# Ohio Department of Natural Resources

# **Division of Forestry**

# **Annual Work Plan**

For

# Zaleski State Forest

For the Period of

Fiscal Year <u>2013</u> (July 1, 2012 to June 30, 2013)



Prepared By:

Approved By:

Thomas C. Shuman, Forest Manager (Name & Title

5/18/12 (Date) Nate Jester, District Manager (Name & Title)

6/22/12 (Date)

# **Table of Contents**

	<u>Page</u>
I.	Strategic Plan
II.	Summary of Strategic Plan Actions  Bullet Statements: Actions that directly support Strategic Plan Goals & Objectives
III.	Forest Overview History & Description
IV.	Resource Management  Silvicultural Practices (Scheduled Harvests, Cruising, Marking, TSI, etc.)  Merchandising  Minerals Invasives Boundary Licenses/Leases Insects & Disease Utilization & Marketing Research Summary (2-3 year projects)
<b>V</b> .	Maintenance Buildings Infrastructure (water, wastewater, utilities) Vehicles & Equipment Roads Signage Residences Dams Capitals Projects Summary (2-3 year future projects)
VI.	Recreation  Trails (bridle, backpack, etc.)  Campgrounds  ATV Areas  Shooting Ranges  Forest of Honor  Grants  Summary (2-3 year future projects)
VII.	Wildland Fire Suppression Preventions

	Prescribed fire Inter-Agency Fire Crew Training Fire Department Contacts FireWise FEPP/FFP Grants Summary (2-3 year future projects)
VIII.	Law Enforcement  Philosophy/Purpose Training Equipment Patrol Priorities Special Projects Other Duties (VFD's, FEPP, Court, Boundary, etc.) Summary (2-3 year future projects)
IV.	Employee Development  Employee Lists/Vacancies/Table of Organization Training (tuition reimbursement, etc.) Other Employee Development
Χ.	Public Information/Outreach  Planned Events  Partnerships  Volunteers Interpretive Programs Summary (2-3 year future projects)
XI.	Budget
XII.	Safety

#### OHIO DIVISION OF FORESTRY

#### I. STRATEGIC PLAN (Effective 2008)

Our Vision: Ohio's state forests will be the best managed forest lands in the country, and will be widely recognized as such.

# To fulfill this vision, the Ohio Division of Forestry commits to meeting five objectives. We will:

- Manage forests to ensure the health and sustainability of forest systems
- Produce high-quality forest products that contribute to local communities
- Provide recreational opportunities that require a large forest land base
- Provide unique forestry education sites and promote outreach and long-term research
- Maintain a highly trained and well equipped work force

# To fulfill these objectives, the Division of Forestry will develop and implement strategies and plans that allow us to accomplish the following goals by 2011:

- Manage forests to ensure the health and sustainability of forest systems
  - Implement a proven, verifiable approach to sustainable management
  - Manage for site-appropriate, native forest systems and species
  - Maintain long-term forest productivity through conservation of soil, water, and forest resources
  - Retain or promote stand and landscape level wildlife habitat
  - Assess the distribution and impact of non-native invasive species
- Produce high-quality forest products that contribute to local communities
  - Base State Forest harvest volumes on the goals and guidelines for each forest system, current stand and forest-wide inventories, and science-based silviculture
  - Develop marketing strategies to capture the maximum value of forest products
- Provide recreational opportunities that are compatible with sustainable forest management
  - Develop a comprehensive recreation plan for the state forest system
  - Build recognition for unique and varied recreation opportunities on state forests
- Provide unique forestry education sites and promote outreach and long-term research
  - Support forest research with an emphasis on sustainable forest management (silvicultural, prescribed fire, native systems, etc.)
  - Develop opportunities to showcase forest management practices to the general public, private landowners, and forest industry
- Maintain a highly trained and well equipped work force
  - Develop a training, continuing education, and/or certification standard for all division staff
  - Inventory and evaluate equipment and facilities and develop maintenance and replacement schedules
  - Develop equipment and facilities budgets based on current and projected needs
  - Ensure all staff have appropriate health and safety training

# II. Summary of Strategic Plan Actions

- Manage Zaleski State Forest under the multiple use concept promoting land management, forest sustainability, and back country recreation.
- Implement policies in the revised Land Management Manual that will maintain third party certification.
- Continue to develop employee skills and abilities through training thereby improving productivity and efficiency

## **III.** Forest Overview

History & Description: Prior to the 1800's, Native Americans occupied the area known as Zaleski State Forest. Burial mounds are still evident throughout the forest area and offer a reminder of their cultural existence. The largest mound is located adjacent to the Forest of Honor. During the early 1800's, a vibrant iron ore industry developed. Between 1818 and 1873, 69 pig iron furnaces flourished throughout the Hanging Rock region. One furnace happened to be financed by a French nobleman named Count Zaleski. Two furnaces were located within the area known today as Zaleski State Forest; the Hope Furnace, of which remnants still remain at the headwaters of Lake Hope; and another, was located where the office and service center currently exist.

In the late 1800's, better iron ore reserves were discovered in Michigan and Missouri, causing the iron industry to quickly fade within the Hanging Rock region. Remnants of the iron era are abundant throughout the forest; the old contour strip mine pits remain abundant, and occasionally remnants of charcoal burn mounds can be found. By the turn of the century, the iron industry was completely gone from Zaleski along with the timber. What followed was an influx of subsistence farms. However, the steep slopes and thin soil were very unproductive. It was during this era that the fertility of the area was drastically reduced and poor agricultural practices resulted in heavy erosion and sedimentation. It was also during this time period that coal extraction became an important industry. Most of the coal was mined from small drift mines; old mine entries can still be found throughout the forest.

In 1931, the State of Ohio made its first acquisition or 3,400 acres of the Strong Estate, which included land previously owned by the Zaleski Company. In 1935, under the direction of the U.S. Department of Agriculture, the Zaleski Land Utilization Project was established. This 46,000 acre project in Vinton County was part of 2,000,000 acres in Southeastern Ohio that was designated an economic problem area by the Federal government. The objective of the Zaleski Project was to return the land to its most productive capacity by generating a forest community, providing flood control and preventing soil erosion and by so doing, establishing an economic base to maintain a rural population. In 1958, all of these lands were transferred and merged into the ODNR Division of Forestry.

During the 1930's, the WPA program accomplished an immense amount of improvements. It was during this era that the Lake Hope dam was constructed, 14 vacation cabins were built, abandoned farm lands were planted to trees (mostly softwoods), 35 miles of roads and 21 miles of fire breaks were constructed, a fire detection tower was erected, a game refuge was established, and numerous wildlife waterholes were built.

# IV. Resource Management

Silvicultural Practices (Scheduled Harvests, Cruising, Marking, TSI, etc.):

The following areas were marked previously but have not yet been sold:

			Acres	Acres	Acres	
State Forest	Compartment	Vol. Bd. Ft.	Tons Pulp	Clearcut / Openings	Shelterwood / Deferment	Selection / Improvement
Zaleski	A-8	995,000	1,200	1 3	171	51
Zaleski	C-25	482,000	868	28		58
Zaleski	D-21		1,926	35		
Zaleski	D-26	763,000	5,970	66	130	51
Zaleski	E-1	452,000	814		66	

The following areas will be marked in FY 2013:

				Acres	Acres	Acres
State Forest	Compartment	Vol. Bd. Ft.	Tons Pulp	Clearcut / Openings	Shelterwood / Deferment	Selection / Improvement
Zaleski	B-6	297,000	535		37	
	B-13, B-14, B-					
Zaleski	15	928,747	2,804	65	66	37
Zaleski	D-17, D-27	370,752	2,064	36	68	61
Zaleski	D-18	3,166	5,276	42		5
Zaleski	E-2, E-4	179,183	817		41	

These planned harvests resulted from previous cruising and are expected to be marked in FY 14 or beyond.

			Acres	Acres	Acres	
State Forest	Compartment	Vol. Bd. Ft.	Tons Pulp	Clearcut / Openings	Shelterwood / Deferment	Selection / Improvement
Zaleski	B-11, B-14	372,337	1,216	8	50	71
Zaleski	A-33, A-38	522,154	3,273		42	91
Zaleski	A-2, A-3, A-6	631,485	4,255	18	68	
Zaleski	E-2	237,597	1,323		34	
Zaleski	D-18	350,517			73	
Zaleski	D-15, D-16, D- 19	544,086	1,665	49	82	38

Approximately 5% of the acreage in the forest will be assessed for potential silvicultural prescriptions during FY 13. The exact locations of the cruises have not yet been determined. The cruises will follow the stand-based cruising model used in FY 12.

Merchandising: The Division of Forestry will continue merchandising a limited portion of its scheduled management activities. This effort will consist of hiring a Master Logging Company, through completive bidding, to cut and deliver tree length logs to a centralized location where Division of Forestry personnel will manufacture them into sellable and sorted products. This process maximizes the Division's rate of return for its products. The Division's staff will continue to identify sales for merchandizing throughout the year. There may be one sale cut for the merchandising program. The sale is located in Athens County - C-35; See marking plan above.

*Minerals:* One (1) well had been identified to drill near Carbondale at Zaleski approximately three years ago. No further progress has been made since initial contact. The State does not own the mineral rights for this well. No further requests or leases have been initiated.

The Division of Forestry is currently reviewing and pursuing the potential for oil and gas activity on each state forest. In coordination with other Divisions within the Department of Natural Resources, Best Management Practices have been developed and suitability analyses have also been conducted. During this analysis, specific areas within the land holding Divisions of the Department have been identified as potential locations for the various types of oil and gas activity. Also, the mineral rights for each property are also being researched and identified in preparation for potential leasing activity. These leases may be with the state or with other private mineral rights owners on state lands. In either case, the Division is fully prepared to manage and implement these activities with the least amount of disturbance necessary to accomplish the task.

Invasives: Invasive species will be dealt with on a case by case basis at Zaleski. While invasives are present on the forest, resources and time do not allow for treatment of every infested area. Ailanthus will be targeted for complete elimination. Most Ailanthus stands have been treated previously by the Ohio Woodland Job Corps so only follow up treatments should be needed. New areas of infestation will be evaluated and treatments will be prescribed as resources allow. No treatment areas have been identified for this fiscal year.

Boundary: Boundary maintenance is an important function in the management of the forest. Properly maintained boundaries prevent encroachment from neighboring properties and from state activities encroaching onto neighboring properties. To accomplish this task, Zaleski State Forest conforms to the

Division's boundary maintenance policies. One fourth of the entire forest boundary is inspected and/or repainted each year. West Shade River is completely painted every four (4) years due to the small size. Any evidence of encroachment is reported to the Forest Officer for investigation.

*Licenses/Leases:* One mineral lease is located in the Carbondale area. No further action has taken place on the lease.

Insects & Disease: Not only in the forest, but also throughout the entire area monitoring stations are in place for the gypsy moth. That project is managed by the Department of Agriculture. Forest staff informally monitor for a number of forest pests, including emerald ash borer, gypsy moth, and Asian long-horned beetle, as well as others.

*Utilization & Marketing:* The only state owned and operated sawmill is located at Zaleski State Forest. The purpose of the mill is to produce rough sawn lumber for any state or local governmental agency, as needed. Each year, the Division solicits orders for the mill and the orders have been averaging roughly 50,000 bdft/yr. Raw logs are acquired through silvicultural prescriptions on Zaleski and primary conversion is completed by the crew with state owned equipment. This complete process requires several crew days per year. Excess lumber from mill orders is offered for sale to the public.

Forest products will continue to be offered for sale through both traditional state forest timber sales (stumpage) and merchandising sales. Additionally, firewood permits will be available for sale to the public.

Research: Over the years, numerous studies have taken place within the forest with Ohio State University (OSU), Ohio University (OU), and the US Forest Service (USFS). Currently the following studies are active: OSU – Oak Regeneration through prescribed fire; USFS – National Fire and Fire Surrogate and Shelterwood Harvesting and Prescribed Burning; a soil nutrient study with OU; Soil moisture requirements of pin oak and red oak trees by Ohio State University; and Bobcat research by Division of Wildlife.

High Conservation Value Forest Monitoring: Maintaining and promoting the features that make areas designated HCVF's is important to the Division of Forestry. To accomplish this task we will partner with the Division of Wildlife's Biodiversity Program to monitor a select number of Zone 1 areas each year. This year part of the Raccoon Creek corridor will be monitored.

Summary (2-3 year projects): Implement post-harvest cruising to better develop the growth & yield model. Develop a backlog of scheduled sales to project at least two (2 years of proposed treatments.

# V. <u>Maintenance</u>

Buildings: The Zaleski State Forest Headquarters, just north of the town of Zaleski, houses all of the administrative support for the Unit, as well as maintenance services. The following is a list of all buildings and anticipated major maintenance.

Building	Anticipated Maintenance
Headquarters	Put up new tongue and groove paneling in front office.
Long Garage	Routine
Drying Shed	Stain exterior surfaces and put addition on West side of building
Mill Shed	Re-paint, gutter work
Warehouse	Routine
Old Shop	Hang gutters on front of building
Wash House	Routine
Gas House	Routine

Zaleski State Forest also maintains the old Civilian Conservation Camp located on Wheelabout Road.

*Infrastructure (water, wastewater, utilities):* No projects are planned in the next year at the forest headquarters.

*Vehicles/Equipment:* The following is a list of all vehicles and heavy equipment at Zaleski State Forest.

Vehicle/Equipment Type	Used By	Anticipated Maintenance
Pickup S15-A72	Forest Officer	Routine
Pickup S15-163	Crew	Routine
Pickup S15-213	Crew	Routine, May need new tires
Pickup S15-270	Crew	Routine
Pickup S15-330	Forest Manager	Will need replaced. 160,000+ miles
Pickup S15-449	Forest Technician	Routine
Semi-tractor S15-383	Crew	Routine, repaint wheels
Pickup S15-515	Crew	Routine, May need new tires
Log Truck S15-458	Crew	Routine; Hydraulic cylinders leaking, replace seals; Bolsters and bed need replaced
Dump Truck S15-829	Crew	Routine, Needs two new tires
Pickup S15-910	Crew	Currently used for ALB Forester in SW Ohio
Pickup S15-943	Crew	Routine
Pickup S15-973	Forester	Routine

Pickup S15-978	Crew	Routine
291-S15 Lowboy Trailer	Crew	Routine
592-S15 14' Trailer	Crew	Routine
451-S15 18' Trailer	Crew	Routine
69A-S15 Gooseneck Trailer	Crew	Routine
Honda 350 APV	All	Routine; needs battery
Honda 300 APV	All	Routine
Honda 350 APV	All	Routine
Honda 500 APV	All	Routine
Polaris Ranger 800 XP	Crew	Routine, needs tune-up and winch
Polaris Ranger 800 XP	Crew	Routine, needs a winch
Polaris Ranger 500	Crew	Routine
John Deere 450 H Bulldozer	Crew	Routine
John Deere 350 B Bulldozer	Crew	Routine
Case 680 Backhoe	Crew	Routine, needs new batteries
Kubota Tractor and Mowtrim	Crew	Routine
Case 695 Tractor	Crew	Routine, needs batteries
John Deere 5300 Tractor	Crew	Routine
John Deere 770 Road Grader	Crew	Routine
Cat 910 Loader	Crew	Routine
Taylor Forklift	Crew	Routine
Case 540 Skidsteer	Crew	Routine

Roads: There are numerous old township roads that are in various stages of abandonment, maintained township roads, county roads, and state routes at Zaleski, and West Shade River. The Division of Forestry also maintains over 51 miles of forest access roads at Zaleski. This includes one mile of Class I roads (improved blacktop), 31 miles of Class II (high-standard limestone), and 16 miles of Class III (dirt roads). All of these roads, with the exception of the Class III roads are maintained for vehicular travel. All roads are graded, mowed and ditched, a minimum of one (1) time a year. The following is a list of the maintained forest roads, the mileage and anticipated maintenance for the coming year.

Forest Road Number	Forest Road Name	Mileage	Anticipated Maintenance
1	Will Tract	5	Routine; Needs ODOT culvert and headwall replacement
3	Low Water Bridge	2	Routine; Needs ODOT culvert and headwall replacement
7	Webb Hollow	2.9	Needs re-ditched and bridge decking replaced; Needs ODOT culvert and headwall replacement;

13	Coalmont Hollow	1.5	Routine
14	Bolster Hollow	2.4	Routine; ODOT bridge replacement in planning stage
15	Long Ridge	6.5	Routine; Needs ODOT culvert and headwall replacement
15	Irish Ridge	2.5	Routine; Needs ODOT culvert and headwall replacement
18	Hunt Hollow	1.5	Routine
19	East Raccoon	4.5	Routine
N/A	Waterloo Forest Loop	2.2	Routine;

The following roads will be formally inspected in Fiscal Year 2013:

- 1. FR # 1 Will Tract
- 2. FR # 3 Low Water Bridge
- 3. Pinnacle Rd.
- 4. Miscellaneous access roads behind main gate at Vinton Furnace

The following issues were noted in FY 2012 inspections:

- -Webb Hollow: Remove one row of pine trees on each side of road at Forest of Honor field to help daylight road; re-ditch entire road; replace culverts and headwalls as part of ODOT cooperative road maintenance; fill large sinkhole in ditchline going downhill towards Mine Hollow; replace wood decking on bridge; replace all signs at Mine Hollow end.
- -Forest of Honor Loop: submit ODOT cooperative road maintenance request to repave road; cut overhanging limbs. Construct new Division of Forestry "Forest of Honor" entrance sign.
- -Coalmont Hollow: re-ditch whole road; replace stop and speed limit signs at Bolster Hollow end.
- -Bolster Hollow Rd: re-ditch entire road; repaint Bolster Hollow sign at SR 278 end.

Forest Operations Crew and the Forest Manager will be responsible for the following planned workload as well as other issues as they arise:

- Perform Ohio Department of Transportation Scope of Services request once per fiscal year by inventorying road conditions as well as drain tile and header conditions.
- Perform annual ODOT work order request.
- Assist in annual ODOT inspections.

Signage: Wooden signs are replaced and re-painted as needed. Backpack and bridle trail signs are also replaced when needed. Recreational signs will be posted at the camps and trailheads warning of the dangers of overhead hazards. Construct new Division of Forestry "Forest of Honor" entrance sign.

Residences: Zaleski has one (1) residence at the old CCC Camp. It is currently unoccupied.

Dams: None

*Fire Tower*: Routine maintenance will be conducted to keep the tower safe for visitor enjoyment. Annual inspections will be conducted.

Capitals Projects: None

Summary (2-3 year future projects): Further ODOT Cooperative Roadway Programs as funds allow. Lease or dispose of old CCC Camp. Continue to identify projects with priorities focused on public and employee health and safety.

## VI. Recreation

Trails (bridle, backpack, etc.): There are 23 miles of backpack trail and approximately 50 miles of bridle trails at Zaleski. Trails are inspected for safety and overall condition a minimum of twice per year and after major weather events. Repairs and maintenance will be performed as needed. Trails to be formally inspected for fiscal year 2013 are as follows:

#### Bridle Trails

- 1. Orange/Black Points 6-Camp
- 2. Dark Blue/Light Blue Points Camp-10
- 3. Red/Light Blue/Black Points 3-4
- 4. Yellow Loop

#### **Backpack Trail**

1. Point A to Point E

#### Trail maintenance issues as noted in FY 12 inspections are as follows:

#### Bridle Trails

- -Re-route Orange Trail north of powerline to higher ground out of creek bottom between Points 6 and 10
- -Fix mud hole on orange trail just before powerline by hardening with stone between Points 6 and 10

- -Re-drain slip area into culvert on Dark Blue/Light Blue between Points 14 and 15
- -Re-shape waterbars and trail contours where needed
- -Brush back trail entrance near Points 12 and 16 and Wheelabout Rd.
- -Repair creek crossings between points 14 and 15 and 11 and 14

#### Backpack Trail

- -Ensure creek crossings drain across trail not with trail
- -Repair entrenched area on hill between side trail and Mizner Ridge, east of Point F
- -Brush back trail especially through shelterwood cut between points 9 and 10
- -Post signage explaining harvest and research study at shelterwood harvest

Campgrounds: There is one (1) hunter's camp, one (1) horseman's camp and three (3) backpack camps at Zaleski. Camps are checked and cleaned weekly during peak season. A new information kiosk will be constructed for the hunter's camp. Maintenance will also be conducted on the hunter's camp latrines to replace and paint worn areas. Outhouses at the horse camp will also be painted and the wastewater signs will be replaced.

ATV Areas: None

Shooting Ranges: Zaleski has one (1) shooting range. The range is cleaned weekly during peak season. New mats for targets will be installed as time and funds allow. Area will be mowed and cleaned weekly.

Forest of Honor: As mentioned above, a new entrance sign will be installed. The area will be kept mowed and a manicured look will be achieved. One tree will be replaced in the "Employee Grove" and an informational sign will be installed at the parking area. Extra brush removal will be conducted in the pond area and the pond will also be cleaned out this fall.

Grants: None

Summary (2-3 year future projects): As funding and time permits the crew will continue to improve bridle trail drainage and grade.

## VII. Wildland Fire

Suppression: The Division of Forestry has the statutory authority for fire suppression and protection within the hill country of the state. Zaleski State Forest is responsible for these duties in Vinton, Meigs, and Athens Counties. Division employees serve as initial attack resources within the forest boundaries and assist VFD's outside the forest boundaries, when requested. Most requests involve the use of heavy equipment.

Prevention: Smokey Bear and other fire prevention programs will be put on as time and resources allow. Two Smokey programs minimum per county will be conducted. Parades, county fairs and school programs will be the main focus so as to gain the largest audience. The Forest Manager and Officer will work to schedule events and programs. Elementary schools would be the focus of the school programs. Three school districts should be visited per year. School districts would then be visited every three years which should allow for all students to see Smokey during their time in school.

Prescribed Fire: Zaleski State Forest is planning to conduct two prescribed burns this year, if conditions allow. One will be Webb Hollow and the other on the Will Tract. The Division of Forestry fully acknowledges the use of prescribed fire as a management tool and is currently collecting data across the southern district in order to better implement a prescribed fire program. The data collected and resulting analysis, will present both the effects of past prescribed burns and opportunities for additional prescribed fire. Two types of burns are being assessed. This includes site preparation burns to determine the effectiveness of establishing oak/hickory on that particular stand and release burns to encourage the success of already established oak/hickory due to previous management practices. The results of the data analysis may yield additional prescribed fire opportunity for future fiscal years.

Inter-Agency Fire Crew: The Interagency Fire Crew supports the national effort to suppress wildland fire to protect lives, personal property and natural resources. Participation is strictly voluntary, but all employees are encouraged to participate in the program. Zaleski has four employees that have qualified for their red cards this year for the Inter-Agency Fire Crew.

*Training:* Members of the Interagency Fire Crew will attend one interagency refresher class. The Fundamentals of Wildland Fire course will be taught in each county as requested, but two classes minimum per year will be taught in the fire protection area.

Fire Department Contacts: Visits will be made to at least one (1) association meeting per month. The Forest Officer will make contact with each fire department, update the Fire Department Information Sheet, document the visit and file a report to the Forest Manager once per year.

*FireWise:* Zaleski will continue to support the FireWise program.

FEPP/FFP: The Federal Excess Personal Property (FEPP) program is a program administered by the Division of Forestry that loans equipment to fire departments for their use in fire control. Division staff must inspect loaned equipment a minimum of once each year.

*Grants:* The division administers several grant opportunities for volunteer fire companies. Zaleski Forest will promote the opportunities to local VFD's.

Summary (2-3 year future projects): Further contacts, training and communications to the local VFD's. Become more active in fire prevention programs such as FireWise.

#### VIII. Law Enforcement

Philosophy/Purpose: State Forest's currently have nine commissioned law enforcement officers and one commissioned manager. The purpose of these positions is to enforce Ohio Administrative Code and the Ohio Revised Code. One very important aspect of the program is resource protection. Forest Officers protect property boundaries from encroachment, recreation resources from undesignated uses, guard against timber theft and watch for watershed degradation. Specific law enforcement policies and procedures are delineated in the Division's Law Enforcement Manual.

Training: Commissioned officers will receive the following training: Weapons qualifications, law enforcement in-service training, remain current with CPR and First Aid, and TASER certification. Officers are to complete all Continuing Professional Training (CPT) and LEADS Certification training as mandated by the Ohio Attorney General's Office. Non-mandatory training will be offered to officers as workloads and budgets allow.

Reporting: All Forest Officers are to complete and submit annual Criminal Justice Information System (CJIS) reports as required. Officers are required by policy to submit copies of their citation logs to the Division Law Enforcement Administrator twice during the fiscal year. Other reports are to be submitted as required by Department/Division policy and the LE Manual.

Equipment: Officers will be issued all equipment listed in the Division's Law Enforcement Manual. Each officer will be expected to properly maintain all issued equipment.

Patrol Priorities: Priorities for patrol will be established utilizing the following criteria:

- 1. Responding to emergencies and help requests with jurisdiction
- 2. Protect and assist visitors through routine patrol of all facilities and incident investigation
- 3. Issue warnings and citations for violations
- 4. Investigate and assign wildfire reports for violations
- 5. Assist in special projects with other forests and agencies

Special Projects: Identify and request special projects to address specific issues and problems to maintain a safe and enjoyable environment for forest users. The Officer at Zaleski leads two (2) special projects per year.

Other Duties (VFD's, FEPP, court, boundary, etc.): The Forest Officer will visit each county court system and prosecutors office once per year. These visits will be used to update information on bond schedules, court dates, prosecutor and judge information. An updated information sheet will be submitted to the Forest Manager after each visit.

Summary (2-3 year future projects): Continue to focus on projects to protect user safety and positive visitor experiences.

## IV. <u>Employee Development</u>

Employee List/Vacancies/Table of Organization:

Forest Manager Thomas Shuman
Forest Officer Nicholas Appleman
Forester Danzil Walker

Forest Technician Vacant

Forest Technician Christopher Kerr
Equipment Operator Clayton Acord
Equipment Operator Cory Kerr
Equipment Operator Eric Thomas
Maintenance Repair Worker Brian Porter

Training (tuition reimbursement, etc.): Employee development is extremely important at Zaleski State Forest. Properly trained employees enable the forest to supply the public with the services they expect. Safety is also very important and training provides for a safe work environment. Training programs planned for the year include:

- Monthly Safety meetings for employees.
- ➤ Annual CPR training and bi-annual First Aid Training.
- ➤ Training necessary for employees to keep their Ohio Commercial Pesticide License.
- ➤ All Forest Officers will attend trainings and firearms qualifications as required by Division of Forestry Policy.
- ➤ Annual Fireline Refresher and other appropriate fire training classes

Other Employee Development: Required personnel will participate in the annual respirator fit test.

# X. Public Information/Outreach

Planned Events: Contact or personally meet with the county commissioners, township trustees and school boards in Athens and Vinton Counties at least once per year.

Zaleski State Forest will be represented at the Chillicothe Open House in late July.

Partnerships: Lake Hope State Park, Township Trustees, National Wild Turkey Federation, Ruffed Grouse Society, local VFD's, Division of Wildlife, Ohio Horseman's Council, Ohio State University School of Natural Resources, Ohio University, US Forest Service, and Hocking Technical College.

*Volunteers:* One (1) volunteer group will continue to work at the local chapter of the Ohio Horsemen's Council on small projects and maintenance of the Horse Camp.

Interpretive Programs: Continue to maintain the Forest Management Auto Tour and participation in school conservation programs, as time and funds are available.

Summary (2-3 year future projects): Develop new partnerships with volunteer groups as applicable.

## XI. Budget

#### Zaleski SF FY2012

500	Payroll			\$607,366
		SHUMAN,THOMAS C	FOREST MGR 3	\$****
		APPLEMAN,NICHOLAS T	FOREST OFF 2	\$****
		WALKER,DANZIL T	FORESTER	\$****
		KERR,CHRISTOPHER E	FORESTRY TECH	\$****
		VACANT	FORESTRY TECH	\$****
		ACORD,CLAYTON D	EQUIPMENT OPR4	\$****
		KERR,CORY P	EQUIPMENT OPR2	\$****
		PORTER,BRIAN W	MAINT REP WKR2	\$****
		THOMAS,ERIC S	EQUIPMENT OPR1	\$****
		ОТ		\$3,880
510	Personal S	Services		\$250
		Misc Prof Development	Fund 5090	\$250
520	Supplies 8	 k Maint		\$67,000
		General Operating- Supplies	Fund 5090	\$12,100
		General Operating-Vehicles	Fund 5090	\$6,400
		General Operating- Fuel	Fund 5090	\$27,000
		General Operating-Utilities	Fund 5090	\$7,500
		General Operating- Maint	Fund 5090	\$12,000
		REMA	Fund 5090	\$2,000

530	Equipment		\$0
550	Subsidies		\$0
570	Capital		\$0
590	Settlements & Bonds - Refu	unds	\$0
591	Debt Service		\$0
		Total	\$674,616

Revenue: Revenue from Zaleski State Forest is generated from timber sales, firewood permits, special use permit applications, a small amount of revenue from sawmill product sales, and royalties from natural gas and oil deposits. A percentage of this income is returned to the local township, county, and local school district through the Trees to Textbooks Program.

Summary (2-3 year projected budget): Future budgets cannot be anticipated and budgeting for this fiscal year is currently in progress.

## XII. Safety

Safety: Forest employees participate in monthly training sessions and many other safety oriented discussions in the field. The Division also participates in the Public Employment Risk Reduction Program and will continue to repair minor infractions that resulted from these inspections. Division Staff is also required to attend the Annual Division of Forestry Safety Training. Other safety trainings will be utilized as opportunities arise.

Division staff will be conducting internal hazard and safety assessments and will provide mitigating practices to eliminate or reduce the risk. Forest Staff will also utilize the policies and guidelines contained within the Division Safety Manual to further improve the agency's safety culture.

Any type of emergency (medical, fire, police, etc.) will be acted upon by staff member(s) consistent with their training, experience and ability to act.