

**MINUTES**

**UTAH  
HUNTING GUIDES AND OUTFITTERS  
LICENSING BOARD MEETING**

**August 4, 2009**

**Room 474 – 4<sup>th</sup> Floor – 1:00 p.m.  
Heber Wells Building  
Salt Lake City, UT 84111**

**CONVENED:** 1:02 p.m.

**ADJOURNED:** 4:25 p.m.

**Bureau Manager:**

Clyde Ormond

**Board Secretary:**

Jacky Adams

**Board Members Present:**

Paul Niemeyer - Chairperson  
Vaughn “Rick” Woodard  
Adam Bronson  
Troy Justensen  
Jed Wayment

**Board Members Absent:**

**Guests:**

John Campbell – USFS (United States Forest Service)  
Aaron Curtis – BLM (Bureau of Land Management)  
Alan Clark – DWR (Division of Wildlife Resources)  
Martin Bushman – Attorney General Representative  
Evan Vickers – Utah House of Representatives  
Brett Caldwell – High Deseret Sheep Guides  
R. Lloyd Nielson – Sunrise Outfitting  
Bruce Hubbard – Triple H Hunting  
Tim Piking – Book Cliff Outfitters  
Lee Howard – Sunrise Outfitting  
Fred John – Wasatch Outfitters  
John Diamond

**DOPL Staff Present:**

Mark B. Steinagel  
Judge Steve Eklund  
Ray Walker

**TOPICS FOR DISCUSSION**

**DECISIONS AND RECOMMENDATIONS**

**ADMINISTRATIVE BUSINESS:**

Welcome Board Members Mr. Jed Wayment, Mr. Vaughn “Rick” Woodard, Mr. Troy Justensen, Mr. Adam Bronson, and Mr. Paul Niemeyer.

Mr. Ormond welcomed the Board Members, Guests, and introduced Division staff members.

Issue the “Oath of Office” to Board Members

Mr. Ormond issued the “Oath of Office” to Mr. Wayment, Mr. Woodard, Mr. Justensen, and Mr. Niemeyer.

Mr. Bronson later appeared for the meeting, at that time the “Oath of Office” was issued to him.

Election of the 2009 Board Chairperson

Nominations for Chairperson, for fiscal year 2010, were received by the Division. Each Board member explained their qualifications for the position.

Mr. Steinagle introduced Representative Vickers, who sponsored this legislation, and Welcomed him to this meeting.

Mr. Woodard seconded by Mr. Justensen made a motion to elect Mr. Niemeyer as the 2010 Chairperson. The motion carried unanimously.

Duties & Responsibilities of a Board Member and the Open & Public Meetings – PowerPoint Presentation

Mr. Ormond explained the Duties and Responsibilities of a Board Member in conjunction with the Open and Public Meetings PowerPoint presentation.

**HEARING:**

1:00 p.m. Rules Hearing

The Proposed Rules Hearing was conducted by Judge Eklund.

During the Hearing the following changes were recommended:

1. R156-79-102 (2); redefine to include a first aid and CPR course from the American Heart Association. Any additional references to a first aid and CPR course should also include the American Heart Association.

2. R156-79-302d (1); (a) (ii) and (iii) amend “previously” to “previous”.  
(d) amend to state “a conviction of one or more misdemeanors involving wildlife violations”.  
(f) and (g) amend “right” to “privilege”.
3. R156-79-303; clarify to indicate a two-year renewal cycle.
4. R156-79-502 (8); amend “water” to “waste”.  
(14) amend to state “...maintain general liability insurance, as required by the United States Forest Service...”
5. R156-79- 601 and 602; amend to state “...shall contain basic instruction which may include the following...”  
Additionally it was recommended to remove (2) and (5), and add Map Reading / GPS (Global Positioning Satellite) knowledge.
6. R156-79-701; clarify the effective date of the Rule to eliminate confusion.

A concern was also raised regarding R156-79-502 (6), however, it was determined this section would remain, as written.

Mr. Justensen seconded by Mr. Bronson made a motion to approve the current Proposed Rules, as written, contingent upon the recommended amendments being implemented upon commencement of the current Proposed Rules. The motion carried unanimously.

## **DISCUSSION ITEMS:**

Development of Exam Process for Hunting Guide & Outfitters Examination

- a. Number of anticipated examinees for both Hunting Guides & Outfitters:

This issue was not discussed.

- b. Texts to be used on the exams:

It was explained that any texts used for the exams must be easily accessible to examinees. The following texts were approved for use in the examinations:

1. R156-79; Utah Hunting Guide and Outfitter Rules
2. Title 58 Chapter 79; Utah Hunting Guides and Outfitter Licensing Act
3. Title 58 Chapter 1; Division of Occupational and Professional Licensing Act
4. R156-1; General Rules of Occupational and Professional Licensing
5. Title 23 Chapters 13 thru 20; Utah Division of Wildlife Resources Code
6. Title R657 Chapters 1 thru 63; Utah Division of Wildlife Resources Administrative Code
7. Utah Hunter Safety Course Guidelines and Rules
8. United States Department of Interior Bureau of Land management Hunting Guide and Outfitter Rules
9. United States Forest Service Hunting Guide and Outfitter Rules

**c. Examination Outline:**

The “Content Outline” for the Outfitter examination was reviewed. Mr. Curtis supplied a packet of recommended information for the examination, additionally Mr. Curtis, Mr. Clark, and Mr. Campbell agreed to work with PSI to begin writing examination questions.

Mr. Justensen seconded by Mr. Bronson made a motion to approve the “Content Outline” for the Outfitter examination. The motion carried unanimously.

**d. Examination Review Panel (2 groups, 1 with 7, the other with 5 individuals):**

To be determined at a later date.

**e. Schedule Examination Development Date:**

To be determined at a later date.

**f. Scheduled Examination Review Date:**

To be determined after the examinations have been created.

Application Development

Copies of the proposed applications were given to the Board Members for review and comment.

This issue will be further discussed at the next meeting.

Scheduling of Board Meetings for 2009-2010

The Board was questioned regarding what month, day, and time their meetings should be held. It was determined Tuesdays at 1:00 p.m. was the best day and time, and January, April, August, and December are the months for meeting dates.

**CORRESPONDENCE:**

Executive Order - Ethics

Copies of the Executive Order regarding "Ethics" were given to the Board Members for review.

**ADJOURN:**

4:25 p.m.

*Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.*

November 10, 2009

(ss) Paul Niemeyer

Date Approved

Chairperson, Hunting Guide & Outfitter Licensing Board

November 10, 2009

(ss) Clyde Ormond

Date Approved

Bureau Manager, Division of Occupational & Professional Licensing