



# pennsylvania

## FIREARM EDUCATION AND TRAINING COMMISSION

October 19, 2009

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:08 p.m. on September 30, 2009 at the Toftrees Golf Resort, One Country Club Lane, State College, PA 16803. The following Commissioners (\*) and other individuals were present:

Mr. R. Scott Schlechter, Chairman\*  
Mr. Robert Repard, Vice Chairman\*  
Ms. P. Beth Dombrowsky, Commissioner\*  
Mr. Keith Graybill, Commissioner\*  
Ms. Michelle Beaver, Commissioner\*  
Mr. Thomas Schuster Commissioner\*  
Mr. Mark Hamilton Commissioner\*  
Mr. Todd Burns (Ex. Director)

Ms. Diane Schaeffer (Secretary)  
Ms. Linda Laub (Advisor)  
Mr. Gary Holland (Advisor)  
Mr. Ronald Seyko (Guest)  
Mr. Louis Lozar (Guest)  
Mr. Michael Climes (Guest)  
Mr. David Stager (Guest)

### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Following a call to order and the Pledge of Allegiance Chairman Schlechter opened the meeting and welcomed all in attendance.

### 2. REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

**MOTION 0909.01** Motion was made by Commissioner Schuster to accept the minutes from the July 17, 2009 meeting. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

### 3. ANNOUNCEMENTS:

#### Chairman Schlechter:

- Chairman Schlechter introduced guests Mr. Ronald Seyko, Allegheny County Adult Probation; Mr. Louis Lozar, Chief Fayette County Adult Probation; Mr. Michael Climes, Fayette County Adult Probation; and Mr. David Stager,

Chief, Tioga County Probation Department, all of whom attended the meeting.

- Chairman Schlechter reported on the SIMUNITION® training event, which took place in Erie, Pennsylvania from September 22-24, 2009. Chairman Schlechter discussed the facility where the training occurred. Chairman Schlechter stated that the Erie facility is at capacity with 18 students. Chairman Schlechter recommended locating another SIMUNITION® training facility since scheduling the High Risk Entry Facility (HREF) at Ft. Indiantown Gap is becoming increasingly difficult. Berks and Lancaster counties have been identified as having possible training locations where future SIMUNITION® classes may be held. Chairman Schlechter will make contact with Mr. Eric Burkholder, Berks County Juvenile Probation, to pursue scheduling the Berks County training site.
- **NEW BUSINESS** (Fayette County Adult Probation). The Commissioners heard a request from Fayette County Adult Chief Probation Officer Lozar for officers who have previously failed the basic firearms training program to be able to re-attend basic training in a non-official work capacity and providing for all their own equipment and expenses.

**MOTION 0909.02:** Commissioner Repard made a motion to deny the request of Fayette County Adult Probation to have officers re-attend a commission basic training course in a non-work related capacity. Commissioner Dombrowsky seconded the motion. Motion was passed by a unanimous voice vote.

- Chief Lozar explained why officers from Fayette County Adult Probation refused to sign the Commission's SIMUNITION® training agreement required for participation in Course 5. The officers were un-enrolled from this event and placed into a Course 2 event in Somerset County on October 20, 2009.

**Executive Director Burns:**

- Executive Director Burns reported that the 55<sup>th</sup> Basic Firearms Academy was completed on July 31, 2009 with one failure; the 56<sup>th</sup> Basic Firearms Academy was completed on August 14, 2009 with two failures, while the 56<sup>th</sup> range section B (August 18-21, 2009) was cancelled due to low enrollment; the 57<sup>th</sup> Basic Firearms Academy was completed on September 25, 2009 with three failures.
- Executive Director Burns reported that a SIMUNITION® Instructor Training course was completed on August 27, 2009 with 17 more officers now SIMUNITION® Certified.
- Executive Director Burns reported that he is working with Mr. Leo Dunn, PBPP to re-appoint Ms. P. Beth Dombrowsky to the Commission. Her term

expired September 13, 2009. Commissioner Dombrowsky advised Mr. Burns that she had already received a letter of re-appointment.

- Executive Director Burns reported a problem with the October 14-16, 2009 scheduled SIMUNITION® training event. Mr. Burns was made aware by Sgt. Carr, NCOIC of the HREF, that the event cannot take place on the dates requested because of manpower shortages and other training commitments. Executive Director Burns has attempted to contact Sgt. Carr's superiors in an attempt to resolve the issue. Commissioner Dombrowsky advised that the instructors cannot change their scheduled training dates on such short notice.
- Executive Director Burns alerted the Commissioners to a recent newspaper article related to county probation.

#### **4. REPORTS of OFFICERS and STANDING COMMITTEES**

##### **Executive Director Burns:**

- Executive Director Burns reported a fund balance of \$907,969.00
- Executive Director Burns reported updates and changes to FCTMS. A list of changes to version 1.6 was given as a handout at the Chiefs' Conference prior to the Commission meeting. Web-based training will be scheduled with a tentative date of spring 2010. The training will be available to FCTMS Approving Authorities.
- Executive Director Burns reported that he still needs to take the J-Net training. He inquired as to any obligations for him to inform the Certified Firearm Instructors that he will receive J-Net alerts.
- Executive Director Burns discussed the updated reporting methods the Commission staff is utilizing to improve their tracking and administrative capabilities. Executive Director Burns thanked Advisor Gary Holland for his assistance and expertise in this area.

##### **SUB-COMMITTEES:**

###### **SAFETY:**

- Chairman Schuster reported that members of the Safety Committee are working on various "best practices" policies. Additionally, surveys were sent out to departments regarding their policies and practices. Commissioner Schuster will have an updated progress report at the November 2009 Commission meeting.

###### **CURRICULUM:**

- Chairman Schlechter reported that the Curriculum members are in the process of updating the Course 1 Basic Training Academy curriculum. Several changes were discussed including: the 25 yard line, qualification target and scoring system, and adding ½ day to the range portion of training. Additionally, the idea of not offering certain in-service trainings in a given year was also a topic of debate.

## 5. REPORTS of AD HOC COMMITTEES:

### FISCAL:

- Commissioner Graybill reported that a meeting was held in Harrisburg on September 14, 2009. One of the topics of discussion was pro-rating juvenile probation officers' training expenses. The logistics of how to assess and collect pro-rated funds was covered. It was recommended that the Fiscal Committee invite a Board budget analyst to a committee meeting to explain the Automated Clearing House process and how it could be used to collect funds. Additionally, a financial report, which will illustrate the Commission's revenue and expenditure trends, will be presented at the November meeting.

## 6. UNFINISHED (OLD) BUSINESS: Executive Director Burns

- Executive Director Burns is seeking clarification on MOTION 0907.02, which was made at the July 17, 2009 Commission meeting, and how it relates to officers who commute to the basic training. After discussion the Commissioners voted to amend Motion 0907.02.

**MOTION 0909.03:** Commissioner Schuster made a motion to amend Motion 0907.02 by removing the words "**and ammunition.**" The motion now sets the total reimbursement amount for lodging to \$50.00 per Officer per Basic Training effective January 1, 2010. Commissioner Graybill seconded the motion. It was passed by unanimous voice vote.

- LEOSA Regulation Update. Ms. Laub presented updated information on the regulation and a potential process re the issuance of Law Enforcement Retirement Cards and the costs involved. Mr. Gary Holland recommended that the FETC work with the PBPP on this process.

## 7. NEW BUSINESS

- Request for Initial Certified Firearms Instructor status:
  - ✓ J. Drew Bucher, Adams County Juvenile Probation
  - ✓ Brian Deal, Adams County Juvenile Probation
  - ✓ Timothy Drum, Allegheny County Adult Probation
  - ✓ David Jones, Wyoming County Adult Probation
  - ✓ Abigail Krepps, Juniata County Probation
  - ✓ Bradley Pinkerton, Butler County Adult Probation
  - ✓ Bernard Sikora, III, Monroe County Probation

**MOTION 0909.04:** Motion made by Commissioner Dombrowsky to approve Certified Firearms Instructor status for J. Drew Bucher, Brian Deal, Timothy Drum, David Jones, Abigail Krepps, Bradley Pinkerton, and Bernard Sikora. III. Motion seconded by Commissioner Hamilton and it was passed by a unanimous voice vote. *Commissioner Beaver abstained from the vote.*

- Request for renewal of Certified Firearms Instructor status:
  - ✓ Jonathan Dunsinger, Wayne County Probation
  - ✓ James Gregan, Greene County Probation
  - ✓ Kevin Hood, Westmoreland County Adult Probation
  - ✓ Keith Torrance, Westmoreland County Juvenile Probation

**MOTION 0909.05:** Motion made by Commissioner Repard to approve and renew the Certified Firearms Instructor status for Jonathan Dunsinger, James Gregan, Kevin Hood, and Keith Torrance. Motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

- Request for renewal of Master Instructor status:
  - ✓ Greg Willig, Allegheny County Juvenile Probation

**MOTION 0909.06:** Motion made by Commissioner Schuster to approve and renew the Master Instructor status for Greg Willig. Motion seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

- Instructor reimbursement for future Train the Trainers. The Commissioners discussed the issue but decided to take no action.
- Awarding constructive credit to Basic Training instructor volunteers of cancelled classes. The Commissioners discussed the issue but decided to take no action.
- The question of whether SIMUNITION® Instructor Certification is eligible for constructive In-Service Credit (Course 99) was discussed. The Commissioners determined there was no motion needed to approve this item. In-service credit for attendance at the SIMUNITION® Instructor Certification course is authorized for Troy Smith, Dauphin County Juvenile Probation.
- The question of whether Protective Safety Systems (PSS) “Advanced Senior Instructor Recertification and Instructor Development” course is eligible for

constructive In-Service Credit (Course 99) was discussed. The Commissioners determined that this PSS course is not a firearms course, but rather a defensive tactics course. Because of this fact and that other Commission in-service courses will be offered, the Commissioners did not approve this request. The Commissioners determined there was no motion needed to disapprove this item.

- Jose Joga, Columbia County Adult Probation, Course 3 waiver. The Commissioners determined that Officer Joga could attend Commission in-service Course 2 instead of Course 3 or Course 5 as his initial in-service. The Commissioners determined there was no motion needed to approve this item.
- Fred Grove, Dauphin County Juvenile probation, request for a 30-day requalification failure deadline extension due to medical reasons.

**MOTION 0909.07:** Commissioner Graybill made a motion to approve the request and extend the 30-day period in which Fred Grove may make a second attempt to qualify after his requalification failure. The extension is due to medical reasons. Officer Grove must requalify by December 31, 2009. Motion seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

- Aurora Hollabaugh, Adams County Adult Probation, request for a 30-day requalification failure deadline extension due to medical reasons.

**MOTION 0909.08:** Commissioner Schuster made a motion to approve the request and extend the 30-day period in which Aurora Hollabaugh may make a second attempt to qualify after her requalification failure. The extension is due to medical reasons. Officer Hollabaugh must requalify by October 31, 2009. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

- Snyder County status. The Commissioners requested that Executive Director Burns compose and send a letter to Chief Fasold of Snyder County Probation asking for clarification of their armed status.

**8. LEGAL:** Senate Bill 112 was discussed.

**9. PUBLIC COMMENT AND QUESTIONS:** None.

**10. ADJOURNMENT:**

**MOTION 0909.10:** Commissioner Beaver made a motion to adjourn at 3:24 p.m. Motion seconded by Commissioner Schuster and it was passed by a unanimous voice vote.

Respectfully Submitted,

*Todd Burns*

Todd Burns  
Executive Director