

1 State of Alaska  
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING  
4

5 BIG GAME COMMERCIAL SERVICES BOARD  
6 Minutes of the meeting on March 17-19, 2020  
7

8 By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of  
9 AS 44.62, Article 6, a scheduled meeting of the Big Game Commercial Services Board was held  
10 in Fairbanks at the DNR Building, 3700 Airport Way March 17-19, 2020.  
11

12 **The Chair brought the meeting to order at 9:05 am**  
13

14 Chair Tiffany informed the board and the public that due to personal commitments, Cash Joyce  
15 has resigned from the transporter seat on the board. He thanked Cash for his service.  
16

17 **Board Members Present Constituting a Quorum:**

18 Henry Tiffany - Licenses Registered Guide-Board Chair  
19 Larry Van Daele - Board of Game Representative *via Zoom*  
20 Michelle Heun - Licensed Transporter  
21 Pete Buist - Public Member  
22 Jason Bunch - Registered Guide Outfitter  
23 Adam Trombley – Public Member *via Zoom*  
24

25 **Board Members Absent:**

26 Nicholas Jackson- Private Land Owner **UNEXCUSED**  
27

28 **Staff Members present:**

29 Renee Hoffard – Executive Administrator  
30 Lee Strout – Investigator  
31 Ryan Gill – Probation monitor  
32 Jean Bennet – Licensing Examiner *via Zoom*  
33

34 **Members of the Public Present:**

35 Mark Richards-Resident Hunters of Alaska *via Zoom*  
36 Mark Flores *via Zoom*  
37 Steve Perrins Sr. *via Zoom*  
38 Jeff Callison  
39 Al Barrette  
40

41  
42 **Agenda Item: Review Agenda**

43 The board reviewed the agenda that was approved by Board Chair Henry Tiffany.  
44

45 **In a motion duly made by Larry Van Daele, seconded by Adam Trombley with**  
46 **unanimous consent, it was resolved to adopt the agenda as written.**

47  
48 **Agenda Item: Review Meeting Minutes**

49 The board reviewed draft meeting minutes for the December 2019 board meeting in Anchorage  
50 and the February 2020 board teleconference. Chair Tiffany thanked Board member Jason  
51 Bunch for taking the lead on the teleconference and all of the work he put into the draft  
52 language in an attempt to correct the issues created by Senate Bill 43 for master guides.

53  
54 **In a motion duly made by Larry Van Daele, seconded by Michelle Heun with unanimous**  
55 **consent, it was resolved to approve the December 2019 meeting minutes as written.**

56  
57 **In a motion duly made by Jason Bunch, seconded by Larry Van Daele with unanimous**  
58 **consent, it was resolved to approve the February 2020 teleconference meeting minutes as**  
59 **written.**

60  
61 **Agenda Item: Ethics Review**

62 There were no ethics to discuss or disclose.

63  
64 **Agenda Item: Review December Task list**

65 The board reviewed the task list from the December board meeting. All tasks assigned for the  
66 December meeting are moving forward. Chair Tiffany submitted his letter to Board of Game for  
67 the reappointment for Larry Van Daele and he was reappointed to his current seat. Jason  
68 Bunch continues working on the exam questions and ongoing subcommittee duties. The letter  
69 for harvest tickets was put on hold pending information from Aaron Bloomquist.

70  
71 As the board is ahead of schedule they moved to Review of the Field Guide.

72  
73 **Agenda Item: Review of Field Guide**

74 Ms. Hoffard presented the field guide that had previously been approved by the board. The  
75 current version is outdated and needs to be revised. Ms. Hoffard added a section for  
76 information about the UVC codes. It was recommended that APHA's business checklist be  
77 added. Jason Bunch recommended that the common violations be updated to current trends.  
78 Michelle Heun suggested adding a section for air taxi's and what they cannot do. The board  
79 determined that the transporter section of the guide could and should be expanded upon so  
80 that the public is better informed. Larry Van Daele pointed out that page 6 needs a title and  
81 that the contact phone numbers need to be checked for accuracy. Chair Tiffany suggested once  
82 revised the guide should be available on the board's website and should be mailed to all new  
83 licensees with their new licenses. Ms. Hoffard was also tasked with adding a condensed  
84 explanation of the application process and minimum requirements for Registered and Master  
85 Guide-Outfitters.

86  
87 The board briefly discussed the potential of creating a program specific Facebook page. The  
88 board fully supports the option and feels it would be a great benefit for licensees as notices for  
89 meetings and helpful information could be posted routinely. It was agreed that the prospect of

90 using the Facebook page for reminders regarding use area registrations, annual filing fees, UVC  
91 requests further emphasizes the need for the page.

92

93 **Agenda Item: Public Comment – Current Regulations Proposals**

94 Mark Richards – Resident Hunters of Alaska (RHAK). Mark thanked the board for coming to  
95 Fairbanks for the spring meeting. RHAK is in support of the proposal for mandatory 3-year  
96 guide use area registrations statewide. They are also in support of Representative Gillis’s buffer  
97 area proposal.

98

99 Mike Flores – Marine transporter. Mr. Flores asked if the field guide had been entirely re-  
100 written this year. Ms. Hoffard explained that the guide is under review by the board, the  
101 current version is a combination of new material and the previous guide. He feels that  
102 Representative Gillis’s buffer area proposal has merit. He feels that this is partly a result of  
103 transporters stepping on guides. Mr. Flores stated that he intends to apply for the vacant  
104 transporter seat on the board by close of day. Chair Henry briefly explained the 3-year GUA  
105 registration proposal so that Mr. Flores could provide an opinion on that proposal. Mr. Flores  
106 felt that would bring consistency to the clients and he was in support of that proposal. He  
107 stated his appreciation for the board continuing to hold the meeting given the current COVID  
108 situation. Michelle wished him luck with his application for the board seat. Jason Bunch  
109 suggested that any information he feels should be added to the field guide should be emailed  
110 to staff. Michelle also stated she would like his input on the FAQ’s that the transporter  
111 subcommittee has been working on.

112

113 ***Break – off record at 9:53 am, return at 10:17 am.***

114

115 **Agenda Item: Division Update/Fiscal Report:**

116 Ms. Hoffard provided the division update and fiscal report. The board began Fiscal year 2020  
117 with a deficit of \$150, 523; at the end of the 2<sup>nd</sup> quarter the board had a surplus of \$258, 547.  
118 Ms. Hoffard let them know that over 500 licensees had not submitted renewals yet. This has a  
119 directly effect on the expected revenue for the program. The board discussed the fact that  
120 many assistant guides do tend to wait on submitting renewal based on if they will be working  
121 during the upcoming season. It was pointed out that at no time is an extension being  
122 considered for licensees that did not renew their license. The renewal ended December 31,  
123 2019. The board briefly discussed plans for keeping costs down. Pete asked if the board was a  
124 point that they would need to start justifying the surplus. Ms. Hoffard reminded the board that  
125 the program is mandated to be fully supported by the revenue from fees. The current surplus  
126 will be used to fund the program as required and given past fiscal reports, the surplus should be  
127 closer to \$500, 000 or \$600,000. Ms. Hoffard reminded the board that her salary was added at  
128 the very end of the 2<sup>nd</sup> quarter and will be reflected more accurately in future reports. She  
129 stated she has questions for the division and board regarding the March 31 deadline for annual  
130 filing fees and the fee charged for exams. The Game Management Unit exams are currently  
131 \$400 for each time the exam is taken, including retakes. The 2-day registered exam is currently  
132 \$125. Michelle suggested that the discussion for the exam fees be moved to a time later in the  
133 agenda.

134

135 The board moved to discussion of the annual filing fee. It was discussed that Ms. Hoffard  
136 should audit the annual filing fee payments for transporters, registered guides and master  
137 guides. The most important issue is ensuring that licensees are in compliance with submitting  
138 the annual fee. The board discussed several options for changing the due date for the annual  
139 filing fee. It was ultimately determined that the March deadline is sufficient, a system needs to  
140 be created to ensure compliance with paying the fee before submitting hunt records. The  
141 board had a brief conversation about how the hunt records system in the database. Ms.  
142 Hoffard explained how the system is used and what some of the downfalls of the system are.  
143

144 Ms. Hoffard informed the board that a form for requesting UVC is being created. It has been  
145 noticed that some registered guides have figured out how the code is generated and it appears  
146 they have been creating their own codes. Moving forward, a random code generator will be  
147 used to ensure that the codes are truly unique and specific to each guide and guide use areas.  
148 Ms. Hoffard explained that she had conducted the audit of draw winners and had informed Fish  
149 and Game of the results of the audit in addition to informing Investigator Strout. Larry Van  
150 Daele wanted to know what happens to a guide that used an invalid UVC for the draw and is a  
151 UVC only necessary for a draw that does not include over-the-counter permits. Ms. Hoffard  
152 explained the process for issuing UVC's. A guide must be registered in the guide use area for  
153 the year they request the UVC and the year the permit will be issued. The audit conducted  
154 revealed 22 potential violations. The board determined that they should send questions  
155 regarding the UVC's and the audit to Megyn Weigand with Department of Law. Larry Van Daele  
156 stated that any questions should also be sent to Fish and Game's attorney, Cheryl Brooking to  
157 ensure that both agencies are on the same page for this topic. The board decided to continue  
158 this conversation later in the meeting to keep on track with the agenda.  
159

160 **Agenda Item: Regulation Review:**

161 The board expressed their frustration with lack of movement on regulations projects.  
162

163 The board decided to recess for lunch at 11:30 for staff to gather information for review of  
164 regulations projects with the expected return to the record at 1:30 pm.  
165

166 Lunch break – off record at 11:28 am

167 Return to record 1:30 pm  
168

169 Jason Bunch informed the board that review of the UVC audit revealed it was not as detailed as  
170 expected. Ms. Hoffard was asked to email Fish and Game and inform them that the audit is not  
171 complete. Jason Bunch and Ms. Hoffard will continue to work on the audit with Inv. Strout and  
172 the Department of Law.  
173

174 **Agenda Item: Regulation Review:**

175 The board moved to the discussion of current regulations projects.  
176

177 Chair Tiffany briefly went over regulations projects that are complete and with the regulations  
178 specialist for final review before being submitted to the Lt. Governor for signature.  
179

180 12 AAC 920(b), (c), and (e) Hunting, guiding and practical experience  
181 12 AAC 75.400 (d) and (e); 75.450(d) transporter activity reports  
182 12 AAC 75.230(a) guide use area registration

183

184 Chair Tiffany has requested that written regulation changes be returned to the board  
185 immediately before being submitted for signature.

186

187 Continuing education/professional development; 12 AAC 75.150 (a-d). This regulation  
188 amendment was tabled in December 2019. This regulation amendments addresses  
189 professional development for the guide/transporter industry. The amendment would require  
190 licensees to participate actively in various areas that directly affect/benefit the industry. Jason  
191 Bunch asked how the licensees will document compliance with the requirement and as directed  
192 to (d) which outlines how this will be documented. Michelle Heun asked why the requirement  
193 was set for 5 days. Chair Tiffany explained that after discussion and research 5 days was  
194 determined to be sufficient for the 2-year license cycle. The five days would be more conducive  
195 to active participation as opposed to simply attending meetings. The board discussed the  
196 various options provided for licensees to acquire the public involvement as well as the methods  
197 of attendance that could be used. Larry Van Daele asked what would constitute a meeting with  
198 a wildlife trooper or Fish & Game biologist. Chair Tiffany stated that it should be a meaningful  
199 discussion.

200

201 **In a motion duly made by Pete Buist, seconded by Jason Bunch with unanimous consent, it**  
202 **was resolved to approve draft language for 12 AAC 75.150 be submitted as the start of a new**  
203 **regulations project.**

204

205 Mandatory 3-year GUA registration state wide 12 AAC 75.230 (g) This proposal was tabled at  
206 the December 2019 board meeting. This topic has been brought before the board multiple  
207 times and has many out-reaching issues. Prospecting creates conflict in the field between  
208 guides, resident hunters and transporters. The board discussed the pros and cons of the 3-year  
209 requirement.

210

211 **In a motion duly made by Jason Bunch, seconded by Pete Buist with unanimous consent, it**  
212 **was resolved to create a new regulations project to amend 12 AAC 75.230 with the intent to**  
213 **initiate statewide 3-year guide use area registrations.**

214

215 **Agenda Item: Public Comment:**

216 Mike Flores – Stated that he thinks the 3-year registration proposal by Jason Bunch has  
217 significant merit. He thinks most guides will do their due diligence before submitting their  
218 registration. As a past guide he understands the need to know the area in detail. Jason Bunch  
219 asked if as a transporter he had any thoughts of requirements for transporters to register for  
220 areas as well. Mr. Flores remembered that topic being discussed in the past and he thinks the  
221 board should revisit that topic. It would be a measure to increase consistency for the public.

222

223 Chair Tiffany asked Mr. Flores his opinion of future regulations being drafted under the  
224 authority of Alaska Statute 08.54.450 (f); “At least 60 days before providing transportation

225 services to, from, or in an area as may be determined by the board, a transporter shall inform  
226 the department, in person or by registered mail on a registration form provided by the  
227 department, that the transporter will be providing transportation services to, from, or in the  
228 use area. The board may establish transporter use areas and adopt regulations to implement  
229 this subsection as the board considers necessary.”

230

231 Mr. Flores feels that in the future this may need to be discussed further but with clear  
232 guidelines for how those areas would be determined using management units as opposed to  
233 sub-units based on the type of transporter services being provided.

234

235 As no one else requested to provide public comment, the board returned to the regulations  
236 project discussion.

237

238 Unit 9 Buffer areas – authority AS 08.54.720 This proposal was originally submitted in February  
239 2019 by Representative Mel Gillis. The board discussed the proposal as written. Jason Bunch  
240 at first look likes the idea but he is not certain that the proposal is legal. He recommends  
241 getting advice from Department of Law before the board moves forward. Adam Trombley  
242 asked if this is an issue that often occurs. Chair Tiffany explained that it does unfortunately  
243 happen due to the “pockets” game is found in. Michelle Heun feels that this issue is bigger  
244 than Unit 9 and the board should hold off on this proposal for now. Larry Van Daele stated that  
245 the proposal as written is not clear enough for him to support at this time. It was decided that  
246 this proposal will be tabled pending Department of Law clarification of authority of the board  
247 on regulating buffer areas.

248

249 **In a motion duly made by Larry Van Daele, seconded by Jason Bunch with unanimous**  
250 **consent, it was resolved to table the Unit 9 buffer area proposal pending guidance from the**  
251 **Department of Law.**

252

253

254 **Agenda Item: Position Statement Felons & Firearms:**

255 Pete Buist and Larry Van Daele were tasked to draft a position statement regarding felons  
256 carrying firearms as a licensee under the authority of the board. The draft statement was  
257 reviewed for authority and clarity by Megyn Weigand with the Department of Law. Chair  
258 Tiffany explained his opinion of the need for such a statement and his intent to vote to approve  
259 the statement as drafted. Larry Van Daele reminded the board that Jason Bunch and the Alaska  
260 Wildlife Troopers spent a considerable amount of time on this topic.

261

262 **In a motion duly made by Jason Bunch, seconded by Pete Buist with unanimous consent, it**  
263 **was resolved to approve the draft position statement for felons and firearms as written to be**  
264 **finalized and posted to the board webpage.**

265

266 Renee Hoffard stated she will add a date of adoption and have the statement posted to the  
267 website.

268

269 Break – off record at 3:43 pm

270 Return to record at 3:53 pm

271

272 **Agenda Item: Investigative Report:**

273 Investigator Strout provided his investigative report for the time period of November 21, 2019  
274 through March 4, 2020. The division had 49 open cases, many are related to renewal  
275 applications. As of March 17, 2020, there are 48 open cases. For the same time period he  
276 closed 31 cases; 6 of which are license actions such as consent agreements. The board and Inv.  
277 Strout discussed trends on the types of violations being submitted. Inv. Strout stated that there  
278 appear to be a lot of self-reporting cases coming up. There have been some unlicensed  
279 investigations given the recent renewal. Larry Van Daele asked if there have been any master  
280 guide issues due to SB43. Inv. Strout stated he has had several master guides come forward  
281 but their violations occurred before the bill went into effect. He does have 1 case open but  
282 cannot discuss it as an open investigation. The board again discussed that it is not the intent of  
283 the board to revoke a master guide license based on a paperwork or minor violation. Chair  
284 Tiffany stated he would draft a letter regarding the boards intent.

285

286 Probation Monitor Ryan Gill provided the probation report; there are currently 25 licenses in  
287 probation status. Since the board met December 2019, 6 licenses were released from  
288 probation. He briefly discussed licensees that are not in compliance or that have special  
289 considerations.

290

291 Chair Tiffany announced that the board will be entering executive session to discuss  
292 investigative issues and the board will not return to the record for board business for the  
293 remainder of the day. The meeting will call to order again at 9:00 am, March 18, 2020.

294

295 **In accordance with the provisions of Alaska Statute 44.62.310(c), I, Michelle Heun move to go**  
296 **into executive session for the purpose of discussing subjects that tend to prejudice the**  
297 **reputation and character of any person, provided the person may request a public discussion.**  
298 **Board staff to remain for the session. Pete Buist seconded the motion. Motion passed via**  
299 **unanimous consent.**

300

301 **Off record at 4:11 pm**

302 **Return to record 5:38 pm**

303

304 Chair Tiffany called recess until 9:00 am March 18.

305

306 Off record at 5:39 pm.

307

**Wednesday, March 18, 2020**

308

309 **The Chair brought the meeting to order at 9:01 am**

310

311 **Board Members Present Constituting a Quorum:**

312 Henry Tiffany - Licenses Registered Guide-Board Chair

313 Larry Van Daele - Board of Game Representative *via Zoom*

314 Michelle Heun - Licensed Transporter  
315 Pete Buist - Public Member  
316 Jason Bunch - Registered Guide Outfitter

317  
318 **Board Members Absent:**

319 Adam Trombley – Public Member *EXCUSED*  
320 Nicholas Jackson- Private Land Owner *UNEXCUSED*

321  
322 **Staff Members present:**

323 Renee Hoffard – Executive Administrator  
324 Lee Strout – Investigator  
325 Ryan Gill – Probation monitor  
326 Jean Bennet – Licensing Examiner *via Zoom*

327  
328 **Members of the Public Present:**

329 Mark Richards – RHAK *via Zoom*  
330 Steve Perrins Sr. *via Zoom*  
331 Jeff Callison  
332 Al Barrette

333  
334 **Agenda Item: Review agenda:**

335  
336 **In a motion duly made by Michelle Heun, seconded by Larry Van Daele with unanimous**  
337 **consent, it was resolved to approve the daily agenda as amended to provide public comment**  
338 **at 9:10 am in addition to the 3:00 pm comment period.**

339  
340 **Agenda Item: Public comment:**

341 Mark Richards – RHAK asked if the board had voted down the buffer area proposal. Chair  
342 Tiffany stated that it was tabled pending clarification from the Department of Law on the  
343 boards authority to regulate the matter. He also asked if the 3-year GUA was deferred and was  
344 informed that the board did start a regulations project for that proposal. RHAK feels that it is a  
345 deficiency of this board that it takes so long to get regulations passed compared to the Board of  
346 Game. The time lapse is not good for the industry, resident hunters and the public.

347  
348 The board decided to take a short break before making motions regarding investigations issues.

349  
350 Break – off record at 9:21 am

351 Return to record at 9:34 am

352  
353 Board member Adam Trombley joined the meeting.

354  
355 **On a motion duly made by Jason Bunch, seconded by Peter Buist, via roll call vote, it was**  
356 **RESOLVED to approve the Assistant Guide license application for Ty Fuller. Motion Failed;**

357



Board Member	Approve	Deny	Recuse
Henry Tiffany		X	
Jason Bunch		X	
Larry Van Daele		X	
Peter Buist		X	
Michelle Heun		X	
Adam Trombley		X	

358  
359  
360  
361  
362  
363  
364  
365  
366  
367

Board discussion: Per AS 08.54.710, the board may impose discipline if the board finds the licensee has negligently misrepresented or omitted a material fact on an application for any class of guide license. Board members agreed that denial of this license follows precedent set with similar situations.

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to accept the voluntary surrender the assistant guide license of Jeff Sibert. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

368  
369  
370  
371  
372  
373

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to approve the assistant guide license of Nathaniel Unfried. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

374  
375  
376  
377  
378  
379

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to approve the consent agreement as written for Assistant Guide Nathaniel Unfried. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		

Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

380  
381  
382  
383  
384

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to consent agreement as written regarding Anthony Taranto. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

385  
386  
387  
388  
389  
390

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to approve the consent agreement as written regarding Roderick Grant. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

391  
392  
393  
394  
395  
396

On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was RESOLVED to approve the consent agreement as written regarding Jacob Long. Motion passed;

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

397  
398

399 **On a motion duly made by Jason Bunch, seconded by Michelle Heun, via roll call vote, it was**  
 400 **RESOLVED to accept the voluntary surrender of the assistant guide license of George Jobe.**  
 401 **Motion passed;**  
 402

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

403  
 404  
 405 In the matter of the request by Michael Renfro, Master Guide GUIM218, regarding his  
 406 probation the board unanimously agreed to take no action.

407  
 408 **Agenda Item: Regulations Review continued:**

409 **Exam requirements for Assistant and Class-A assistant guides 12 AAC 75.130 and 12 AAC 75.120**

410 Jason Bunch proposed amending the requirements for the Assistant and Class-A assistant  
 411 guides to add an exam requirement. A look at past convictions the board has acted on shows  
 412 lack of knowledge of statutes and regulations by assistant guides. Assistant guides are  
 413 criminally and administratively held accountable for laws that govern the guide profession but  
 414 aren't required to prove they even know what these laws are. The board members each  
 415 expressed their support for the proposal. They questioned how the number of questions was  
 416 determined and it was explained that to ensure the applicants thoroughly cover the material  
 417 the questions must capture all aspects of the statutes and regulations. Adam Trombley  
 418 reminded the board that the administration advised boards to consider if implementing  
 419 regulations will cause an undue burden on applicants.

420  
 421 Michelle Heun asked the board for their opinion adding this requirement for transporter  
 422 applicants. Adam Trombley asked why the exam was removed from the requirements and if  
 423 there is a difference in the violations since the exam was removed. Chair Tiffany explained that  
 424 to the best of his knowledge the exam was stopped when the board was sunset. At that time  
 425 all responsibility for the program reverted to the division. The board was reinstated in  
 426 approximately 2006. The board covered the various methods of administering the exam and  
 427 how it could impact the licensees and the public. Adam Trombley also asked if there was any  
 428 factual data regarding the violations. They discussed if there would be a burden to staff to  
 429 provide the exam to applicants and then to review the exam when submitted. Jason Bunch  
 430 stated that the variables have changed considerably since the exam was stopped before; the  
 431 industry is no longer focused on the mentoring aspect as they were in the past. When the  
 432 board met in February for the short teleconference the information provided regarding criminal  
 433 convictions for violations show the bulk of the violations involved assistant and Class-A  
 434 assistant guides.

435

436 Michelle Heun stated she would draft a proposal to amend the transporter license  
437 requirements to include an examination requirement after the sub-committee meetings.

438  
439 **In a motion duly made by Henry Tiffany, seconded by Jason Bunch with unanimous consent,**  
440 **it was resolved to create a new regulations project to amend 12 AAC 75.120 and 12 AAC**  
441 **75.130 with the intent to implement a jurisprudence examination requirement for Assistant**  
442 **and Class-A Assistant guides.**

443  
444 Break - off record at 10:50 am  
445 Return to record at 11:01 am

446  
447 **Agenda Item: Annual Report:**

448 The board discussed the information for the annual report. Each year the board is required to  
449 submit a report detailing the business they conducted in the previous year, anticipated  
450 expenses for the upcoming fiscal year. The report also documents goals and objectives,  
451 anticipated proposed legislation or regulations and how the board is/has addressed  
452 recommendations from the most recent legislative audit.

453  
454 Lunch recess – off record at 11:41 am  
455 Return to record at 1:16 pm

456  
457 **Agenda Item: Subcommittee meetings:**

458 The board broke out for assigned subcommittee meetings with reports scheduled for March 19.

459  
460 Break – off record at 1:54 pm  
461 Return to record at 2:19 pm

462  
463 Chair Tiffany informed the board that Renee Hoffard had a question regarding the UVC codes  
464 and he addressed it during the break. Jason Bunch stated that for the record he noticed as he  
465 was assisting with the audit that he competes with some of the guides in question. One of the  
466 hunts in particular is in his immediate area and he has a hunter that is alternate # 1 for that  
467 area. Chair Tiffany stated that the UVC issue has been ongoing for several years and this is the  
468 1<sup>st</sup> year that an audit was conducted. The draw is very random and in no way, did Mr. Bunch  
469 have any control over this situation. Renee Hoffard reminded the board that the Chair is the  
470 designated ethics supervisor for any potential violations for board members.

471  
472 Chair Tiffany recognized the public that attended the meeting and thanked them for attending.

473  
474 Jason Bunch informed the board that the Alaska Professional Hunters Association will be  
475 working on an updated economic impact study. He asked that the board permit Renee Hoffard  
476 to assist the McDowell group with any assistance she can. Renee Hoffard asked that he  
477 forward the email to her so that she can start compiling the statistical data that is requested.

478  
479 Break – off record at 2:50

480 Return to record at 3:00 pm

481

482 **Agenda Item: Public Comment:**

483 Steve Perrins I – Comment regarding 3 guide use areas, he is not opposed to the proposal. He  
484 wanted to let the caller yesterday know that there is considerable marine taxi services down in  
485 Kodiak and a great deal of activity in that area. He knows a few operators down there and that  
486 needs to be noted. The master guide bill that the board has had some discussion on; he  
487 forwarded an email to Renee Hoffard that he would like all board members to read. He is not  
488 happy with the way APHA has addressed the issue. The letter he submitted via email will  
489 clearly demonstrate his position on the matter.

490

491 Steve Perrins II – Register guide number 1295, board member of APHA but not speaking on  
492 their behalf. He has spoken with Director Chambers and stated she thinks there are some easy  
493 fixes to go back to the sequential master guide numbers. He would like the board to consider  
494 backing that. The second topic is the master guide issue. Jason Bunch has been very  
495 responsive to him throughout the process. He feels the board is trying to push a bill through  
496 with no public testimony.

497 Al Barrette – Recent court decision that a guide was charged with potential selling tags and  
498 then reselling the tags if the hunter didn't successfully harvest an animal. He thought to help in  
499 that process if the department could number those tags such as hunt records. He also has  
500 some concern with the hunt records, the \$50 fee per record. He feels that is too high a fee  
501 given the other fees associated with the hunts such as tags, permits, registrations and sealing.  
502 He would like justification for why the fee is so high. Jason Bunch addressed the \$50 fee, that  
503 fee has changed to flat fee of \$300 total per year for any and all records. Renee Hoffard  
504 explained how labor intensive the reports can be based on the number of reports and the  
505 information included. Mr. Barrette also mentioned that someone had spoken to notices of  
506 board meetings and recommended that anyone looking for that information sign up for emails  
507 for public notices from the state website.

508

509 Jeff Callison – Deadhorse outfitter. Exams, as a transporter what all has changed in 10 years.  
510 Maybe exams on big game law. The biggest block for him is the Coast Guard. There are 3  
511 definitions under law for navigable waters. On the other side of that with continuing  
512 education, your job is to be prepared for going in the field. If something changes you need to  
513 know about it. Changes and cancellations in courses affect applicants in rural areas.

514

515 Mike Flores – Continuing education, feels the board is moving in the right direction. The plan  
516 would keep licensees involved in the process and knowledgeable about upcoming changes. He  
517 does ask that transporters be added.

518

519 Dick Rohr – 50-year resident of Kodiak. He would like to start out by commending the staff. It  
520 is refreshing to hear such a "can-do" attitude from staff. Particularly as it pertains to the UVC,  
521 he was the first guide to ever receive a UVC and he is happy that the board is finally getting  
522 where all had hoped the UVC would get to. He appreciates that staff took the time to do the  
523 audit to determine that UVC's and draw permits were done correctly. He supports any  
524 measures the board decides to take either this year or next year. He feels that the board

525 should move towards a separate UVC for each GUA. He is in support of the 3-year GUA  
526 proposal. He remembers the last time the exams for assistant guides were given that study  
527 materials were not available and many failed the exam. Again, good job to the staff.

528  
529 Dan Montgomery – He would like to make sure the master guide fix is pushed through the  
530 legislature as quickly as possible. It is imperative to get it passed as quickly as it can be  
531 managed. He would be supportive of a species-specific qualification for assistant guides,  
532 registered guides can hire assistants with no experience for the species they are hunting. He is  
533 in support of the 3-year GUA, it will support conservation as guides know they will be required  
534 to hunt the same area for multiple years. He feels the recommended language proposed for  
535 the master guide fix puts more authority on the board.

536  
537 Chair Tiffany asked if Dan and Loren would be able to attend the exams on Friday; Dan stated  
538 that neither of them would be able to attend in person but could proctor via Zoom if needed.

539  
540

541 **Agenda Item: Board Business:**

- 542 A. Board approved training courses: neither of the groups that were listed as approved  
543 training courses have responded to requests for information from staff and Board  
544 members. To the best of anyone’s knowledge it has been a considerable amount of time  
545 since any information has been obtained. Michelle Heun stated that she remembers that  
546 the board had previously asked for that information be removed from the website. Renee  
547 Hoffard stated the issue arises when potential applicants request more information; but the  
548 previously approved programs are not listed on the website. It was determined that it  
549 would be best to not recommend amending the regulations so that the training programs  
550 can be an option in the future.
- 551 B. Letter to Fish and Game regarding Harvest tickets: Chair Tiffany was tasked with drafting a  
552 letter to Commissioner Vincent Doug-Lane explaining the current issues with harvest  
553 tickets.
- 554 C. Tabled regulations proposals 2019: the board felt they had addressed this topic sufficiently  
555 during regulations review at this meeting.
- 556 D. Wildlife judging-streaming: Pete Buist will follow-up on what all videos are available and  
557 determine how available those videos are at the various Fish and Game office around the  
558 state.

559

560 Recess – off record at 4:27 pm

561

562 **Thursday March 19, 2020**

563

564 **The Chair brought the meeting to order at 9:42 am**

565

566 **Board Members Present Constituting a Quorum:**

567 Henry Tiffany - Licenses Registered Guide-Board Chair

568 Larry Van Daele - Board of Game Representative *via Zoom*

569 Michelle Heun - Licensed Transporter

570 Pete Buist - Public Member  
571 Jason Bunch - Registered Guide Outfitter

572

573 **Board Members Absent:**

574 Adam Trombley – Public Member **EXCUSED**  
575 Nicholas Jackson- Private Land Owner **UNEXCUSED**

576

577 **Staff Members present:**

578 Renee Hoffard – Executive Administrator  
579 Lee Strout – Investigator  
580 Ryan Gill – Probation monitor  
581 Jean Bennet – Licensing Examiner *via Zoom*

582

583 **Members of the Public Present:**

584 Mark Richards – RHAK *via Zoom*  
585 Steve Perrins Sr. *via Zoom*  
586 Thor Stacey *via Zoom*  
587 Jeff Callison  
588 Al Barrette  
589 Lt. Aaron Frenzel, Alaska Wildlife Troopers *via Zoom*  
590 Chandler Long, Land Trust Authority *via Zoom*

591

592 **Agenda Item: Review agenda:**

593 Michelle Heun would like to add 2 new regulations proposals. Renee Hoffard has copies of the  
594 proposals. The board has time before the 10:30 subcommittee reports.

595

596

597 **Agenda Item: Subcommittee reports:**

598 The board worked through the subcommittees as a group during that agenda item on March  
599 18.

600

601 Michelle Heun – Transporter subcommittee; the draft FAQ is almost ready to be finalized. She  
602 reviewed a recommend change from the day before but felt that it would be better to stay  
603 consistent with the wording used in statute and regulation. She also worked on proposals for  
604 regulation amendments. The first proposal would amend 12 AAC 75.145 to add a BGCSB  
605 statute and regulations exam for transporter applicants. The second proposal amends 12 AAC  
606 75.400 to specify that transporter activity reports should be submitted within 60 days after the  
607 completion of the transporter services.

608

609 The board had a brief discussion regarding the difference between a regulations proposal and  
610 regulation projects. They also discussed increased efforts to get information out to licensees.  
611 The board is hopeful that they are on the right track for getting these efforts moving. This  
612 meeting information was also sent to APHA for distribution to their listserv.

613

614 The board returned to the discussion of Michelle Heuns regulation proposals. Jason Bunch  
615 asked how a transporter license that is held by an entity can take the exam. Michelle Heun  
616 stated that the responsible party for the license is the individual that would be responsible for  
617 taking the exam.

618 Larry Van Daele feels it moves along the lines of the proposals that Jason Bunch had submitted.  
619

620 **In a motion duly made by Pete Buist, seconded by Jason Bunch with unanimous consent, it**  
621 **was resolved to create a new regulations project to amend 12 AAC 75.400 to implement a 60**  
622 **deadline for submission of transporter activity reports and 12 AAC 75.145 with the intent to**  
623 **implement a jurisprudence examination requirement for Transporter applicants.**

624  
625 Renee Hoffard was tasked to send the transporter FAQ to Megyn Weigand for legal review.  
626

627 **In accordance with the provisions of Alaska Statute 44.62.310(c), I, Michelle Heun move to go**  
628 **into executive session for the purpose of matters which by law, municipal charter, or**  
629 **ordinance are required to be confidential. Office of Administrative Hearings is to remain in**  
630 **the session. No board staff to remain for the session. Larry Van Daele seconded the motion.**  
631 **Motion passed via unanimous consent.**

632

633 **Off record at 10:32 am**

634 **Return to record 11:28 am**

635

636 **In a motion duly made by Jason Bunch, seconded by Pete Buist, it was resolved via roll call**  
637 **vote to revise the proposed sanction for Mr. Jerry Cates. The revised sanction suspends**  
638 **\$1500 of the \$3000 fine and replace the continuing education requirement with for each year**  
639 **of his probation Mr. Cates shall intend in person and in its entirety at least one meeting of**  
640 **the Big Game Commercial Services Board. Motion passed.**

641

Board Member	Approve	Deny	Recuse
Henry Tiffany	X		
Jason Bunch	X		
Larry Van Daele	X		
Peter Buist	X		
Michelle Heun	X		
Adam Trombley	X		

642

643

644 Chair Tiffany would like to request that the Executive Administrator be allowed to remain  
645 during future administrative hearings to assist with facilitating the executive session.

646

647 Chair Tiffany shared an email from the Division Director regarding division plans for  
648 implementing telecommuting procedures for staff as state office closures were announced in  
649 light of the Covid-19 pandemic.

650

651 Lunch – off record at 11:47 am



652 Return at 1:00 pm

653

654 **Agenda Item: Public Comment:**

655

656 Thor Stacey; Representing Alaska Professional Hunters Association – thanked the board for  
657 continuing to hold the meeting, test exam candidates and conduct board business in light of  
658 the COVID-19 pandemic. He discussed the current status of legislative session; the legislature  
659 has been closed to the public for the time being. He provided a brief overview of the estimated  
660 economic impact of the pandemic. He reported significant cancellations for the spring bear  
661 hunts; 100 % cancellation rate for foreign nationals. APHA is considering sending out some  
662 surveys for membership for economic impacts.

663

664 Al Barratte – Class A Guide – hopes in the future that all of the information for why a potential  
665 exam for assistant guides is being discussed. He is content being a Class A guide and has no  
666 interest in acquiring a Registered Guide license based on the cumbersome application process  
667 and follow-up paperwork required. He feels that the industry is over- regulated and that it is a  
668 detriment to the industry. One thing to help would be to add the responsibilities for assistant  
669 guides to the application and have the applicants sign off on their acknowledgment and  
670 understanding of those responsibilities.

671

672 **Agenda Item: Public Comment:**

673 Artic National Refuge cancelled prior to the meeting starting.

674

675 Mental Health Trust – Chandler Long provided an overview of the new permit program for land  
676 the trust holds. The permit program allows for one exclusive permit per large land tract; the  
677 permits will be valid for 5 years with a potential 5-year renewal. Permittees will be allowed  
678 motorized use, access, and temporary camps. After a brief discussion, Chair Tiffany thanked  
679 her for the presentation.

680

681 Alaska Wildlife Troopers – Lt. Aaron Frenzel joined the meeting to provide a brief update from  
682 the troopers. The troopers have 89 funded positions statewide and 7 of those are currently  
683 vacant. 1 trooper recently graduated the lateral program and is in the field training program.  
684 Major Steve Adams recently joined the command ranks in Anchorage. 2 people were  
685 promoted to Captains positions, himself and Captain Derek Mcgraff. Lt. Frenzel will be moving  
686 to his promotion on April 1. Spring academy is going on right now with 2 candidates but several  
687 troopers are planning retirement in the coming year. Enforcement – nothing has really  
688 changed since the December meeting. He does encourage guides to look closely at their guide  
689 use areas. The board let him know they had adopted a position statement regarding felons and  
690 firearms.

691

692 Dept. Of Natural Resources – Nikki Potter and AJ Wait discussed permit registration and  
693 clarified commercial registration permits. They discussed some changes occurring based on  
694 regulation amendments to fees. Language for land use permits has been updated to clearly  
695 define the difference between spike camps and base camps. They are looking at the bonding  
696 requirements, they have had some issues of permittees leaving items where the removal

697 exceeded the amount of the bond. They asked that any guides that know of items left to  
698 please let DNR know so they can work on removal. They have had a few inquiries about  
699 transporters and cabins. When they authorize cabins on state land, DNR does not own the  
700 cabin. They have not received requests for permits yet from transporters to build cabins but  
701 they do believe they have the authority if a permit request is submitted. The board had a short  
702 discussion regarding permits for waterways and day use fees. Chair Tiffany thanked DNR for  
703 allowing the board to hold the meeting and exams in their building especially in light of the  
704 current COVID-19 situation.

705

706 North Slope Borough – Ralph Burke joined the meeting and provided a brief update from the  
707 North Slope Borough. He reviewed the mission and responsibilities of the borough as well as  
708 municipal codes pertaining to the guide industry. The board thanked him for the update and  
709 information.

710

711 Board of Game – Larry Van Daele provided an update from the recent Board of Game (BOG)  
712 meeting held in Fairbanks held the prior week. BOG reviewed a total of 122 regulations  
713 proposals at the 9-day meeting and had 96 members of the public testify for public comment.  
714 One item that was discussed was the Dalton Highway and the complexities revolving around  
715 that. A work group will look at the issues and work with overlaying jurisdictions to develop a  
716 plan for moving forward to ensure compliance from those working in the area. BOG has 3  
717 members nearing the end of their terms; 2 members are seeking reappointment and Chair  
718 Sprinker will be stepping down from the board after about 18 years of service. BOG has 2  
719 meetings scheduled for the upcoming year; January 21-29, 2021 in Wasilla – central and  
720 southwest, and the statewide meeting is scheduled for March 12-19, 2021 Fairbanks.  
721 Deadlines for proposals for both meetings is May 1, 2020; agenda change requests must be  
722 submitted by November 1, 2020. The board had a brief discussion regarding potential changes  
723 that may come from the recent meeting. It was determined that it would be beneficial for the  
724 executive administrator attend at least 1 future BOG meeting. Mr. Van Daele asked that the  
725 board send a letter to Mr. Spinker expressing appreciation for his years of service.

726

727 **Agenda Item: Correspondence:**

728

729 Letter from APHA – APHA held a special meeting and rescinded the previous vote regarding  
730 support to the BGCSB (appendix A).

731

732 Email – regarding non-residents, COVID-19 and the board’s response to the pandemic. The  
733 board discussed the email. The board appreciates the concerns and feel that valid points were  
734 made. It was pointed out that many guides are Alaska residents; the guides and hunters that  
735 are not residents spend the bulk of their time in the state in areas with limited to no contact  
736 with local communities.

737

738 **Agenda Item: Schedule Future Meetings:**

739 The board confirmed the following meeting dates with the understanding that teleconferences  
740 may be called as needed:

741

742 July 22, 2020; teleconference  
743 November 30 – December 2, 2020 with exams December 2 and December 3; Anchorage  
744 March 23-25, 2021 with exams March 25-26; Fairbanks

745

746 **Agenda Item: Task list:**

747 Chair Tiffany – Annual report, narrative statement, letters to Board of Game re: Mr. Sprinker,  
748 Attorney General re: Master guides with board findings  
749 Jason Bunch – Annual report, goals and objectives, letter regarding harvest tickets, letter  
750 regarding economic impact  
751 Pete Buist – review of the wildlife streaming videos on Fish and Game website  
752 Renee Hoffard – APHA information request, letter to both approved training courses, best  
753 practices, update field guide, review UVC draw, update written language of regulations  
754 amendments, send buffer area proposals to Dept. of Law.

755

756 **Good of the order:**

757 The board asked Renee to schedule breaks at least every 2 hours especially for teleconferences.  
758 They would like to be able to view the results in OnBoard for voting results on applications.  
759 Renee was also asked to state for the record the outcome of voting on motions in meetings.  
760 Chair Tiffany asked board members to be considerate of special meeting requests in the coming  
761 months; adequate notice will be given as much as possible.

762

763 Having completed all business on the agenda, Chair Tiffany adjourned the meeting.

764

765 Off record at 3:46 pm.

766

767 Respectfully Submitted,

768

769 *Fannie Renee Hoffard*

770 Renee Hoffard

771 Executive Administrator

772

773

774

775 *Henry Tiffany*

776 Henry Tiffany  
Board Chair

11/30/2020

Date

11/30/2020

Date