



Certified Burn Manager Advisory Committee
April 10, 2023 Meeting Summary

I. Agenda

Time	Agenda Item
9:00-9:20 <i>(20 min)</i>	Welcome & Introductions
9:20-9:50 <i>(30 min)</i>	CBMAC Roles and Responsibilities <ul style="list-style-type: none">• Per rulemaking completed last year under 629-042-1030, 629-042-1035, and 629-042-1060
9:50-10:20 <i>(30 min)</i>	Selection of Chairperson
10:20- 10:35 <i>(15 min)</i>	Break
10:35- 11:05 <i>(30 min)</i>	Charter Review
11:05-11:35 <i>(30 min)</i>	Burn Plan Template <ul style="list-style-type: none">• Comment and Feedback
11:35- 11:50 <i>(15 min)</i>	Public Comment
11:50- 12:00 <i>(10 min)</i>	Updates <ul style="list-style-type: none">• Curriculum• Legislative• Misc.
12:00	Adjourn

II. Participant Attendance List

Organization	CBMAC Member	Attended	CBMAC Alternate	Attended
CBMAC Committee Member, CTGR	Colby Drake	Virtual		
CBMAC Committee Member, OSU	John Punches	Virtual		
CBMAC Committee Member, TNC	Katie Sauerbrey	Virtual		
CBMAC Committee Member, MFD	Mark Shay	Virtual		
CBMAC Committee Member, WVFC	Katie MacKendrick	Virtual		
CBMAC Committee Member	Kenny Rose	Absent	Bruce Gibeau	Virtual
CBMAC Committee Member	Amanda Sullivan- Astor	In-Person		
ODF			Tim Holschbach	In-Person
ODF			Amanda Rau	In-Person
ODF			Stacy McCarter	In-Person
			Kevin Donham	Virtual
			Jennifer Horton	Virtual
			Christopher Adlam	Virtual
			Kyle Tripp	Virtual
ODFW			Csanyi Matusicky	Virtual
ODF			Justin Tryon	Virtual
CVIP			Bill Wilkins	Virtual
SWCD			Cassi Newton Wheeler	Virtual

III. Action Items

- **Welcome and Introductions-**

General review of the day and introductions were given.

- **CBMAC Roles and Responsibilities-**

Amanda gave an overview of the roles and responsibilities of the Certified Burn Manager Advisory Committee.

- **Selection of Chairperson-**

Amanda Rau opened the floor for nominations of the committee's chairperson. John Punches nominated Katie Sauerbrey. Katie Sauerbrey was thankful for the nomination but chose to decline as her plate is too full with the prescribed fire council. Katie nominated Colby Drake. Colby accepted this nomination with no opposition.

- **Charter Review-**

Amanda Rau went through the charter and gave a review.

Amanda Sullivan asked if for the charters and bylaw documents, there will be a definition of responsibilities for the chair. She suggested there be a section added that states the responsibilities of the chair. Amanda Rau felt that this was a good suggestion and Colby Drake agreed. Amanda Rau stated that she will update the charter to reflect this change.

Amanda Sullivan asked if there was a term limit for the chair.

Amanda Rau answered that her suggestion is to have the term limit follow the existing individuals term limit. Once the term is up, then a new vote will take place. Amanda Sullivan asked that this be made clear as standard practice. John Punches said that his preference would be that the chair be an annual role, elected at the first meeting of the calendar year. Katie Sauerbrey agrees with John on the option of re-electing the current chair if their time is not expiring.

Tim Holschbach said that at the next CBMAC meeting, this will be brought up with a closer to final draft after working with the current chair on language with how to get this squared up with better alignment moving forward.

When speaking on the subject of the 1-2-3 consensus polling, Amanda Sullivan stated that she noticed a contradiction when compared to no

consensus. She asked to detangle and clarify what a vote is. John Panches said that the charter needs to be clear on the consensus and expectations on the outcomes. Tim Holschbach proposed that this section of the charter be highlighted and sent to the committee members for comments and feedback for review at the next meeting.

Amanda Sullivan suggested that there be a language change from “I can live with that” to “My organization can live with that” for consistency.

Amanda also suggested adding ‘Other Conflicts of Interest Process’ within C)Disclosure of Public Official Conflicts of Interest.

Colby Drake stated that there could be some conflict of interest if dealing with possible tribal land.

- **Burn Plan Template-**

- *Pile Burn Plan Comments:*

Amanda gave an overview of the pile burn plan template and stated that this will be made available as a PDF as well as a Word document once the draft is completed and cleaned up. She added that it would be preferred that there be no changes made to the format if using the burn plan in Word.

Amanda Sullivan asked if water sources, etc. needed to be included in the Holding, Mop-up, and Patrol Plan section due to requirements in law about adequate amount of water. Tim Holschbach stated that typically pile burns are not being done during fire season when these types of things are required. Amanda Rau also added that the assets on hand used can be included in the equipment needs section of the document. For example- what kind of water handling equipment will be used and where it will be sourced.

Amanda Sullivan stated that there should be a section added under smoke management that would identify the 7 days in advance registration and clearance. Amanda asked if someone would fill this out before they get a permit in place through FERNS or smoke management. Amanda also suggested having a spot to put the permit number in.

Katie Sauerbrey asked if there could be a spot for number of acres and/or tonnage. Katie also recommended the possibility of hyperlinking a file tonnage calculator.

Katie MacKendrick also asked for adding a row or box for the FERNS permit number. Katie stated that it would be helpful if this was a plan that can be referred to on the day of, when calling into ODF to check in about permissions to burn piles.

Amanda Rau agrees with these suggestions.

Katie Sauerbrey asked if prescription parameters could be highlighted or identified in the document under the objectives section.

Katie MacKendrick suggested a row for fuel description. Katie also suggested that sometime in the future there be a link to a narrative description about coming up with objectives about mop-up and preparedness for after you light the pile.

John Punches suggested keeping the plan simple and having a way for people to report back on results. John worries that if the plan is too complex, then people won't use it. John also would like to see there be a section for notifying neighbors somewhere under the emergency phone numbers area.

John would like consideration in moving contingency into its own section apart from safety and medical plan, or even possibly adding it to the "holding" section.

John requested that there be a little more guidance in the smoke management section of the document.

John would also like to see a place for staff to be included in personnel needs.

John recommended an open box description for equipment needs, rather than the table format.

Amanda Sullivan suggested that there be a line for printed name and company if applicable.

Csanyi Matusicky, ODFW, suggested that there be an additional PDF as a partner piece to this document that would be for instructions and a checklist.

Amanda Sullivan suggested making each box more organized with critical information needs and identified narratives to avoid a barrier to entry.

Katie Sauerbrey suggested a pre-burn checklist with planning stages.

- *Broadcast/Understory Burn Plan comments:*

Amanda Rau stated the potential to combine and clarify nearby landowners and neighbors with the required contacts.

Katie MacKendrick asked to consider adding something like “Permit expiration date” to the NOAP/smoke permit section to track the info there.

Katie Sauerbrey suggested adding contingency action points.

John Punches added when to activate contingency and actions taken in response.

Amanda Sullivan asked for a language change under the Values at risk section. Amanda asked to add in prescriptive sideboards for it to be more clear.

Katie sauerbrey also suggested adding in mitigation measures.

Amanda Sullivan stated that the resource management goals should be married up with the values at risk.

- **Updates-**

- **Curriculum-**

Amanda stated that curriculum is an ongoing process, and she is hoping that by the next meeting this information will be available for review.

- **Legislative-**

Tim gave an update on HB 2985 & 2986. Both bills have passed out of committee and are currently sitting in ways and means. Both bills correlate with the Certified Burn Manager.

- **Next Steps-**

Tim gave an overview of next steps and action items.

- The charter will be integrated and sent over to committee members for feedback after wordsmithing from this meeting is complete.
- Research will be done on John Punches' question regarding decision space and environment for clarification.
- Burn plans will be on the next meeting agenda with takeaways from this meeting.

IV. Meeting Chat

09:59:37 From John Punches, OSU: Chair should be annual role, elected at first meeting of the calendar year. Just my preference.

10:01:34 From Katie Sauerbrey (TNC): I agree with John on the option of re-electing the current chair if their term is not expiring.

10:23:54 From John Punches, OSU: Recommend you say, "telephonic or video conference call."

10:33:19 From Tim Holschbach: Break until 1045

11:18:55 From Katie MacKendrick (she/her), WV Fire Collab: Perhaps consider adding something like "permit expiration date" to NOAP/smoke permit section so you can track that info here.

11:23:36 From Katie Sauerbrey (TNC): Contingency Action Points?

11:23:56 From John Punches, OSU: When to activate contingency and actions taken in response.

11:35:04 From Katie Sauerbrey (TNC): Consider "Mitigating Measures" instead of sideboards.