



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

July 22, 2010

A regular meeting of the County Probation and Parole Officers Firearm Education and Training Commission convened at 9:03 a.m. on July 22, 2010 at the Residence Inn Marriott, 1555 University Drive, State College, PA 16801. The following Commissioners (*) and other individuals were present:

Chairman R. Scott Schlechter (*)
Vice Chairman Keith Graybill (*)
Commissioner Michelle Beaver (*)
Commissioner Robert Repard (*)
Commissioner Thomas Schuster (*)
Commissioner Mark Hamilton (*)
Todd Burns, Executive Director
Diane Schaeffer, Commission Secretary

Advisor John Manning, PBPP
Advisor Greg Young, PBPP
Advisor Thomas Dougherty, PBPP
Advisor Conway Bushey
Mike Guido, Guest
Erik Christensen, Guest
James Gunderman, Guest

1. CALL TO ORDER and PLEDGE of ALLEGIANCE

2. REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING May 20, 2010.

MOTION 1007.01: Motion was made by Commissioner Hamilton to accept and approve the minutes from the May 20, 2010 meeting. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS

- € **Chairman Schlechter – NONE**
- € **Executive Director Burns**
 - ✓ Executive Director Burns announced that Ms. Angela Sweigart has moved to a new position with the PA Board of Probation and Parole (PBPP) training division.
 - ✓ Executive Director Burns announced interviews for the vacated Administrative Officer 1 position are scheduled for August 3, 4 and 5, 2010.

- ✓ Executive Director Burns announced the PBPP is conducting an instructor certification course for county officers from August 16-20, 2010 at the West Shore Sportsmen's Club Range.

4. REPORT OF OFFICERS AND STANDING COMMITTEES

€ Chairman Schlechter

- ✓ Chairman Schlechter reported that the Lancaster facility where the recent Course 5 trainings were conducted was well suited to the SIMUNITION® training and very accommodating to the instructors' needs. Chairman Schlechter recommended that a similar facility should be located in the western part of Pennsylvania to accommodate County Probation Departments located in those areas.

€ Executive Director Burns

- ✓ Executive Director Burns presented a brief end of the year financial update and analysis to the commissioners.
- ✓ Executive Director Burns updated the status of the Firearm Commission Training Management System (FCTMS) version 1.6.
- ✓ Executive Director Burns updated the commissioners on the Somerset County Probation Department's in-service training status.
- ✓ Executive Director Burns reported that a Course 4 Train the Trainer was conducted on July 8, 2010 in Harrisburg.
- ✓ Executive Director Burns reported that a replacement for Commissioner Kistler has not yet been found.

€ POLICY COMMITTEE

- ✓ Executive Director Burns recapped the meeting held in Harrisburg on July 20, 2010. The Policy Committee discussed the student code of conduct, psychological screenings, the Laser Shot equipment intergovernmental agreement, the weapon discharge form, JNET watch lists, and proposed amendments to the regulations.

MOTION 1007.02: Commissioner Schuster made a motion to add to commission policy that any county officer, attending a Basic Firearm Training Academy beginning in 2011, has completed a psychological evaluation. Commissioner Repard seconded the motion. A discussion ensued. *Motion was not passed.*

MOTION 1007.03: Commissioner Schuster made a motion to withdraw Motion 1007.02. This issue will be turned over to the Policy Committee for further consideration. Commissioner Repard seconded the Motion and it was passed by a unanimous voice vote.

- ✓ The job of rewriting the wording of section 79.63(b) of the regulation has been given to the Curriculum Committee. They should have a final version ready for the September 2010 Commission meeting.
- ✓ Executive Director Burns summarized the proposed amendments to be made to the Commission Regulations.

BREAK 10:26 a.m. – 10:43 a.m.

€ **CURRICULUM COMMITTEE**

- ✓ Committee Chair Erik Christensen discussed:
 - The proposed course of fire for the BTA as well as changes to the classroom and range portions of training.
 - Procedures for back-up weapons when the primary weapon fails during the BTA.
 - The logistics of a CFI train the trainer to acquaint instructors with the new course of fire.
 - A letter received from HACC regarding what is expected from instructors teaching continuing education events.
 - Procedures for allocating instructors into training events.
 - The revised wording of regulation section 79.63(b).

5. REPORTS OF SPECIAL COMMITTEES

€ **Officer Safety Research Committee**

- ✓ Executive Director Burns reported that a table of contents was created for the Best Practices document and that each member of the Safety Committee was assigned sections to present at the next meeting in September 2010.
- ✓ Executive Director Burns reported the Safety Committee discussed the weapon discharge template. A final version will be included with the agenda for the September 2010 meeting.

€ **Fiscal Committee – NONE**

6. UNFINISHED (OLD) BUSINESS

€ Intergovernmental Agreement with Venango County

- ✓ Executive Director Burns reported that this agreement does not need to be renewed.

€ Staff Job Descriptions

- ✓ Executive Director Burns reported that the Executive Directors job description, which was recently given new duties, has not been updated for several years. Executive Director Burns provided the Commission members with an updated description for their approval.

7. NEW BUSINESS

€ Request for Initial CFI Status

- ✓ Charles Begansky, Schuylkill County Adult Probation
- ✓ Kelly Chapman, Schuylkill County Adult Probation
- ✓ James Newcomer, Lebanon County Adult Probation

MOTION 1007.04: Commissioner Repard made a motion to accept and approve Certified Firearm Instructors status for Charles Begansky, Kelly Chapman, and James Newcomer. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

€ Request for Renewal of CFI Status

- ✓ Dennis Hasenflu, Butler County Adult Probation

MOTION 1007.05: Commissioner Repard made a motion to accept and approve the renewal of Certified Firearm Instructor status for Dennis Hasenflu. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

€ Request for Initial Designation as Master Instructor

- ✓ John Yarnell, Sullivan/Wyoming County Juvenile Probation

MOTION 1007.06: Commissioner Schuster made a motion to accept and approve Master Instructor status for John Yarnell. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

€ **Request for Renewal of MI Status**

- ✓ Greg Young, PBPP

MOTION 1007.07: Commissioner Graybill made a motion to accept and approve the renewal of Master Instructor status for Greg Young. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

€ **Request for Recertification**

- ✓ Shawn Rowe, Dauphin County Adult Probation

MOTION 1007.08: Commissioner Repard made a motion to accept the request for recertification of Shawn Rowe, Dauphin County Adult Probation. Commissioner Hamilton seconded the motion. *Motion was not passed.*

MOTION 1007.09: Commissioner Schuster amended Motion 1007.08 to indicate that officer Shawn Rowe will be waived from having to re-attend the BTA after he meets the requirements of Section A. 2. of the Break of Service Procedure, which will require Mr. Rowe to complete all Course 1 Basic Firearm tests, the qualification course of fire, and to submit his fingerprints for clearance by September 30, 2010. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

€ **Intergovernmental Agreement for Laser Shot Equipment**

MOTION 1007.10: Commissioner Repard made a motion to accept the Intergovernmental Agreement for Laser Shot Equipment approved by the Policy Committee. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

8. LEGAL ISSUES and COMMENT- NONE

9. PUBLIC COMMENT and QUESTIONS - NONE

EXECUTIVE SESSION 11:40 a.m. – 12:44 p.m.

10. ADJOURNMENT

MOTION 1007.11: Commissioner Hamilton made a motion to adjourn at 1:15 p.m. Commissioner Graybill seconded the motion and it was pas by a unanimous voice vote.

Respectfully Submitted,

Todd Burns
Executive Director