

Illinois Prescribed Burn Manager Certification Board  
Minutes of the 9<sup>th</sup> Meeting  
(Subject to approval at the 10<sup>th</sup> Meeting)

Illinois Department of Natural Resources  
Mallard Room  
One Natural Resources Way  
Springfield, IL 62902

Tuesday, December 10, 2013

9-1) Call to Order, Roll Call, and Introduction of Attendees

The meeting was called to order at 10:05 a.m.

Members Present: Les Albert, Office of the State Fire Marshal; Paul Brewer, Illinois Department of Natural Resources (IDNR), Division of Wildlife; Randy Heidorn, Illinois Nature Preserves Commission (INPC); Bob Szafoni, IDNR, Division of Natural Heritage; and Tom Wilson, IDNR, Division of Forestry.

Members Absent: Jack Pizzo, Pizzo and Associates.

Others Present: Debbie Reider.

9-2) Adoption of Agenda

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

9-3) Approval of the Minutes of the 8<sup>th</sup> Meeting, June 11, 2013

It was moved by Szafoni, seconded by Albert, and carried that the Minutes of the 8<sup>th</sup> meeting, June 11, 2013, be approved.

9-4) Remaining Meeting Schedule for FY 2014

June 10, 2014, IDNR Headquarters, Heron Room, 10:00 a.m.

9-5) Election of Presiding Officer for FY2014

It was moved by Brewer, seconded by Albert, and carried that Randy Heidorn be elected to serve as the presiding officer for the Illinois Prescribed Burn Manager Certification Board (IPBMCB) for FY2014.

9-6) Status of Certification of Prescribed Burn Manager Process

Tom Wilson stated that new applications are coming in periodically. The total number of applications received to date is 496. Revenues for FY 2014 are \$850. The list has been sent down to the Webmaster to update the Burn Manager List. One field has been added to the list to show the certification date.

Mr. Wilson suggested that a request for an email address for the applicant be added to the application.

Mr. Wilson stated that the process for making the certification cards has improved because the IDNR purchased a new card machine.

9-7) Equivalent State Prescribed Burn Manager Certification Programs: Status Updated

Tom Wilson stated that there may be one request from a person who has Alabama approved status, and he will follow up with that after the first of the year.

9-8) 2012 Report on Prescribed Burning Under Illinois Prescribed Burning Act 525ILCS 37

Bob Szafoni stated that he went back through the meeting minutes to compile this report, and it is attached as Exhibit A.

It was moved by Brewer, seconded by Wilson, and carried that the 2012 report on prescribed burning be approved as presented under Item 8 of the Agenda for the 9<sup>th</sup> Meeting.

(Resolution 9-10)

9-9) 2013 Report on Prescribed Burning Under Illinois Prescribed Burning Act 525ILCS 37

Bob Szafoni stated that the same process was used with the 2012 report to compile this report, and it is attached as Exhibit B.

It was moved by Wilson, seconded by Albert, and carried that the 2013 report on prescribed burning be approved as presented under Item 9 of the Agenda for the 9<sup>th</sup> Meeting.

(Resolution 9-11)

The 2012 and the 2013 reports will be posted at:

[http://dnr.state.il.us/conservation/forestry/Wildland\\_Fire/AgendasAndMinutes.htm](http://dnr.state.il.us/conservation/forestry/Wildland_Fire/AgendasAndMinutes.htm)

Randy Heidorn stated that he would forward these reports to Director Miller.

9-10) IPBMCB Web Page: Status update

Tom Wilson stated that the IPBMCB is on the Division of Forestry website under the fire programs.

Paul Brewer asked if the total number of acres burned could be posted on the website. After some discussion, it was decided that this information could be put on the website.

Bob Szafoni stated that he will work with the Fire Council to get the link to the IPBMCB onto their page.

9-11) Discussion on Incorporating Burn Complexity in the Evaluation of Apprentice Applications

Paul Brewer stated that when looking at some of the apprentice applications, he noticed that there was no complexity level increase in the applicant's burn experience. He was concerned that this needed to be addressed.

After some discussion, it was decided that a guidance document should be drafted to detail how the apprentice experience should work. This would give some direction, but it would also allow some latitude. The process does allow the applicant to go through an administrative hearing if the IBPMCB decides not to certify the applicant because the complexity level does not meet the suggested level. Mr. Brewer stated that he would volunteer to work on this guidance document, and he would like to have the first draft completed by the middle of February, 2014.

Randy Heidorn stated that he would talk with Director Miller to see if he would be comfortable with this concept.

9-12) Revocation Process

Randy Heidorn stated that the IDNR already has a revocation process in place for hunting and fishing licenses and other licenses issued by the Department. If a problem arises with a certified burn manger, the IBPMCB would make request to the IDNR to proceed with the revocation process.

9-13) Contact Point for Lost Certificates

Tom Wilson stated that the point of contact to request the replacement of a lost certificate would be Kim Wycoff or Tom Wilson. The possibility of charging for the replacement of a certificate was discussed. Charging for the replacement would encourage people to keep track of the certificate. Charging a fee would require a change in the Administrative Rule.

It was suggested that a list of possible Administrative Rule changes be compiled so that the changes could be addressed all at once. Mr. Heidorn stated that he would add that as an agenda item for each IPBMCB meeting.

9-14) Public Comment

There was no public comment.

9-15) Other Business

There was no other business.

9-12) Adjournment

It was moved by Szafoni, seconded by Wilson, and carried that the meeting be adjourned at 11:00 a.m.