



# pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

October 21, 2010

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:03 p.m. on September 22, 2010 at the Toftrees Golf Resort & Conference Center, One Country Club Lane, State College, PA 16803. 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 (\*)  
Commissioner P. Beth Dombrowsky (\*)

The Honorable Thomas Kistler (\*)  
Diane Schaeffer, Commission Secretary  
Mr. John Manning, Advisor (PBPP)  
Mr. Thomas Dougherty, Advisor (PBPP)  
Mr. Erik Christensen, Guest

## 1. CALL TO ORDER and PLEDGE of ALLEGIANCE

## 2. REVIEW and APPROVAL of the MINUTES of the PREVIOUS MEETING:

**MOTION 1009.01:** Motion was made by Commissioner Beaver to accept and approve the minutes from the July 22, 2010 meeting. Motion was seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

## 3. ANNOUNCEMENTS

- **Chairman Schlechter –**
  - ✓ Chairman Schlechter announced Mr. Todd Burns will be returning on Monday, September 27, 2010 as Executive Director for the commission.
  - ✓ Chairman Schlechter announced Mr. Nicholas F. Klimowicz has been hired as the Administrative Officer for the commission and will start Monday, October 18, 2010.
  - ✓ Chairman Schlechter announced to the Commissioners that Ms. Diane Schaeffer was to be recognized for her dedicated efforts for maintaining the office for the commission while staffing was low.
  - ✓ Chairman Schlechter announced a Certified Firearms Instructor Certification Course was conducted August 16-20, 2010 by the Pennsylvania Board of

Probation and Parole training division. Eight county probation officers were trained.

- ✓ Chairman Schlechter announced that Mr. Keith Graybill has been reappointed to another three-year term as Commissioner for the Firearm Education and Training Commission.
- ✓ Chairman Schlechter announced that the Honorable Russell Shurtleff of the 44<sup>th</sup> Judicial District has signaled his interest to the Governor's office for the vacancy left by the Honorable Thomas Kistler.

#### 4. REPORT OF OFFICERS AND STANDING COMMITTEES

##### □ **Chairman Schlechter**

- ✓ Chairman Schlechter reported a financial update balance of \$940,032.
- ✓ Chairman Schlechter announced the commission's financial presentation will be tabled until the November 18, 2010 meeting.

##### □ **POLICY COMMITTEE – none**

##### □ **CURRICULUM COMMITTEE**

- ✓ Chairman Erik Christensen discussed:
  - The Committee has finalized the new basic training course of fire and will have this revised version ready to be used for a pilot training event involving selected County Probation Departments.
  - The Weapons Retention Course was reviewed and will be designated as Course 7. The Curriculum Committee will meet two times prior to the November 18, 2010 Commission Meeting to finalize Course 7 and to schedule a pilot training event.
  - A train the trainer event for Course 7 will need to be conducted for instructors.
  - The Curriculum Committee would like to send surveys out as soon as possible to all County Probation Departments to obtain input and feedback regarding Course 7.

#### 5. REPORTS OF SPECIAL COMMITTEES

- **Officer Safety Research Committee** – Mr. Ron Millward cancelled the meeting, scheduled for Tuesday, September 21, 2010. Nothing to report.
- **Fiscal Committee:**
  - ✓ Chairman Keith Graybill announced that a meeting with Michelle Beaver and R. Scott Schlechter had taken place on September 21, 2010 and reported the

revenue for the last two fiscal years has been steady, however for this fiscal year the revenue is down \$4,000.00.

- ✓ Chairman Graybill suggested the possibility of developing assessment fees for registrations to Commission training events. Chairman Graybill proposed sending a survey to all County Probation Department Chiefs and Directors for their feedback on this idea. Chairman Graybill stated the commission would need more analysis and assessments of such fees from the Administrative Office of Pennsylvania Courts (AOPC).
- ✓ Chairman Graybill announced that a detailed financial reported is needed and tabled this issue until the November 2010 Commission meeting so that Executive Director Burns can present such a report.

## 6. UNFINISHED (OLD) BUSINESS

### □ Approval of Student Code of Conduct

**MOTION 1009.02:** Motion was made by Commissioner Schuster to accept and approve the Student Code of Conduct. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

### □ Approval of Discharge Template

**MOTION 1009.03:** Motion was made by Commission Graybill to accept and approve the Discharge of a Firearm Report Template. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

### □ Approval of 79.63(b) language to be added to the FETC Regulations

**MOTION 1009.4:** Motion was made by Commissioner Repard to approve and accept the language of 79.63(b) to the Regulations. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

## 7. NEW BUSINESS

### □ Request for Initial CFI Status

- ✓ Christina Knox, Wayne County Adult Probation

**MOTION 1009.05:** Motion was made by Commissioner Repard to accept and approve Certified Firearms Instructor status for Christina Knox. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

### □ Request for Renewal of CFI Status

- ✓ Vanessa Adler, Columbia County Adult Probation
- ✓ Bruce Althouse, Cumberland County Adult Probation
- ✓ Timothy Barnes, Allegheny County Juvenile Probation
- ✓ Raymond Bauer, Jr., Allegheny County Juvenile Probation
- ✓ Eric Leydig, Westmoreland County Adult Probation
- ✓ Jonathan McEnroe, Erie County Adult Probation
- ✓ David Mink, Allegheny County Juvenile Probation
- ✓ Gary Miscovich, Westmoreland County Adult Probation
- ✓ Ronald Seyko, Allegheny County Juvenile Probation
- ✓ Russell Stubock, Westmoreland County Adult Probation

**MOTION 1009.06:** Motion was made by Commissioner Kistler to accept and approve the renewal of Certified Firearms Instructor status for Vanessa Adler, Bruce Althouse, Timothy Barnes, Raymond Bauer, Jr., Eric Leydig, Jonathan McEnroe, David Mink, Gary Miscovich, Ronald Seyko, and Russell Stubock. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

□ **Request for Renewal of MI Status**

- ✓ James Kovacs, Fayette County Adult Probation

**MOTION 1009.07:** Motion was made by Commissioner Repard to accept and approve the renewal of Master Instructor status for James Kovacs. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

□ **Petitions for Extension Due to Extraordinary Circumstances**

- ✓ Kimberly Kupniewski, Erie County Adult Probation

**MOTION 1009.08:** Motion was made by Commissioner Kistler to approve the petition for extension for Kimberly Kupniewski, which is not to exceed nine months from September 22, 2010 for completion of her 2010 maintenance of certification. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- ✓ Erica Lynn Cola-McDemus, Schuylkill County Adult Probation

**MOTION 1009.09:** Motion was made by Commissioner Schuster to approve the petition for extension for Erica Lynn Cola-McDemus. Officer Cola-McDemus was given a deadline of April 15, 2011 in which to complete a 2010 Annual Requalification event. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

- ✓ Bruce Gallagher, Somerset County Adult Probation

No motion was made regarding the petition for extension for Bruce Gallagher, Somerset County. A letter from his Chief is required to complete his petition packet. This issue is tabled until the November 2010 Commission Meeting.

- **Create a Committee to Hire Additional FETC Staff**

No motion was made regarding the creation of a committee to hire additional commission staff. This issue is tabled until the next commission meeting.

- **JNET Notification Process**

No motion was made regarding the creation of a JNET alert notification process.

**EXECUTIVE SESSION 2:03 p.m. – 2:17p.m.**

**8. LEGAL ISSUES and COMMENT-**

- John Manning reported:
  - ✓ The 60<sup>th</sup> Basic Firearms Training Academy legal presentation was professionally recorded by Commonwealth Media. Attorney Alan Robinson instructed this portion of training for the commission.

**9. PUBLIC COMMENT and QUESTIONS - NONE**

**10. ADJOURNMENT**

**MOTION 1009.10:** Motion was made by Commissioner Dombrowsky to adjourn at 2:21 p.m. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

*Todd Burns*

Todd Burns  
Executive Director