

Charter

Jackson Demonstration State Forest Advisory Group

Mission and Duties

Mission The Mission of the Jackson Demonstration State Forest (JDSF) Advisory Group (Advisory Group) is to provide advice/recommendations to:

- The Board of Forestry and Fire Protection (Board) and Director/Department of Forestry and Fire Protection (CAL FIRE) regarding issues relevant to review of the JDSF Management Plan for possible changes during the initial implementation period.
- Director/CAL FIRE and the Board regarding ongoing implementation issues.
- Board and Director/CAL FIRE on policy matters relevant to JDSF.

Duties The JDSF Advisory Group will conduct its activities in accordance with its Mission and in support of the goals of the Management Plan for JDSF. These goals are **Research and Demonstration; Forest Restoration; Watershed and Ecological Processes; Timber Management; Recreation and Aesthetic Enjoyment; Information, Planning, and Staffing; Protection; Minor Forest Products; and Property Configuration.**

- A. During the initial implementation period (not to exceed three years) the Advisory Group shall provide input on the following:
1. Desired future forest structure condition goals for the Forest and the forms, amounts, and spatial designation of silvicultural treatments to be applied to attain those goals.
 2. Long-term goals for a wide range of forest structures, including but not limited to:
 - a. The extent and general location of areas to be dedicated to late seral development and older forest structure, where timber production will be secondary to habitat development.
 - b. The extent and general location of areas to be dedicated to old forest structure zones (OFSZs). The OFSZs will maintain or develop key old forest features. The OFSZs will be available for timber harvest.
 3. The Management Plan's approach to (a) protecting residual old growth and (b) restricting the extent and conditions under which herbicides may be utilized to control native hardwoods.
 4. The process of conducting a recreation users survey, establishing a recreation user group, and developing a new recreation plan for the Forest. This plan would indicate the desired extent and location of recreation areas, corridors, roads, trails, and facilities that will be managed to enhance the full spectrum of appropriate recreational opportunities given JDSF's management goals.
 5. The need to modify other elements of the Management Plan, as requested by the Director.
- B. On an ongoing basis:
1. Review of ongoing implementation of the Management Plan and overall Forest management.
 2. When requested by the Director or Board, provide periodic recommendations on forest management policies and the Management Plan.
 3. Review and comment on proposed even-aged harvesting.

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4. Provide advice to the Director, CAL FIRE staff, or the Board on other specific issues as determined by the Director, CAL FIRE staff, or the Board.
- C. JDSF Advisory Group responsibilities defined in the JDSF Forest Management Plan are hereby incorporated by reference.
- D. The JDSF Advisory Group will inform the Demonstration State Forest Advisory Group (DSFAG) on the effectiveness of the implementation of the JDSF Management Plan.

Completion of a Work Plan

Upon establishment, the Advisory Group will develop a Work Plan. The first Work Plan will address the activities necessary to meet its obligations of the initial implementation period, which will last up to three-years. The Work Plan will be submitted to the Board and Director for approval. The plan will be reviewed at the end of each year of the three years and adjusted as necessary.

At the conclusion of the three-year period, the Advisory Group will commence an annual cycle of work planning to meet its mission of providing ongoing advice on JDSF. These plans will be submitted to the Board and Director for approval once adopted by the Advisory Group.

All work planning will be done with input and support from JDSF staff and, as needed, the Demonstration State Forest Advisory Group (DSFAG).

Membership Appointment and Composition

Members are to be appointed by the Director and are subject to approval by the Board. Members do not “represent” particular interests; rather, they are to be chosen for knowledge and ability to represent the broad public interest. Members will be selected through an open solicitation and nomination process to be conducted by the Director. This process will include broad public notification of the opportunity to apply to be a member or to nominate others to serve.

The Advisory Group is composed of up to 14 members from categories such as the following:

1. Licensed Timber Operator
2. Registered Professional Forester
3. Wildlife Biologist
4. Fisheries Biologist
5. Botanist and/or Ecologist
6. Physical Scientist (e.g., hydrology or geology)
7. Small Private Forestland Owner
8. Industrial Forestland Owner
9. Forestry Researcher
10. Environmental Advocate
11. Recreation
12. Local Community
13. Conservation Advocate
14. Liaison to the Board.

The majority of members shall have a local or regional perspective. “Regional” is defined as a perspective from the California Redwood Region (Monterey County to Oregon). Local or regional perspective may be a matter of expertise, not residency. At least one-third of the members shall have a statewide perspective.

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At least one DSFAG member is to be included on the JDSF Advisory Group, filling one or more of the above areas of desired background.

Terms of Appointments

Terms for Initial Appointments Continuity of JDSF Advisory Group membership will be critical during the up-to-three-year initial implementation period. Therefore, all members shall be appointed initially to either three- or four-year terms, with half of the members being appointed to three-year terms and half of the members being appointed to four-year terms. Members to be appointed to three-year terms and members to be appointed to four-year terms shall be at the discretion of the Director. All initial appointees will be asked to make a commitment of at least three years of service on the JDSF Advisory Group.

Terms for Subsequent Appointments After the close of the initial implementation period, appointments shall be for three-year terms. If a vacancy occurs before a member term expires, the appointment to fill that vacancy shall be for the rest of the regular term of that position.

Adjustment of Terms to Achieve Reappointment or Replacement of One-Third of Members Each Year When replacing or re-appointing the initial members of the JDSF Advisory Group, the Director may make a one-time adjustment of the length of the new term so as to eventually achieve an even cycle of replacing or reappointing one-third of the Advisory Group members each year.

Chairperson and Vice Chairperson

The Director shall appoint a Chairperson from among the members of the Advisory Group.

The Vice Chairperson shall be selected by the JDSF Advisory Group from among its members. The Vice Chairperson shall chair meetings of the Advisory Group in the absence of the Chairperson.

Roles and Responsibilities

- **JDSF Advisory Group** is a consensus-seeking group of individuals representing public interests in JDSF. Members are expected to reach out to the public about the JDSF management issues they are working to address.
- **Board of Forestry and Fire Protection:** Provides direction and oversight on policy matters. It shall designate a member of the Board or a staff member to serve as a liaison to the Advisory Group. Additionally it shall receive and comment on the Advisory Group's annual work plan as necessary.
- **CAL FIRE:** Provides fiscal, policy, and technical support for the Advisory Group's work, within staff and budget limits. CAL FIRE will provide a neutral facilitator for the Advisory Group during its first year of operation and beyond, as determined to be necessary based on the Advisory Group's evaluation of its needs. CAL FIRE will pay the reasonable and necessary travel costs of Advisory Group members, consistent with State travel reimbursement policies.
- **Director:** Provides direction and oversight; establishes agenda priorities; ensures that adequate resources are available to support the Advisory Group.
- **JDSF:** Provides the Advisory Group with staffing and subject-matter experts to plan and manage specific discussion items and conduct intense work on single subjects, within staff and budget limits.
- **Chairperson:** Leads the Advisory Group's meetings, keeping the Group on task and on time; serves as liaison to the Director, Board, and CAL FIRE staff. The Chairperson is responsible for

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ensuring timely accomplishment of the Advisory Group's workplans. The Chairperson is responsible for assisting the Director and CAL FIRE staff in preparation of the meeting agendas and completion of follow-up actions.

- **Vice Chairperson:** Fulfills the role of Chairperson when the Chairperson is unavailable. Assists JDSF staff in preparation of the meeting agendas and follow-up actions.
- **DSFAG:** Upon the request of the Director, may provide the Advisory Group with recommendations based on a statewide Demonstration State Forest Program perspective. Upon the request of the Director, may meet to review and comment on JDSF issues if the Advisory Group is not available to do so.
- **Board Committee on Forestry Research:** Role to be defined once the committee is appointed.
- The relationship among the Advisory Group, the DSFAG, and the Board's Committee on Forestry Research will be one of coordination, collaboration, and information sharing.

Sponsor and Staff

Executive Sponsor: Assistant Deputy Director for Resource Protection and Improvement

Program Manager: JDSF Manager

Project Manager: JDSF staff member managing the Advisory Group logistics

Decision Making

Consensus Seeking The Advisory Group will operate as a consensus-seeking body.

To determine a degree of consensus, members will note their level of support for items as ranging, for example, from Unqualified Support, Strong Support, General Support, Qualified Support, to Fundamental Disagreement. Issues without a broad degree of support will not move forward as representing the views of the Advisory Group. The level of support for various items will be recorded.

If an item receives a level of Fundamental Disagreement, the group will be asked to continue working until it appears a resolution is not attainable, or move on to an area where more agreement is possible. When a resolution is not attainable, the members will note the nature of the disagreement and make a determination as to the best way to proceed in the particular issue area.

To the extent the group is able to provide a consensus based recommendation, the Director and the Board will give those recommendations the highest level of consideration. In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the Director and the Board.

Where non-consensus recommendations or reports come forward from the Advisory Group, the Director and the Board will give full consideration to the range of perspectives expressed by the Advisory Group members and make their decisions based on the discretion and direction provided in statute and Board Policy.

All members must be fully advised of decisions made in their absence.

Minor and Major Decisions Not all decisions will have the same level of impact. Simple voting may be adopted for procedural or non-policy matters.

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Select Decision Process in Advance Proposals for action should include the decision process to be used in considering the item.

Members are expected to always contribute their best personal thinking and act in the overall public interest, regardless of the initial positions of their communities of interest. Collaboration cannot be effective unless all parties are open to modifying their initial positions.

Advisory Group Member Conduct

Members must be able to allocate time and resources to Advisory Group activities. Attendance and participation are important to the continuity of the Group.

Should a conflict of interest arise for a member on a particular matter before the Advisory Group, that member shall recuse him/herself from discussion and action on that matter.

Attendance

RSVP Members should advise the project manager and Chairperson if unable to attend a meeting. Members not in attendance can and should provide comment and input on agenda items to the Chairperson or the entire Advisory group prior to the meeting.

Extended or Frequent Absence If a member is unable to actively participate during the term of appointment, the Chairperson or the Sponsor will ask him/her to reassess his/her ability to be an active member and may recommend replacement to the Director. The Advisory Group as a whole will decide whether a member should be replaced due to absences.

Quorum A quorum is one person more than ½ of the current sitting Advisory Group membership. In general the Advisory Group will not engage in voting, but will follow a consensus-seeking process.

Advisory Group Committees

Standing committees may be formed by consensus of the Advisory Group.

The Advisory Group may also form work groups or committees for topic-specific issues. Such committees will operate with well-defined scopes and specific start and end dates. The Advisory Group may invite non-members who may provide technical expertise to the discussion.

Consultation

When additional expertise is advisable to assist the Advisory Group in its deliberations, agencies such as Regional or State Water Quality Boards, Department of Fish & Game, California Geologic Survey, NOAA Fisheries, U.S. Fish & Wildlife Service, USDA Forest Service, professional organizations, and educational or research institutions shall be invited to participate in the discussion or in consultation. CAL FIRE will make these requests on behalf of the Advisory Group.

Meetings and the Public

The Department is responsible for providing public notification of Advisory Group meetings. All meetings shall be noticed at least 10 days in advance by sending an announcement of the upcoming meeting to all those who request to be notified of Advisory Group meetings. An announcement also will be made to local newspapers in Ukiah, Willits, Mendocino, and Fort Bragg. All meetings shall be open to the public and shall contain a section devoted to input from the public. The Chairperson

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may require that individuals and groups wishing to address the Advisory Group sign up at the beginning of the meeting. Individual presentations may be limited by the Chairperson. The Chairperson may limit the total amount of time devoted to the public comment section. Additionally, the Chairperson may elect to solicit public opinion during other agenda items.

Minutes

Draft minutes of the Advisory Group meetings shall be reviewed, corrected if needed, and approved by the Group before distribution to the public. CAL FIRE will be responsible for taking minutes, revising them as requested by the Advisory Group, maintaining the minutes, distributing the minutes to the public, and maintaining the minutes, including posting them in a timely manner to the Advisory Group website.

Standing Ground Rules

- **Professional conduct of Advisory Group member is expected, as exemplified by the following suggestions:**
 - **Use Common Conversational Courtesy:** Use appropriate language, do not interrupt; do not engage in third party discussions, etc.
 - **Humor Is Welcome and Important, but** humor should never be at someone else's expense.
 - **All Ideas and Points Have Value:** You may hear something you do not agree with. Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.
 - **50-Mile Rule:** Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to "silent." Ask those who would contact you to use the "50 mile rule." That is, if you didn't have a cell phone or pager, would they drive 50 miles to come get you in person?
 - Members shall not make commitments they do not intend to follow through on.
 - Members shall act consistently in the Advisory Group and other forums where similar issues are being discussed, including with the press.
 - Members agree to provide requested information to other members or explain the reason why not.
- **Ground rules may be set or modified by the Advisory Group.**

Amendments

The Director and Board may amend the charter, with the agreement of both parties. The Advisory Group may recommend amendments to the charter, with these recommendations subject to the approval of the Director and the Board.

Background and Importance

Policy for management of the state forests is provided by the Board of Forestry and Fire Protection, and the Demonstration State Forests are managed according to management plans prepared by CAL FIRE and approved by the Board. Existing legislation and Board policy provide over-arching direction and limitations upon the management of the state forests.

The JDSF is a 48,652-acre forest owned by the State and managed by the Department of Forestry and Fire Protection. The largest forest in the State system, JDSF stands consist primarily of young-growth redwood, Douglas-fir, and hardwood tree species.

The Forest is managed primarily for research and demonstration associated with a range of forest management purposes, including environmental stewardship, timber production, and recreation. The large size of JDSF makes it uniquely suited to research and demonstration at the watershed or sub-watershed level, and provides an opportunity to test new management techniques and regulatory standards. Information gained through research and demonstration programs is disseminated and available for application to all of California's forestlands, public and private, industrial and non-industrial. In addition JDSF contributes to the economic stability of the local communities by providing high yields of forest products, which sustain local employment and tax bases. Outdoor recreation is another important benefit of JDSF.

Successful, well informed implementation of the updated Forest Management Plan is critical to JDSF operating within its mission.

Charter approved by the Board of Forestry and Fire Protection, January 9, 2008.