate in two additional prescribed burns commensurate with their certification being renewed. The State Forester's representative will not accept documentation for prescribed burns which are completed more than five years prior to the applicant's date of application for renewal of a certificate.
- (5) The State Forester's representative shall establish uniform standards for what constitutes "successful performance" under this rule.

Certified Burn Manager certification requirements. Tests.

629-042-1030

- (1) The State Forester's representative:
- (a) shall provide for the development and administration of all tests required by this rule;
 - (b) shall establish a passing score for all tests required by this rule;
 - (c) may not administer the same test to an individual more frequently than once every 30 days; and
 - (d) may not prohibit the use of written reference material by individuals taking tests.
- (2) Individuals taking tests required by this rule:
- (a) shall display an approved government issued picture identification to the State Forester's representative or authorized Training Provider, prior to taking a test; and
 - (b) shall comply with all test taking requirements established by the State Forester's representative or authorized Training Provider.

- (3) Individuals shall successfully complete a test prior to requesting a certification book from the State Forester's representative.

Certified Burn Manager certificate investigation and revocation procedures

629-042-1035

- (1) The State Forester's representative may investigate any reported or observed dangerous or adverse situations for which a Certified Burn Manager has been alleged to be responsible.
 - (a) Upon the receipt of an allegation under this rule, the State Forester's representative may:
 - (A) investigate and prepare a written report; or
 - (B) direct that a certified wildfire investigator to investigate, prepare a written report and forward it to the State Forester's representative for review and approval.
 - (b) Following preparation of the written report required in (5)(a) above, the State Forester's representative shall determine as to whether the Certified Burn Manager was responsible for the reported dangerous or adverse situation.
 - (c) If the State Forester's representative determines that the Certified Burn Manager was responsible for a dangerous or adverse situation, the State Forester's representative shall determine as to whether the actions of the Certified Burn Manager were such to revoke the certification of the Certified Burn Manager.
- (2) The State Forester's representative may revoke a certificate if:
 - (a) sufficient evidence indicates that false information was submitted by a person making application to become a Certified Burn Manager such as, but not limited to, the entry of false information into a certification book submitted to the State Forester's representative pursuant to OAR 629-042-1020;
 - (b) a Certified Burn Manager has received a citation for a violation of ORS 477.515, 477.625, 477.720, 477.740, or OAR 629-043-0026(4);
 - (c) a Certified Burn Manager fails to comply with the required actions and activities set forth in OAR 629-042-1040;
 - (d) a Certified Burn Manager terminated their responsibility for supervision of a prescribed burn in violation of OAR 629-042-1045(2); or
 - (e) an investigation conducted pursuant to OAR 629-042-1035(1) reveals actions or activities which the State Forester's representative believes warrants revocation of a certificate.
- (3) The State Forester's representative shall revoke a certificate above only after providing thirty days prior written notice to the Certified Burn Manager.
- (4) Certificate revocation review and appeals procedures.
 - (a) Not more than 30 days following receipt of the written notice required by (3) above, a Certified Burn Manager may request a review of the revocation by the Certified Burn Manager Advisory Committee.

- (b) The Certified Burn Manager Advisory Committee shall conduct the requested review at the next schedule meeting after the receipt of a request made pursuant to (3)(a) above.
 - (c) Following completion of the review requested pursuant to (3)(b) above, the Certified Burn Manager Advisory Committee shall either affirm or cancel the revocation by majority vote.
 - (d) The State Forester's representative or the Certified Burn Manager whose certificate has been revoked may appeal the decision of the Certified Burn Manager Advisory Committee to the Board of Forestry, in the same manner as appeals under ORS 477.260(2).
- (5) An individual who has had their certification revoked is ineligible to apply for another certification for a period of 3 years.

Certified Burn Manager required actions and activities

629-042-1040

- (1) A Certified Burn Manager shall:
- (a) prepare or review a prescribed burn plan prior to ignition of a prescribed burn they will supervise. The plan shall be prepared in a format approved by the State Forester's representative; and
 - (b) confirm that the notification required by OAR 629-042-1055(1), to adjacent landowners, has been made, prior to ignition of a prescribed burn they will supervise; and
 - (c) be on site and maintain active supervision of the resources used on any prescribed burn the Certified Burn Manager is supervising:
 - (i) during the ignition phase; and
 - (ii) between the ignition phase and the initial stages of the mop-up phase when the prescribed burn exhibits or is expected to exhibit active burning.
- (2) When not required to be on site pursuant to (1), be readily available to return to a prescribed burn they are responsible for until:
- (a) the prescribed burn has achieved the conditions documented for transfer of liability within the prescribed burn plan; or
 - (b) the termination of responsibility notification required in (3)(b) has been made.
- (3) A Certified Burn Manager shall give notification to the ODF District of:
- (a) their assumption of responsibility for a prescribed burn; and
 - (b) their termination of responsibility for a prescribed burn.
 - (c) The notifications required in (3)(a) and (b) shall be:
 - (i) made in a manner approved by the State Forester's representative; and
 - (ii) made within time limits established by the State Forester's representative.
- (4) A Certified Burn Manager shall not permit any dangerous or adverse situation on any prescribed burn for which they have responsibility.

- (5) A Certified Burn Manager shall cooperate fully with an investigation undertaken by the State Forester's representative pursuant to OAR 629-042-1035(1).

Certified Burn Manager prohibited actions and activities

629-042-1045

- (1) A Certified Burn Manager may not use a certificate as the authority to supervise prescribed burning unless the burning conducted pursuant to ORS 526.360(1).
- (2) A Certified Burn Manager may not terminate their responsibility for a prescribed burn unless:
 - (a) they are immediately to be replaced by another Certified Burn Manager and documented on a form provided by the State Forester's representative; or
 - (b) the responsibility for the prescribed burn has been transferred to the landowner, in accordance with the criteria established in the prescribed burn plan, and documented on a form provided by the State Forester's representative; and
 - (c) the district has been notified pursuant to OAR 629-042-1040(3)(b).
- (3) The following persons may not use the title "Certified Burn Manager" and may not purport to be a Certified Burn Manager:
 - (a) an individual whose certificate has expired;
 - (b) an individual whose certificate has been revoked;
 - (c) an individual whose certificate is pending revocation, pursuant to the written notice set forth in OAR 629-042-1035(3); or
 - (d) An individual who has surrendered their certificate to the State Forester's representative.
- (4) A Certified Burn Manager shall not falsify records.

Limitations on the use of Certified Burn Managers

629-042-1050

A Certified Burn Manager shall only supervise:

- (1) prescribed burning activities as identified within an approved prescribed burn plan; or
- (2) prescribed burning for which they are certified to conduct; and
- (3) prescribed burning on forestland which is classified in accordance with ORS 526.328 or ORS 526.340.

Landowner required and prohibited actions

629-042-1055

- (1) A landowner who uses a Certified Burn Manager to supervise a prescribed burn shall:

- (a) make a bona fide attempt to notify all adjacent landowners about the prescribed burn. Such notification shall be made not more than 90 days prior to ignition of the prescribed burn; and
 - (b) provide, prior to ignition of the prescribed burn, a copy of the prescribed burning plan to any landowner notified pursuant to (1)(a) above, who requests a copy.
- (2) A landowner who uses a Certified Burn Manager to supervise a prescribed burn, once ignited, may not terminate the Certified Burn Manager's responsibility for a prescribed burn unless:
- (a) the prescribed burn has met the transfer conditions outlined in the approved burn plan; or
 - (b) the Certified Burn Manager is immediately replaced by another Certified Burn Manager; or
 - (c) the landowner has assumed responsibility for the prescribed burn and for execution of the prescribed burning plan prepared pursuant to OAR 629-042-1045(2)(b); and
 - (d) the district has been notified pursuant to OAR 629-042-1040(3)(b).

Certified Burn Manager Advisory Committee

629-042-1060

- (1) There is established in the Department of Forestry a Certified Burn Manager Advisory Committee consisting of seven members.
- (2) The Certified Burn Manager Advisory Committee shall provide recommendations to the State Forester's representative in administering the Certified Burn Manager Program as described in ORS 526.360(3).
- (3) The Certified Burn Manager Advisory Committee shall:
 - (a) meet at least twice each calendar year;
 - (b) advise the State Forester's representative on the administration of the Certified Burn Manager program; and
 - (c) conduct reviews of proposed certificate revocation, when requested pursuant to OAR 629-042-1035(4).
- (4) The Department of Forestry coordinates the activities of the Certified Burn Manager Advisory Committee and all sub-committees therein.
- (5) The Certified Burn Manager Advisory Committee shall consist of members broadly representative of the industries, associations, and professions involved in the planning and conduction of prescribed fire and land management activities.
- (6) In addition to the members designated in section (5) of this rule, representatives of the following federal agencies shall be invited to serve as ex-officio members of the advisory committee:
 - (a) A representative of the United States Forest Service.
 - (b) A representative of the United States Bureau of Land Management.

- (c) A representative of the United States Bureau of Indian Affairs.
- (7) The State Forester's Representative shall serve as secretary for the committee.
- (8) Applying for an appointment to the Certified Burn Manager Advisory Committee.
- (a) Priority in selection shall be given to applicants holding a Certified Burn Manager Certificate, then to prescribed fire practitioners.
 - (b) Any interested person may submit a completed interest form to the Department of Forestry to apply for an appointment to the Certified Burn Manager Advisory Committee.
 - (c) An interest form must be submitted to the Department of Forestry to be considered for an appointment to the Committee. Interest forms are available on the Department of Forestry's website or by email upon request.
 - (d) Completed interest forms will be kept on file for a period of two years for future consideration. Interest forms will be destroyed after two years have elapsed from the date the form was received by the Department of Forestry.
 - (e) The Department of Forestry will acknowledge receipt of each completed interest form.
 - (f) Certified Burn Manager Advisory Committee members will be appointed by the State Forester.
 - (g) Committee members may serve two consecutive 3-year terms; however, initial terms may be adjusted to ensure Committee stability.
- (9) Vacancies
- (a) A vacancy exists when a Committee member subject to this rule completes the term for that position: resigns; becomes incapacitated or is otherwise incapable of performing the duties of a member; has been removed from the appointment for just cause; is not reappointed; is no longer employed in the position that the appointment represents; or is no longer affiliated with the association or organization that the appointment represents.
 - (b) Any vacancy subject to this rule will be filled in the same manner as an initial appointment.
- (10) The Committee's decisions regarding an appointment to a Certified Burn Manager Advisory Committee subcommittee are final and are not subject to appeal.
- (11) The chairperson or State Forester's Representative may remove an appointed member for just cause.

Training Provider accreditation, Suspension, and Revocation

629-042-1065

- (1) A training provider shall obtain accreditation from the State Forester's representative prior to conducting or documenting training required by OAR 629-042-1025.
- (2) To request accreditation, prospective training providers shall make application to the State Forester's representative and sign an accreditation agreement.
- (3) Training providers will not be considered accredited until the State Forester's representative reviews and approves their application.

- (4) Applications shall include, but will not be limited to:
- (a) a list of the specific initial and/or renewal training to be provided or documented; and
 - (b) evidence the person has had at least two years total experience either teaching adults or working in the area of expertise covered by the specific training to be provided or documented.
- (5) Accreditation agreements shall include, but will not be limited to:
- (a) a requirement to provide training using only curricula or course manuals approved by the State Forester's representative;
 - (b) a requirement to send all training completion records to the State Forester's representative within a specified period of time;
 - (c) a requirement to maintain training completion records for a minimum of six years;
 - (d) a requirement to document successful completion of a training requirement of OAR 629-042-1025 or a test required by OAR 629-042-1030 only for which they are accredited and for which they have personal knowledge that the person has properly completed the task being documented; and
 - (e) a requirement that no entry of false information be made into a certification book to be submitted to the State Forester's representative.
- (6) Suspension of documentation authority.
- (a) The State Forester's representative may immediately suspend the documentation authority of a training provider at any time the State Forester's representative determines the training provider has failed to comply with all requirements of the accreditation agreement.
 - (b) Within 30 days of suspending the documentation authority of a training provider, the State Forester's representative must either initiate action to revoke the accreditation of the training provider or restore the documentation authority of the training provider.
- (7) The State Forester's representative may revoke the accreditation of a training provider at any time the training provider fails to comply with all requirements of the accreditation agreement.
- (a) The State Forester's representative shall revoke an accreditation only after providing thirty days prior written notice to the training provider.
 - (b) Accreditation revocation review and appeals procedures:
 - (i) Not more than 30 days following receipt of the written notice required by (2)(f)(A) above, a training provider may request a review of the proposed revocation by the Certified Burn Manager Advisory Committee.
 - (ii) The Certified Burn Manager Advisory Committee shall conduct the requested review at its next scheduled meeting after the receipt of a request made pursuant to (2)(f)(B)(i) above.
 - (iii) Following completion of the review required pursuant to (2)(f)(B)(ii) above, the Certified Burn Manager Advisory Committee shall either affirm or cancel the proposed accreditation revocation action.
 - (iv) The State Forester's representative or the training provider whose accreditation has been proposed for revocation may appeal the decision of the Certified Burn Manager Advisory Committee to the Board of Forestry, in the same manner as appeals under ORS 477.260(2).

- (8) The State Forester's representative may revoke the training provider accreditation of employees of the Oregon Department of Forestry and to employees of a forest protection association without the need to comply with the requirements of this rule.

Fees

629-042-1070

- (1) To cover the cost of materials and testing for the Certified Burn Manager program, the application fee for an initial certificate shall be \$50.00.
- (2) Training providers may charge reasonable fees for the training they provide or document.

DRAFT

STAFF REPORT

Agenda Item No.:	4
Topic:	*Executive Session
Date of Presentation:	July 20, 2022
Contact Information:	Oregon Department of Justice and Oregon Department of Forestry

SUMMARY

The Board will meet in Executive Session for the purpose of conferring with legal counsel regarding the Board's rights and duties related to current litigation likely to be filed pursuant to ORS 192.660 (2)(h).

The 2023-2025 Agency Budget Development staff report and attachment are in production, and item is postponed until further notice.

Board website: <https://www.oregon.gov/ODF/Board/Pages/BOFMeetings.aspx>

Agenda Item No.:	6
Work Plan:	Forest Resources
Topic:	Water Quality
Presentation Title:	Update on the Department of Forestry and Department of Environmental Quality Collaboration
Date of Presentation:	July 20, 2022
Contact Information:	Josh Barnard, Division Chief, Forest Resources Division, 503-551-8568, Josh.W.Barnard@odf.oregon.gov Adam Coble, Forest Health and Monitoring Manager, Forest Resources Division, 503-779-7493, Adam.Coble@odf.oregon.gov Rebecca McCoun, Riparian & Aquatic Specialist, Forest Resources Division, Rebecca.L.McCoun@odf.oregon.gov Jennifer Wigal, Water Quality Administrator, DEQ

SUMMARY

The Oregon Department of Forestry (ODF) and the Department of Environmental Quality (DEQ) are working collaboratively to share information and implement state water quality program objectives as outlined in the ODF and DEQ Memorandum of Understanding (MOU) signed on December 9, 2021. This agenda item is informational only on progress under the MOU.

CONTEXT

Some of Oregon’s rivers and tributaries do not meet the US Environmental Protection Agency’s (EPA) water quality standards for one or more of the following water quality parameters: bacteria, mercury, temperature, dissolved oxygen, and turbidity. These standards assure that beneficial uses of the river and tributaries (e.g., recreation and fish consumption) are protected. When water quality standards are not met, the federal Clean Water Act requires a Total Maximum Daily Load (TMDL) to be established. A TMDL determines how much pollution can be added to the river without exceeding water quality standards. Oregon Administrative Rules (OAR 340-042-0040(4)(I)(G)) require DEQ to identify persons, including Designated Management Agencies (DMA) that are responsible for implementing management strategies and sector-specific or source-specific implementation plans. A DMA is “a federal, state or local governmental agency that has legal authority over a sector or source contributing pollutants and is identified as such by DEQ in a TMDL” (OAR 340-042-0030(2)). Under OAR 340-042-080(2), ODF is the DMA for water quality protection from nonpoint source discharges or pollutants resulting from forest operations on non-federal forestlands within the state.

BACKGROUND AND ANALYSIS

In 2020, the Board directed ODF staff to work closely with DEQ to incorporate information from Total Maximum Daily Loads (TMDLs) into ODF’s stream side protection analyses to help determine if forestry rules sufficiently protect water quality. This direction led to an interagency process to revise the existing MOU, which was over 20 years old.

In 2020, with support from a facilitator, ODF and DEQ embarked on an interagency collaboration to align water quality efforts and processes to meet water quality goals. After receiving and incorporating public comment in the fall of 2021, a final ODF and DEQ MOU, outlining the commitments of each Agency, was signed by ODF and DEQ on December 9, 2021.

Beginning in January of 2022, DEQ and ODF managers and staff have been meeting monthly to provide updates on each agency's water quality priorities, rule making efforts, planning, and program development processes and timelines. In this presentation, ODF and DEQ will provide an update on the progress of this collaboration.

RECOMMENDATION

This agenda item is informational only.

NEXT STEPS

The department will provide updates annually on this interagency effort.

ATTACHMENTS

None

Agenda Item No.:	7
Work Plan:	Fire Protection
Topic:	Prevention Program Advancement
Presentation Title:	Overview of wildfire prevention in Oregon
Date of Presentation:	July 20, 2022
Contact Information:	Mike Shaw, Chief – Fire Protection 503-945-7204, Michael.H.Shaw@odf.oregon.gov Tim Holschbach, Deputy Chief – Policy & Planning 503-945-7434, Tim.J.Holschbach@odf.Oregon.gov Joy Krawczyk, Public Affairs Director 503-945-, Joy.P.Krawczyk@odf.oregon.gov

SUMMARY

The purpose of this agenda item is to provide the Board with an overview of the Department's wildfire prevention program, including education, partnerships, and regulatory actions. This is an informational item.

Agenda Item No.:	8
Work Plan:	Administrative
Topic:	Macias, Gini & O’Connell (MGO) Recommendations
Presentation Title:	MGO Department Implementation Management Plan Progress
Date of Presentation:	July 20, 2022
Contact Information:	Bill Herber, Deputy Director for Administration (503) 945-7203 bill.herber@odf.oregon.gov Sabrina Perez, Senior Strategy Manager (503) 945-7311 sabrina.perez@odf.oregon.gov

SUMMARY

The department will provide a joint update with Macias, Gini, and O’Connell (MGO) reviewing the department’s progress on the implementation of MGO recommendations.

CONTEXT

Previously, the department presented the results of an independent external review of the agency’s financial management structure and processes related to wildfire costs as conducted by MGO and an accompanying Implementation Management Plan from the department developed to address the recommendations. Subsequent presentations have included updated versions of the plan and results of the 2021-23 Legislatively Adopted Budget where additional capacity and funding were provided to aid in implementing the recommendations and further engage MGO in direct technical assistance and reporting. MGO updates are a key topic in the Board’s 2022-2024 Administrative Work Plan with continued refinement of the Implementation Management Plan and regular reporting intervals planned throughout the biennium to keep the Board apprised of progress on milestone deliverables and full implementation of the recommendations.

BACKGROUND

In late 2019, Governor Kate Brown established the Forestry Financial Oversight Team to support the Department of Forestry in the financial management of increasingly complex and expensive wildfire season costs. The Team pursued two primary tasks: 1) hire an independent contractor to provide recommendations for structural changes to expedite and standardize the processing of financial transactions associated with wildfire costs, and 2) evaluate options for a financial structure and cash flow management system that recognizes the reality of seasonal borrowing to support wildfire response.

Macias, Gini, & O’Connell LLP (MGO), a CPA and advisory firm, was hired by the Department of Administrative Services to perform a review and assessment of the Department of Forestry’s (ODF) fire finance operations, including accounts receivable, accounts payable, and district fire budgeting. Once this work was completed, MGO presented a final report to the Joint Committee on Ways & Means, Subcommittee on Natural Resources, on May 5, 2021. MGO’s report highlighted 28 observations and recommendations in the five original areas of concern: budgeting, financial resources, information technology, oversight, and policies and procedures. Within this report were management responses from ODF executive leadership, developed through collaboration with leadership throughout the organization. These responses proposed plans of action to mitigate the risks identified by MGO and initiated efforts to define sequenced implementation to operationalize the recommendations.

From preliminary work with MGO, and further development upon receipt of the final report, ODF developed a comprehensive Implementation Management Plan consisting of key deliverables and actions necessary for the agency to mitigate risk, implement structural changes, and refine financial processes to reflect the reality of increasingly large wildfires. It is anticipated this plan will have multiple iterations as each recommendation progresses through a lifecycle of cascading refinement in planning, and milestone achievements are accomplished. The first version of this comprehensive plan was presented to the Board in June, updated versions were shared in September, January, and April, and the next iteration will be presented in November.

Legislative Funding

Additional funding was provided to ODF through its 2021-23 Legislatively Adopted Budget to support the implementation of the recommendations. These investments are detailed in the 2021 Senate Bill 5518 to include: 1) Policy Option Package 200 transferring eight positions to Agency Administration from the Fire Protection Division as recommended by MGO and establishing four new financial permanent, full-time positions to ensure enhanced financial oversight for fire finance functions and the agency overall; 2) Policy Option Package 173 continues work in administrative modernization, establishing seven new positions to align and enhance administrative functions across the department by streamlining processes, addressing outdated information systems, and providing agency-wide data management services; and 3) Policy Option Package 801 includes three limited-duration positions to provide dedicated capacity to recommendation implementation and an additional \$500,000 to continue the contractual relationship with MGO to provide direct implementation, technical assistance, oversight, and reporting as directed by a budget note.

Organizational Response to Investments and Status

In response to these investments and others made across the organization by the Legislature, the department led an internal effort to realign strategic and operational structures to enable the department to be more strategic, proactive, efficient, and effective in its work. Architecturally, the agency established a new Planning Branch where agency-wide planning functions are housed, strategically tying the work of the Administrative and Operations branches together through executive leadership roles joined together within the new Director's Office. Notably, this shift in roles allows the new Admin Modernization Program within the Administrative Branch to begin taking shape as it works to implement Policy Option Package 173. ODF received new leadership last fall with Cal Mukumoto appointed as State Forester. Cal had previously been serving as the project manager for MGO implementation.

Recruitments are actively underway for lead positions in the Admin Modernization Program (Policy Option Package 173) with subsequent team member positions working through recruitment in the coming months.

Since we last reported in April, one of the two limited duration positions from Policy Option Package 801 originally filled in February is now vacant again. We are shifting workload to accommodate the change in the interim and will be further recruiting to fill the limited duration position again.

An agreement secured with a change management consultant, Olympic Performance, Inc., positioned the agency to ensure appropriate support was available for staff during the implementation of Policy Option Package 200 and MGO Recommendation #20 where the fire finance positions transferred from the Protection Division to Agency Administration. The transitioning process was complete as the new year began and follow-up reviews are anticipated later in the year to assess operations.

The department finalized the work order contract with Macias, Gini, and O’Connell (MGO) as referenced in Policy Option Package 801 last fall and MGO joined the department in formal presentations to the Board of Forestry and the Oregon Legislature, Joint Committee on Ways & Means in January. Further services to be provided under the contract include ongoing assessments of ODF’s implementation efforts, identification of improvements or gaps in desired outcomes of the MGO report and the implementation management plan, and recommendations to adjust deliverables or timelines of the project in alignment with priorities identified by MGO, progress monitoring and reporting both internally and externally, collaborative consultation on the context of MGO recommendations, direct technical assistance on implementation deliverables as requested by ODF, and formal presentations at regular intervals throughout the biennium.

Implementation Progress

Macias, Gini, and O’Connell (MGO) recently completed a [formal review in April](#) of the department's overall planning efforts and progress made to date on select recommendations. Outcomes of the review were positive, showing successful mitigation and lowering of risk across several of the recommendations, as well as recognition of areas where continued monitoring is necessary to assure implementation of noted deliverables. Subsequent reviews will be performed by MGO through mid-2023 with continued reporting to the Board of Forestry. MGO will join the department in July presenting an update for this agenda item and highlights from their second assessment review of the department’s progress towards implementation (Attachment 1).

RECOMMENDATION

This is an informational item.

NEXT STEPS

Department staff will continue to refine the Implementation Management Plan, reporting on milestone deliverables and progress to fully implement MGO’s recommendations while incorporating the technical assistance of MGO to assure the agency is addressing any gaps in desired outcomes.

ATTACHMENT

- 1) MGO Implementation Management Plan Review June 2022

OREGON DEPARTMENT OF FORESTRY
Implementation Management Plan Review

June 2022



Certified
Public
Accountants

OREGON DEPARTMENT OF FORESTRY
Implementation Management Plan Review

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OREGON DEPARTMENT OF FORESTRY
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OVERVIEW

Macias Gini & O'Connell LLP (MGO) was engaged by the Oregon Department of Administrative Services (DAS) to provide an independent third-party assessment of the Oregon Department of Forestry's (ODF) Accounts Receivable (AR) and Accounts Payable (AP) practices. MGO performed the work in accordance with the Statements on Standards for Consulting Services issued by the American Institute of Certified Public Accountants. The objective of the engagement was to review, reconcile, evaluate, and make recommendations on ODF's:

- AR and AP functions as a whole.
- AR and AP policies and procedures.
- Policy and procedures involving the Federal requirements for submission of claims and reimbursement, focusing on the Federal Emergency Management Agency (FEMA) Fire Management Assistance Grant (FMAG) Program.
- AR and AP statutory and policy structure.

The final report was published on April 22, 2021 and contained 28 recommendations in the thematic areas of budgeting, financial resources, information technology, oversight, and policies and procedures. The report also categorized recommendations into the three risk categories of high, medium, and low. In October 2021, MGO was engaged by ODF to assess the status of the Implementation Management Plan (IMP).

SCOPE AND OBJECTIVES

The scope of our review includes the assessment of the implementation activities related to the 28 recommendations in the April 2021 MGO Report. The objectives of the review are to:

1. Assess the status of the IMP and ODF's efforts to implement the MGO recommendations.
2. Monitor ODF progress by providing written status reports and making recommendations for keeping implementation on time and in alignment with objectives.
3. Provide background, observations, and context of MGO recommendations.

This is the second review cycle of ODF's progress towards recommendation implementation and covers the period of May 1, 2022 through June 30, 2022. The first report was issued in April 2022 and covered the period of April 2021 (the release of the report) through April 2022. Each report has focused review on a subset of recommendations as compared to all recommendations in their entirety.

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Implementation Management Plan Review

METHODOLOGY FOR IMPLEMENTATION MANAGEMENT PLAN REVIEW

To assess and monitor the status of the IMP, we:

1. Reviewed the MGO April 2021 Report to identify the documentation necessary to deem recommendations implemented.
2. Completed a recommendation prioritization matrix, organized by category (e.g., policies and procedures, information technology, etc.), theme (e.g., cost share agreements, cost estimates, etc.), risk rating (low, medium, and high), and due date to identify the items of primary focus for this round of review. We also inquired with ODF as to recommendations that have been implemented or that demonstrated significant progress towards completion. Risk ratings were based on the definitions below.

High	<ul style="list-style-type: none"> • Design of controls is ineffective in addressing key risks or no process exists to manage the risk. • Controls/policies/procedures documentation is incomplete, unclear or outdated, not monitored and/ or does not exist. • Controls are not in operation or have not yet been implemented. • There is non-compliance with laws/regulations/policies/procedures and there are opportunities to develop new controls to provide a more appropriate level of assurance. • Immediate need for corrective and/or improvement actions to be undertaken.
Medium	<ul style="list-style-type: none"> • Design of controls only partially addresses key risks and does not provide adequate assurance that all objectives will be achieved. • Controls/policies/procedures are documented, up-to-date, and monitored, but there are some gaps in the documentation relied upon to provide evidence that the key controls are operating effectively. • Controls are not operating consistently and/or effectively or have not been fully implemented. Identified general compliance with laws regulations/policies/procedures with a few minor exceptions. • There are some opportunities to improve existing controls, strengthen compensating controls and/or awareness of the controls. • There is a cost/benefit advantage to implement improvement opportunities.
Low	<ul style="list-style-type: none"> • Design of controls is adequate in addressing key risks, providing a reasonable level of assurance that objectives are being achieved. • Controls/policies/procedures are documented, up-to-date, and monitored. • Controls are fully implemented and operating effectively and efficiently. • Identified high level of compliance with laws/regulations/policies/procedures. • Some improvement opportunities have been identified but not yet actioned.

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3. Requested documentation for recommendations under review and created a ShareFile to serve as a central repository for document facilitation. For this period of review, items for review pertained to foundational documentation (e.g., policies and procedures), high-risk items, and items that had overlap with multiple recommendations.
4. Evaluated and submitted documentation against criteria identified for deeming the recommendations implemented and via conversations with ODF staff.
5. Summarized the recommendation status and rationale in this report. Recommendation implementation is classified as follows:
 - a. **Implemented** – the corrective actions and/or advisements proposed in the recommendation have been met.
 - b. **In Progress** – clear demonstration of efforts to implement the recommendation have been initiated or may have been initiated and placed on hold due to resource needs.
 - c. **Not Under Review** – the recommendations were not included during the review cycle due to reasons such as corrective actions and/or advisements have not been initiated, other recommendations were prioritized, etc.

This process is flexible to account for items that are high-risk, items that may become higher priority over time, and the timeliness of implementation pending available resources.

DISCLAIMER

The results of the assessment reported do not constitute an examination made in accordance with attestation standards, the objective of which would be to express an opinion or conclusion, respectively we do not express such an opinion or conclusion. Furthermore, this includes any opinion or representation related to the accuracy or completeness of the information provided by management. The sufficiency of the scope is solely the responsibility of the ODF. We make no representation regarding the sufficiency of the scope of services to identify all significant matters or reveal errors in the underlying information, instances of fraud, or illegal acts, if any. We have no obligation to update this report or to revise the information contained herein to reflect events and transactions occurring subsequent to the date of this report. This report is intended solely for the information and use of the Board of Forestry and ODF management and is not intended to be, and should not be, used by anyone other than the specified parties.

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RECOMMENDATION STATUS

During the last review cycle, five recommendations were deemed implemented with the risk ratings lowered.

				Risk Rating as of April 2022		
	Rec	Category	Theme	High	Medium	Low
Implemented	1	Policies & Procedures	Cost Share Agreements			X
	2	Policies & Procedures	Cost Share Settlements			X
	3	Policies and Procedures	Cost Share Collections			X
	16	Oversight	Board of Forestry Oversight			X
	27	Information Technology	OregonBuys			X

Source: MGO Oregon Department of Forestry Implementation Management Plan Review, April 2022

In summary, for Recommendations 1, 2, and 3, ODF developed policies and procedures for cost share agreements, cost share settlements, and cost share collections. ODF and the Oregon Board of Forestry (BOF) coordinated to implement Recommendation 16 by codifying the BOF financial oversight policy entitled Financial Oversight of the Board of Forestry. Lastly, Recommendation 27 focused on transitioning vendors to the use of OregonBuys as the primary system for end-to-end eProcurement processing.

For this review cycle, we confirmed the following during our review:

- 3 more recommendations were fully implemented.
- 2 recommendations are now in progress with no changes in risk rating.
- 7 recommendations remain in progress from the April 2022 review with no changes in risk rating.

Additionally, the seven recommendations deemed as in progress during the April 2022 review were not reviewed during this cycle because not enough time had elapsed to see any substantial progress.

The five recommendations reviewed this cycle pertain to control activities and information and communication. As defined by the *Committee of Sponsoring Organizations of the Treadway Commission (COSO) Internal Control Integrated Framework*, control activities help ensure that management’s directives for mitigating risks that may prevent the achievement of organizational goals are executed. Control activities include actions such as authorizations and approvals, verifications, reconciliations.

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Additionally, COSO states that obtaining or generating relevant and quality information is essential for successfully executing organizational objectives. Communicating this information internally and externally provides transparency, clear messaging regarding organizational performance, and supplements decision-making.

The recommendations under review this cycle center around:

- annual rate assessment calculations.
- reducing duplication of and increasing communication during the field audit financial review process.
- budgeting methodologies and reconciliation.
- FEMA claims status reporting.

The summarized status of all recommendations not implemented as of April 2022 is presented in the table on the following page.

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MGO Recommendation Implementation Status as of June 2022

				Risk Rating as of June 2022		
Rec	Category	Theme	High	Medium	Low	
June 2022 Review						
Implemented	12	Budget	Annual Rate Assessment	↓		X
	23	Budgeting	Budgeting Requirements		↓	X
	24	Budgeting	Budgeting Reconciliation		↓	X
In Progress	18	Oversight	Change Management		-X	
	26	Policies & Procedures	FEMA Claim Status Reporting			-X
April 2022 Review						
In Progress	4	Policies & Procedures	Cash Flow Projections		X	
	7	Information Technology	Cost Estimates		X	
	9	Policies & Procedures	AP		X	
	13	Oversight	Oversight Reports		X	
	15	Oversight	ODF Standardized P&P		X	
	17	Oversight	District Finance/Accounting Oversight		X	
	20	Finance/Accounting Resources	Finance/Accounting Resources		X	
Not Yet Reviewed						
Not Under Review	5	Policies & Procedures	Accounts Receivable Collections	X		
	6	Information Technology	Policies and Procedures Storage	X		
	8	Information Technology	BRIO Report Access	X		
	10	Information Technology	Electronic Records	X		
	11	Information Technology	Information Technology Systems	X		
	14	Training	Training		X	
	19	Policies & Procedures	Invoicing		X	
	21	Finance/Accounting Resources	Finance/Accounting Skillsets		X	
	22	Information Technology	ODF Online Financial Reporting System		X	
	25	Policies & Procedures	Operating Associations Advances			X
	28	Budgeting	Encumbrances			X

X is the current rating of the recommendation as of June 2022.
 For those recommendations considered in this review cycle:
 ↓ in the box means the risk rating as of June 2022 has been lowered.
 ↑ in the box means the risk rating as of June 2022 has been increased.
 – in the box means the risk rating as of June 2022 has not changed since last defined.

OREGON DEPARTMENT OF FORESTRY
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AREAS TO HIGHLIGHT

In this review cycle, three of the five recommendations under review have been deemed implemented. Recommendations 12, 23, and 24 focused on formalizing policies and procedures for calculating the annual rate assessment, also known as Actual Cost Computations (ACC), and creating consistency in budgeting methodologies and reconciliation between the ODF Administrative Branch and the Field Protection Districts (FPDs)/District Offices.¹ Detailed observations for these recommendations are in the **Implemented** section of this report.

ODF has also made substantial progress in enhancing and reducing duplication in its field audit procedures (Recommendation 18). It has also improved the communication of FEMA claim status reporting between the ODF Administrative and Operations Branch and Protection Division Leadership (Recommendation 26). More detailed observations are provided in the summaries for these recommendations in the **In Progress Reviewed June 2022** section of this report.

AREAS FOR CONTINUED MONITORING

ODF is currently in transition to enhance the mechanisms for storing, consolidating, analyzing, and disseminating financial data. For example, ODF is converting from using BRIO Report Access as the query system for generating ad hoc financial reports for budget development and review to the Oracle Business Intelligence Suite Enterprise Edition (OBIEE) platform. As such, ODF is working to enhance its financial data systems and controls through the development and eventual implementation of a financial web management portal. The portal will further reduce the need for manual data entry, be a central repository for source data, and have centralized oversight for tracking, reviewing, reconciling, and overseeing the financial reporting process. The portal development and implementation process are anticipated through the end of 2023.

Given these developments, although aspects of a recommendation may be tied to the development of the web portal, the recommendation may still be deemed implemented because taken collectively, ODF's corrective actions meet the intent of that recommendation and interim steps mitigate control concerns. These reports will continue to monitor the status and progress of the web portal and will continue to adjust the risk ratings accordingly for all recommendations associated with the system.

Lastly, we encourage input from the Board and ODF regarding which recommendations to prioritize. We will factor the feedback into our next cycle of review.

¹ The term District Offices is a term that is inclusive of district, state, and unit headquarters, as well as the protection districts and units within the Oregon Department of Forestry.

IMPLEMENTED

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ANNUAL RATE ASSESSMENT

Recommendation Number: 12
Implementation Status: Implemented
Risk Rating: Report: High June 2022 Review: Low

Recommendation

Formal policies and procedures should be implemented to define the process for setting the ACC (Actual Cost Computations) rates. The ACC rate determination should be as systematic as possible and manual data entry or potential for manipulation should be limited.

Key Items to Deem Recommendation Implemented

1. Formalized, written, P&Ps for setting ACC Rates, including methodology for calculation and ODF review prior to approval.

2. Demonstration of limited manual data entry and controls for data manipulation.

Implementation Status Analysis

This recommendation is implemented with the risk rating reduced to low. The core issues identified in April 2021 report were that: 1) Annual Cost Computations (ACC) rates were calculated manually in excel and with editable cells, complex calculations, and data inputs requiring multiple sources of documentation for input; and 2) ACC rates were completed by the District Forester and not reconciled to excel calculations and that rates were approved by the Fire Protection District's (FPD) Board prior to ODF review. The use of unprotected documents and overly complex calculations could result in inaccuracies whether due to error or fraud and/or the overallocation of mismanagement of funds.

Based on discussions and a review of documentation, ODF has reduced the use of unprotected documents for calculating ACC rates. Notably, ODF has locked cells in excel spreadsheets to prevent deletions or changes to formulas and other template formatting to improve version control. In its Integrated Fiscal Budget Instructions ODF references these changes as a result of its response to MGO recommendations.

ODF is working to further improve the ACC rate controls with the anticipated development and implementation of a web management portal that will further reduce manual data entry, be a central repository for source data, and remain under the oversight of appropriate staff and management to track, review, and oversee the process and financial reports produced. Monitoring for the progress of the portal development is associated with other recommendations (e.g., recommendations 23 and 24).

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Additionally, ODF has established formal policies and procedures for calculating the rates and requiring ODF management review prior to board approval. Specifically, ODF has: 1) revised its fiscal budget instructions; 2) revised the ACC rate template as previously described; 3) reviewed statutes and is considering changes to relevant sections; and 4) formalized the procedures for ODF review prior to rate approval. For example, the FY 2023 Fire Protection Division Integrated Budget Instructions Memo instructs all districts to send their budgets to ODF Administrative Branch for review two weeks prior to their association meetings.

BUDGETING REQUIREMENTS

Recommendation Number: 23

Implementation Status: Implemented

Risk Rating: Report: Medium **June 2022 Review:** Low

Recommendation

The overall objectives of the agency and the District Offices should be consistent allowing for consistency in budgeting methodologies.

Key Items to Deem Recommendation Implemented

1. Demonstration that the ODF Administrative Branch and District Office’s budget processes and methodologies are consistent.

Implementation Status Analysis

This recommendation is implemented with the risk rating reduced to low. The core issue identified in April 2021 report was that the ODF Administrative Branch biennial budget process and methodology were inconsistent with the District Office’s annual (fiscal year) budget process. Gaps between the biennial and annual budget processes could lead to misallocation and/or mismanagement of funds.

As presented in statute, the budget processes serve two different purposes. Through the biennial process, the legislature determines the amount of funding needed by the agency to manage its obligations. Field Protection Districts/District Offices complete annual budgets to provide an adequate level of fire protection within its districts. This concept in statute also articulates the responsibility of landowners to provide adequate protection (levied through rates) and the Board of Forestry to approve annual budgets (to ensure the adequate level of protection is met).

Based on discussions and a review of documentation, including ODF’s internal analysis of its budgeting process, ODF has refined its budgeting methodology and processes to provide consistency and alignment between the biennium and annual budgets. Notably, ODF’s FY 2023 Integrated Fiscal Budget Instructions

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and the FY 2023 Protection Division Budgeting Instructions advise District Offices to: 1) provide adequate levels of protection; 2) develop budgets in conjunction with the implementation of the 21-23 Biennial Budget; and 3) send all budgets to ODF Administrative Branch for review two weeks prior to Association meetings to ensure the budgets are aligned statewide.

Additionally, budget instructions provide direction on expense coding to create consistency for items such as separating expenses and revenues separately within fund types, and ensuring readiness and suppression codes are coded correctly, etc.

Lastly, ODF is working to further improve budgeting controls through budget data automation and strengthening tracking and storage systems. For example, ODF is working to develop and implement a web portal for budget development and in time creating a central repository for documents through the creation of a document management system to replace the current use of SharePoint. Monitoring for the progress of the portal development is associated with other recommendations (e.g., recommendations 12 and 24).

BUDGETING RECONCILIATION

Recommendation Number: 24
Implementation Status: Implemented
Risk Rating: Report: Medium June 2022 Review: Low

Recommendation

The ODF Administrative Branch should perform a reconciliation between the ODF agency wide biennial budget and the Field Protection Districts'/District Offices annual budgets. Discrepancies should be noted and addressed, including communication to the Board of Forestry.

Key Items to Deem Recommendation Implemented

1. Demonstration of reconciliation between ODF agencywide biennial budget and Field Protection Districts'/District Offices annual budgets.

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Implementation Status Analysis

This recommendation is implemented with the risk rating reduced to low. The core issue identified in the April 2021 report was that the ODF agencywide budget to actual process did not include reconciliation at the Field Protection District (FPD)/District Office level. Inconsistencies between the budgets could lead to potential revenue and cash shortfalls.

Within ODF's budgeting process, generally, the same financial data is used for tracking, budgeting, and reconciling. As such, a system connecting these processes will create automation, centralized tracking of data, consistency of data entry, and centralized oversight of financial inputs and outputs.

ODF is looking to enhance its tracking, budgeting, and reconciliation, through development and implementation of a web portal. Monitoring for the progress of the portal development is associated with other recommendations (e.g., recommendations 12 and 23).

In the interim, ODF has instituted controls to minimize errors and manipulation in its current budgeting systems, such as not allowing the modification of beginning and ending balances, changing of equations and fields, etc. Additionally, budget advisements sent to the District Offices simplify the coding of expenses, which improves financial data entry consistency, tracking, and reconciliation.

Additionally, ODF's FY 2023 Integrated Fiscal Budget Instructions and the FY 2023 Protection Division Budgeting Instructions advise District Offices to develop budgets in conjunction with the implementation of the 21-23 Biennial Budget and send all budgets to ODF Administrative Branch for review two weeks prior to Association meetings to make sure the budgets are aligned statewide.

IN PROGRESS REVIEWED JUNE 2022

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CHANGE MANAGEMENT

Recommendation Number: 18
Implementation Status: In Progress
Risk Rating: Report: Medium **June 2022 Review: Medium**

Recommendation

Financial data by incident should be reviewed by appropriate personnel, including the ODF Operations and Administrative Branch and key finance and accounting personnel within the Field Protection Districts/District Offices, on an ongoing and timely basis. Changes in finance and accounting processes and procedures should be properly documented through updates in policy or procedure documents and communicated timely.

Key Items to Deem Recommendation Implemented

1. Demonstration that financial data by incident is reviewed by appropriate personnel, including the establishment of ongoing and timely reporting.

2. Demonstration that changes in policies and procedures are updated and communicated timely.

Implementation Status Analysis

This recommendation is in progress with the risk rating remaining medium. The core issues identified in the April 2021 report were that: 1) Emergency Fire Cost Committee (EFCC) and Field Protection District (FPD) audits were duplicative; and 2) changes resulting from reviews and audits were not communicated to FPDs/District Offices consistently or timely. Additionally, an observation was included that reviews did not extend beyond surface-level financial data to include considerations of reasonableness.

Lack of timely and comprehensive review of incident financial data and timely communication of changes to policies and procedures resulting from these reviews could lead to inefficiencies and inaccuracies or incompleteness in financial data. Moreover, it could also result in a lack of financial accountability within the FPDs.

Based on discussions and a review of documentation, ODF has consolidated the EFCC and FPD audits. While each audit serves specific purposes and is bound to specific criteria and/or statutes for eligibility, the process for compiling data shared between both processes reduces duplication. Moreover, key personnel involved in both processes has been defined and consists of the District Forester and District

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Business Manager, EFCC staff including the Administrator, Lead Auditor, and Finance Coordinator, and ODF staff including the Finance Manager and Protection Accountant.

ODF has also improved the timeliness and consistency of disseminating changes, updates, and reminders resulting from reviews and audits. ODF communicates these observations to all ODF staff annually via its Lessons Learned from Large Fire Audits report. For example, the 2020 fire season audits were completed in May 2021 and lessons learned were disseminated to all ODF staff in June 2021. Lessons learned for the 2021 fire season are in process of being compiled.

As it relates to reasonableness, ODF noted that a more extensive financial review to assess reasonableness would be difficult because there are varying factors that can determine why two seemingly similar fires can have vastly different expenditures. Given the complexity and agility necessary for assessing fire expenditures, reasonableness for the purposes of evaluating recommendation implementation will be based on a combined measure of the financial assumptions of accuracy and completeness, as well as management review and results of audits. Notably:

- **Accuracy** – upon improvements to systems for reporting and entering data, financial data may be less susceptible to unauthorized changes and designed with clear instructions and controls for data entry. The web portal is intended to ease data filtering and compilation, be a central repository for source data used in ODF financial reports and reduce the risk of data manipulation.
- **Completeness** – with the web portal centralizing source data (all information in system is compiled from reliable sources such as GIS, County data, etc.) and ODF creating standards and guidance for audit reviews, the information taken holistically provides a comprehensive data set for analysis and thorough consideration of multiple factors that provide support for expenditures.
- **Management Review and Audits** – management review includes a review of reasonableness, based on conducting audits with financial data that is accurate and complete and based on knowledge of existing fire season trends, professional judgment, and reviews of lessons learned and previous audits.

This recommendation will remain open to monitor the transition from the use of the discontinued BRIO query tool to the current use of Oracle Business Intelligence Suite Enterprise Edition (OBIEE), and to monitor the progress of the eventual development and implementation of the financial web management portal.

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FEMA CLAIM STATUS REPORTING

Recommendation Number: 26
Implementation Status: In Progress
Risk Rating: Report: Low **June 2022 Review:** Low

Recommendation

The ODF Operations and Administrative Branches should establish policies and procedures related to the communication of the status of FEMA incidents and include the status on processing and submission of FEMA claims by incident.

Key Items to Deem Recommendation Implemented

1. Formalized, written, policies and procedures for communicating the status of FEMA incidents, including the status of processing and submission of FEMA claims by incident.

Implementation Status Analysis

This recommendation is in progress with the risk rating remaining low. The core issues identified in the April 2021 report were that: 1) the ODF Administrative Branch did not consistently receive reports regarding the status of FEMA incident claims; and 2) written policies and procedures related to ongoing reporting of the Fire Management Assistance Grants submissions did not exist. Inconsistent communication regarding the status of the claims could lead to duplicative efforts in aggregating data for cash flow projections and/or led to the inability to properly project cash flows due to delays in the recording of FEMA accounts receivables balances.

Based on discussions and a review of documentation, ODF has instituted FEMA Weekly Status Reports (Status Reports) for tracking FEMA claims. Notably, the report records key information including the claim priority number, calendar year when the fire occurred, FEMA declared disaster number, fire name, estimated reimbursement amount, claim submittal data, and whether there is a cost share.

Additionally, ODF has drafted desk procedures that supplement the Status Report and provide guidance on how to track and estimate FEMA claims. Highlights include directives for the ODF Operations Branch (FEMA Team) to: 1) update and email the Status Report weekly to the

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Protection Finance Manager and FEMA Incident Business staff; and 2) subsequently send the report to leadership – including the State Forester.

This recommendation will remain in progress to monitor the continued use of the Status Report and its effectiveness in tracking and communicating the status of FEMA claims and improving ODF's ability to properly project cash flows. Additionally, the recommendation will remain open as ODF continues to update and eventually finalize the desk manual procedures for the Status Report. Lastly, continual monitoring regarding larger systematic FEMA issues is needed to determine any impacts on the Public Assistance and Federal Management Assistance Grants processes and whether additional internal procedural changes are needed.

**IN PROGRESS REVIEWED PRIOR TO JUNE
2022**

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CASH FLOW PROJECTIONS

Recommendation Number: 4
Implementation Status: In Progress
Risk Rating: Report: High April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

ODF Administrative Branch should develop and implement controls/policies/procedures as related to accounts payable, accounts receivable, and cash flow projections. Procedures related to accounts payable and receivables should include recording details at a transactional level, when possible.

Key Items to Deem Recommendation Implemented

1. Demonstration of policies and procedures and controls for accounts payable (AP), accounts receivable (AR), and cash flow projections should include recording details at transactional level for AR and AR when possible.

Implementation Status Analysis

This recommendation is in progress and the risk rating has been reduced to medium. The core issues identified in the report were that: 1) formalized policies and procedures related to cash flow projections did not exist; and 2) the ODF Administrative Branch lacked the ability to appropriately estimate or project future cash flow due to the lack of accurate accounts payable and accounts receivable data.

Based on discussions, email reviews, and a review of documentation, ODF developed a Statewide Outstanding Assets and Liabilities Tracker and CO-OP Tracker. The purpose of the tracker is to create a collaborative tracking mechanism for outstanding assets (accounts receivable) and liabilities (accounts payable) for cash flow planning and financial reporting. The tracker is designed to capture items that are not able to be officially invoiced under GAAP guidance allowing ODF to estimate and monitor upcoming/potential costs. With this interim tracking supplementary to other financial data, ODF has additional information at its disposal for cash flow projection analyses.

Moreover, the tracker is to: 1) be updated at least monthly; 2) include outstanding accounts receivable and accounts payable; 3) be included in bi-weekly collaborative meetings; and 4) reflect payments in OregonBuys and invoices in Sage.

The reliability of the estimates from this data is only as good as the timeliness of data input. While reviewing the tracker, we observed that at least two District Offices had not updated their AR/AP entries in over a month or more. While ODF does notify late District Offices, it is worth stating that management,

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the Board, and Legislature, should continue to voice their expectations about the importance of timely completion of the tracker to encourage continued adherence to process regarding their roles in ensuring all parties have access to reliable cash flow data.

Lastly, ODF has developed training videos, on topics such as cost shares, payments and audits, etc., that provide instruction on policies and procedures related to ODF finance and accounting. The policies and procedures are formalized in documents such as the Green Book and internal policy documents. Moreover, ODF has developed a Financial Outlook for Fiscal Years 2022 and 2023 which includes budgeted data, timber revenue projections, extra costs projections, and reconciliation and cash adjustments.

This recommendation will remain open to monitor the progress, consistency, and efficacy of cash flow projections, including data inputs, transactional level detail, policies and procedures, etc.

COST ESTIMATES

Recommendation Number: 7

Implementation Status: In Progress

Risk Rating: Report: High April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

The ODF Executive Team (with the ODF Operations and Administrative Branch) should limit cost estimate generators to e-ISuite and FIRES. The ODF Operations and Administrative Branches should define policies and procedures related to the use of the two systems and provide onboarding and ongoing training to ensure all personnel understand how to properly and efficiently use the systems.

Key Items to Deem Recommendation Implemented

1. Demonstration that systems for generating cost estimates has been reduced to e-ISuite and FIRES.
2. Demonstration of formalized P&P related to use of the systems.
3. Demonstration of onboarding and training schedules and/or completed activities.

Implementation Status Analysis

The implementation of this recommendation is in progress and the risk rating reduced to medium. The core issues identified in the report were that: 1) multiple systems are utilized for generating cost estimates; and 2) policies and procedures did not specifically define the criteria for determining which cost estimate systems would be utilized by incident.

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Based on discussions, a review of the Management Response in the April 2021 report, and a review of documentation, ODF sees value in having the flexibility of using all three cost share estimate solutions – e-iSuite, EFCC, and FIRES. For ODF, each system serves the needs of the project in which it is used. For example, federal agencies use e-iSuite and ODF uses e-iSuite for large fires. ODF uses FIRES for cost estimates on smaller district fires and input of other non-finance related incident data. ODF also uses an Excel spreadsheet in the field during the first few days of an incident, which is more expedient than setting up e-iSuite (which needs internet availability in the field, etc.) while providing a tool for tracking cost estimates.

ODF has developed policies and procedures in the Chapter 80 Cost Share Field Procedures manual that describe how to process cost share estimates within the various solutions (e.g., templates for weekly cost summaries, weekly cost detail, spreadsheets with predefined rates, etc.). ODF has also developed training videos, on topics such as cost shares, payments and audits, etc., that provide instruction on policies and procedures related to ODF finance and accounting.

This recommendation will remain in progress this cycle as discussions continue regarding the use of all three systems and conducting due diligence to ensure that whether the final determination is the use of one system or the continued use of multiple systems, the chosen option will produce data that is not duplicated and will produce data that is consistent accurate (as best of possible for estimates), and complete.

Furthermore, whether using one system or multiple, policies and procedures and training content and materials should be continually updated to reflect current practices and systems.

ACCOUNTS PAYABLE

Recommendation Number: 9
Implementation Status: In Progress
Risk Rating: Report: High April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

ODF Administrative Branch should implement processes and procedures related to expense accruals and consider the use of purchase orders within OregonBuys.

Key Items to Deem Recommendation Implemented

1. Formalized, written, and clearly defined policies and procedures related to expense accruals
 - a. Inclusive of Purchase Orders being utilized prior to receipt of vendor invoices.

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2. Demonstration of ODF's assessment and decision regarding the use of purchase orders within OregonBuys

Implementation Status Analysis

This recommendation is in progress and the risk rating reduced to medium. The core issues identified in the report were that: 1) purchase orders (POs) were not utilized for purchasing goods and services prior to the receipt of vendor invoices; and 2) vendor invoices took years for ODF to receive. Notably, POs were created within the OregonBuys system after vendor invoices were received for payment. A PO should be created prior to invoicing as it details items to be purchased, the quantity and price of those items, and is the source document for tracking expenditures prior to invoice payment. OregonBuys is a web-based solution providing end to end eProcurement processing.

Based on discussions, email reviews, and a review of documentation, ODF developed a Statewide Outstanding Assets and Liabilities Tracker and CO-OP Tracker that provides monthly updates of outstanding assets (accounts receivable) and liabilities (accounts payable) for the purposes of cash flow planning and financial reporting.

Moreover, ODF is entering a Phase II Implementation that will activate a purchase order module with OregonBuys. ODF has required all vendors to be registered in OregonBuys and for all purchases to be made through this system. For vendors that refuse to register in OregonBuys, ODF has developed an additional process where vendor information is entered into the Forestry Purchase Order Form and entered in the system by Accounts Payable. Effective December 31, 2021, ODF codified its Oregon Department of Forestry Policy Document for Delegation of Authority. This guidance describes authority limits by level, including authority for approval paths within the security of the OregonBuys system.

This recommendation will remain open to monitor the progress of the phase II OregonBuys Implementation and to monitor and/or recommend supplementary adjustments like updates to policies and procedures. The goal of implementation is to mitigate risks associated with creating purchase orders after invoicing including changes in agreed-upon pricing, inability to track orders, difficulty in expense monitoring, etc.

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OVERSIGHT REPORTS

Recommendation Number: 13
Implementation Status: In Progress
Risk Rating: Report: Medium April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

ODF Administrative Branch should establish documented controls/policies/procedures related to oversight of fire protection finance, including the preparation and timely review of standardized reports.

Key Items to Deem Recommendation Implemented

1. Demonstration of policies and procedures and controls in the oversight of fire protection finance, including preparation and timely review of standardized reports

Implementation Status Analysis

This recommendation is in progress and the risk rating remains at medium. The core issues identified in the report were that: 1) reports for oversight of fire protection appear to be ad-hoc and manually manipulated; and 2) formalized policies and procedures related to preparation and review of fire protection finance did not appear to exist. The use of ad-hoc and manually manipulated reports could result in use of incomplete and inaccurate data for management decisions.

Based on inquiries, ODF represented that monthly financial conditions reports have been submitted to the Legislative Fiscal Office, Chief Financial Office, Oregon State Treasury, Board of Forestry, and Governor’s Office since Fall of 2020. MGO reviewed the reports from the most recent quarter (January, February, and March 2022) to confirm the completeness of these reports. The reports include summaries related to cash balances, Fire Protection Division’s General Fund appropriation, debt carried, cost awaiting reimbursement from federal agencies, projections, and accounts payable and receivable.

Additionally, effective April 12, 2022, the Board codified the Oregon Department of Forestry Policy Document entitled Financial Oversight of the Board of Forestry. The policy includes responsibilities and standards pertaining to financial reporting, financial policies and procedures, financial planning, and financial management. Notably, the policy requires ODF to provide the Board with financial information, including:

- Quarterly agency actuals to budget and financial statements with performance indicators relevant to financial position, operations, and cash flows
- Comparative views of current financial performance compared to that of previous years

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It also requires ODF to ensure policies and procedures for financial transactions are documented, reviewed, and updated and ensure that financial policies and procedures are being followed.

Moreover, ODF has developed a Statewide Outstanding Assets and Liabilities Tracker and CO-OP Tracker that provides monthly updates of outstanding assets (accounts receivable) and liabilities (accounts payable) for the purposes of cash flow planning and financial reporting.

This recommendation will remain open to monitor the progress, consistency, and usefulness of the reports and to monitor and/or recommend supplementary adjustments like updates to policies and procedures.

ODF STANDARDIZED POLICIES AND PROCEDURES

Recommendation Number: 15

Implementation Status: In Progress

Risk Rating: Report: Medium April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

ODF Operations and Administrative Branches should develop and implement standardized processes and procedures for the District Offices, and assist in the implementation and continued oversight of the processes and procedures to ensure consistency in application.

Key Items to Deem Recommendation Implemented

1. Formalized, written, policies and procedures for District Offices that will minimize independent operation.
2. Demonstration of continued oversight of policies and procedures.

Implementation Status Analysis

The implementation of this recommendation is in progress with the risk rating remaining at medium. The core issues identified in the report were that: 1) District Offices appeared to operate independently; and 2) District Offices lacked standardized processes and procedures.

To assist in addressing the District Offices operating independently, ODF has reconfigured its organizational structure moving the Protection Finance Unit under the direction of Finance Services within the Administrative Branch. ODF has developed and/or updated standardized policies and procedures for District Offices, including the Green Book with guidance on cost accounting and reporting and cost shares, incident payments and coding, etc. ODF has also developed training videos, on topics such as cost shares,

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payments and audits, etc., that provide instruction on policies and procedures related to ODF finance and accounting.

This recommendation will remain open to monitor whether the organizational change and other efforts are producing the intended result of creating more cohesion amongst the District Offices and ODF and to monitor and/or recommend supplementary adjustments like updates to policies and procedures.

DISTRICT FINANCE/ACCOUNTING OVERSIGHT

Recommendation Number: 17

Implementation Status: In Progress

Risk Rating: Report: Medium April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

The ODF Administrative Branch should establish policies and procedures related to oversight of finance/ accounting functions within the District Offices. The policies and procedures should include, but not be limited to:

1. Definition of reporting lines from the District Offices to the ODF Administrative Branch.
2. Identification of reporting requirements and key financial metrics from the District Offices to the ODF Administrative Branch.
3. Ongoing monitoring of key financial metrics within the District Offices.

In addition, the ODF Executive Team, with the ODF Operations and Administrative Branches, should set a clear "tone at the top" with respect to financial accountability within the District Offices.

Key Items to Deem Recommendation Implemented

1. Formalized, written, P&Ps that create an organizational structure requiring District Offices to report to ODF, including:
 - a. Definition of reporting lines from District Offices to ODF Administrative Branch
 - b. Identification of reporting requirements and key financial metrics from District Offices to ODF
 - c. Ongoing monitoring of key financial metrics within District Offices

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2. Demonstration of ODF Executive Team, with ODF Operations and Administrative, setting clear tone at top.

Implementation Status Analysis

The implementation of this recommendation is in progress and the risk rating remains at medium. The core issue identified in the report was District Offices operated with limited oversight as related to finance and accounting. The current organizational structure did not include District Offices reporting to the ODF Administrative Branch. Moreover, a clearer “tone at the top” with respect to financial accountability within the District Offices was also recommended.

Based on discussions, email reviews, and a review of documentation, ODF leadership has set a “tone at the top” by demonstrating its commitment to financial accountability within the District Offices. Furthermore, ODF has also reconfigured its organizational structure so that District Offices report to ODF. Notably, ODF has moved the Protection Finance Unit under the direction of Finance Services within the Administrative Branch. Additionally, ODF is in the process of developing clear and appropriate job descriptions (e.g., aligning job duties with commensurate experience and skillsets) as it engages in recruitment efforts for filling vacancies associated with finance and accounting personnel.

ODF has developed and/or updated standardized policies and procedures for District Offices, including the Green Book with guidance on cost accounting and reporting and cost shares, incident payments and coding, etc. It has also developed foundational policies and procedures for tracking, monitoring, and analyzing accounts receivable and accounts payable for financial reporting through documents such as its Cost Share Tracker and the Statewide Outstanding Assets and Liabilities tracker. To that end, ODF has also developed training videos, on topics such as cost shares, payments and audits, etc., that provide instruction on policies and procedures related to ODF finance and accounting.

To deem this recommendation implemented, ODF has expressed that it would first want to ensure that the following policies and procedures and updated:

- Disbursements Policy;
- Credit Card Policy;
- Procurement Policy; and
- Accounting for Revenues and Receivables.

Furthermore, to deem this recommendation implemented, ODF will need to demonstrate how it is monitoring key financial metrics within the District Offices through mechanisms such as the identification of key financial metrics and reporting requirements from the District Offices to the ODF Administrative Branch.

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FINANCE/ACCOUNTING RESOURCES

Recommendation Number: 20

Implementation Status: In Progress

Risk Rating: Report: Medium April 2022 Review: Medium
June 2022 Review: Remains Medium

Recommendation

Job descriptions of current ODF personnel should be reviewed and the following reassignments should be made:

1. Individuals with primarily finance and accounting responsibilities should be reassigned to the ODF Administrative Branch.
2. Finance and accounting related job duties of individuals within the ODF Operations Branch should be reassigned to personnel within the ODF Administrative Branch.

In addition, the ODF Operations and Administrative Branches should review and approve job requisitions with finance and accounting responsibilities to determine whether the roles and responsibilities are appropriate given the position identified.

Key Items to Deem Recommendation Implemented

1. Demonstration of an organizational restructure that ensures those with finance and accounting responsibilities are reporting to appropriate authorities to effectuate better communication and financial oversight.

Implementation Status Analysis

This recommendation is in progress and the risk rating remains at medium. The core issues identified in the report were that: 1) under the current organizational structure, personnel with finance or accounting responsibilities report to the ODF Operations Branch rather than the Administrative Branch; and 2) certain positions within the ODF Administrative Branch have finance and accounting related job duties but do not consistently communicate with appropriate personnel within ODF Administrative Branch regarding the execution of those duties.

Based on discussions and a review of documentation, it should be highlighted that ODF has made significant progress in its organizational restructuring. Notably, ODF has moved the Protection Finance Unit under the direction of Finance Services within the Administrative Branch. ODF is in the process of developing clear and appropriate job descriptions (e.g., aligning job duties with commensurate experience and skillsets) as it engages in recruitment efforts for filling vacancies associated with finance and

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accounting personnel. Additionally, effective December 31, 2021, ODF codified its Oregon Department of Forestry Policy Document for Delegation of Authority. This guidance delegates authority to enter legal obligations by position and sets authorization limits for items such as expenditure authority, cost share agreement settlement authority, etc.

This recommendation will remain open to monitor whether the organizational change is producing the intended result of facilitating ODF oversight of its finance and accounting personnel and job functions. Also, to monitor whether streamlining the finance and accounting staff is resulting in improved communications related to financial reporting, recording of accounts receivables and payables, and forecasting cash flows.

STAFF REPORT

Agenda Item No.:	9
Topic:	Forest Trust Land Advisory Committee
Presentation Title:	FTLAC Testimony to the Board of Forestry
Date of Presentation:	July 20, 2022
Contact Information:	David Yamamoto, FTLAC Chair and Tillamook County Commissioner John Sweet, FTLAC Vice-Chair and Coos County Commissioner

On behalf of the Forest Trust Land Advisory Committee (FTLAC), comments and additional information may be provided on State Forest Lands business.

Board Closing Comments and Meeting Wrap Up