



FIREARM EDUCATION AND TRAINING COMMISSION

December 14, 2009

A regular meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:11 a.m. on November 19, 2009 at the Courtyard Marriott, 1730 University Drive, State College, PA. The following Commissioners (\*) and other individuals were present:

Mr. R. Scott Schlechter, Chairman*	Mr. Todd Burns (Ex. Director)
Mr. Robert Repard, Vice Chairman"	Ms. Diane Schaeffer (Secretary)
Ms. Michele Beaver, Commissioner*	Mr. Conway Bushey (Advisor)
Mr. Mark Hamilton, Commissioner*	Mr. Thomas Dougherty (Guest)
Hon. Thomas Kistler, Commissioner*	

**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 MINUTES of the PREVIOUS MEETING:**

**MOTION 0911.01** Motion was made by Commissioner Beaver to accept the minutes from the September 30, 2009 meeting. Motion was seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

**3. ANNOUNCEMENTS:**

**Chairman Schlechter:**

- Chairman Schlechter announced that the High Risk Entry Facility at Fort Indiantown Gap, where SIMUNITION® training events are held, is becoming increasingly difficult to schedule for trainings. Facilities in Berks and Lancaster Counties have been identified as possible training locations for future SIMUNITION® training events.

**Executive Director:**

- Executive Director Burns announced the birth of Commission Administrative Officer Angela Sweigart's daughter, Samantha.
- Executive Director Burns announced that the new Commission website is now operational.

- Executive Director Burns announced that a Certified Firearms Instructor Certification Course was conducted in October by the Pennsylvania Board of Probation and Parole training division. Six county probation officers were trained.
- Executive Director Burns announced that a check, issued by the FETC to the Philadelphia City Treasurer for Basic Training reimbursement, was returned to the commission. The check was issued to the Philadelphia County Juvenile Probation Department.
- Executive Director Burns announced that Bucks County has contacted the commission for information as they prepare to become an armed County.
- Executive Director Burns announced that Washington County has contacted the commission for information as they prepare to become an armed County.
- Executive Director Burns explained the current travel per diem rates and possible auditing of subsistence claims.
- Executive Director Burns announced that video conferencing is now available through the Pennsylvania Board of Probation and Parole.

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

##### **Chairman Schlechter**

- Chairman Schlechter reported for the **Curriculum Sub-Committee**. A new Basic Training Course of Fire is being designed.
- Chairman Schlechter reported there will be no new in-service training courses created for 2010. A new in-service training, Weapons Retention, should be available for 2011.
- Chairman Schlechter reported that once the Weapons Retention in-service training has been created, a “train the trainer” class will be available for FETC Certified Firearms Instructors to attend.
- Chairman Schlechter outlined the 2010 goals of the Curriculum Committee:
  - Finish the changes to the Qualification Course of Fire.
  - Finish updating the Basic Training program and have it ready to field in calendar year 2011.
  - Finish the design of the Weapon Retention in-service course and have it ready to field in calendar year 2011.
  - Create and distribute an instructor dress code policy.
  - Seek alternative sites for SIMUNITION® training events.

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

- Executive Director Burns reported a fiscal year balance of \$902,191.
- Executive Director Burns reported the Fiscal Year 2008-2009 Annual Report has been completed and is available for review on the FETC website. The report will also be distributed as per Act 158.

- Executive Director Burns reported that the Firearm Commission Training Management System (FCTMS) is still undergoing user testing to correct glitches. Mr. Burns has been working closely with Mr. Jesse Larrimer to get version 1.6 released.
- Executive Director Burns has completed his J-NET training and is awaiting his background clearance.
- Executive Director Burns has submitted a Request for Quote (RFQ) to Ms. Linda Laub for review. The RFQ is for the calendar year 2010 in-service training program.

**Policy Sub-Committee:**

- Executive Director Burns reported that the 2010 goal of the Policy Committee was to have regulation amendments drafted.

**5. REPORTS of AD HOC COMMITTEES:**

**Officer Safety Committee:**

- Executive Director Burns reported that the 2010 goal of the Safety Committee was to finalize the “Best Practices” information and to make it available to all counties.

**Fiscal:**

- Executive Director Burns reported that the 2010 goal of the Fiscal Committee was to set a plan for new sources of revenue.

**6. UNFINISHED (OLD) BUSINESS:**

- Executive Director Burns reported that Snyder County is an unarmed County as per a letter received from Chief Fasold. The commissioners requested that letters be sent to Chief Fasold and Officer Schwalm informing them that Snyder County is no longer authorized to have officers certified to carry a weapon on duty.

The commissioners also requested that officers who decide to no longer carry a weapon on duty are sent a letter stating that their certification is no longer valid.

**7. NEW BUSINESS:**

- Request for Initial CFI Status:
  - ✓ Jeffrey Aveni, Clearfield County Adult Probation
  - ✓ Michael Heisey, Dauphin County Juvenile Probation
  - ✓ Scott Patterson, Armstrong County Probation
  - ✓ David Zielinskie, Northumberland County Juvenile Probation

**MOTION 0911.02** Motion made by Commissioner Kistler to approve Certified Firearms Instructor status for Jeffrey Aveni, Michael Heisey, Scott Patterson, and David Zielinskie. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Request for Renewal of CFI Status:

- ✓ Timothy Ban, Allegheny County Adult Probation
- ✓ Joseph Barry, Susquehanna County Probation

**MOTION 0911.03** Motion made by Commissioner Kistler to approve the renewal of Certified Firearms Instructor Status for Timothy Ban and Joseph Barry. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Kristopher Glunt, Centre County Probation, re-hire/recertification:

**MOTION 0911.04** Motion made by Commissioner Kistler to recertify Officer Glunt to carry a firearm on duty provided he passes the 10-question and 60-question basic training tests and successfully shoots the qualification course of fire. Officer Glunt has until February 1<sup>st</sup>, 2010 to meet these conditions. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

Approved 2010 Commission Meeting Dates:

- ✓ Thursday, January 21, 2010
- ✓ Thursday, March 18, 2010
- ✓ Thursday, May 20, 2010
- ✓ Thursday, July 22, 2010
- ✓ Wednesday, September 22, 2010
- ✓ Thursday, November 18, 2010

Financial Report:

Executive Director Burns presented the Firearm Education and Training Commission financial report for calendar year 2009.

**8. LEGAL ISSUES AND COMMENT: NONE**

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

**10. ADJOURNMENT:**

**MOTION 0911.05** Motion made by Commissioner Repard to adjourn at 10:31 a.m. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Respectfully Submitted,

*Todd Burns*

Todd Burns  
Executive Director