



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

November 17, 2011

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. November 17, 2011 at the Courtyard Marriott, 1730 University Drive, State College, PA 16803. The following Commissioners (*) and other individuals were present:

Chairman R. Scott Schlechter*
Vice Chairman Keith Graybill*
Commissioner Michelle Beaver*
The Honorable Russell Shurtleff*
Commissioner John Yarnell*
Commissioner Erik Christensen*
The Honorable Mark Hamilton*

Mr. Todd Burns, Executive Director
Mr. Nicholas Klimowicz, Adm. Officer
Ms. Diane Schaeffer, Secretary
Mr. Thomas Dougherty, Advisor (PBPP)
Mr. John Manning, Advisor (PBPP)
Mr. Conway Bushey, Advisor (PBPP)
Mrs. Kerry Kneisley, Lancaster County Probation

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

MOTION 1111.01: Motion made by Commissioner Shurtleff to accept and approve the minutes from the September 21, 2011 meeting. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

□ Chairman Schlechter

✓ Nothing to Report.

□ Todd Burns, Executive Director

✓ Executive Director Burns introduced the newly appointed Commissioners John Yarnell and Erik Christensen and stated that Commissioners R. Scott Schlechter and Michelle Beaver have been reappointed.

✓ Executive Director Burns announced a news article pertaining to a Dauphin County Juvenile Probation Officer having been dismissed.

✓ Executive Director Burns announced Assistant Director, Chadwick Libby, Dauphin County Juvenile Probation Department, was injured in an accident.

- ✓ Executive Director Burns announced and provided brief details of the new travel policy that will be in effect January 1, 2012.

4. REPORTS of OFFICERS and STANDING COMMITTEES

□ **Chairman Schlechter :**

- ✓ Nothing to Report.

□ **Executive Director Burns:**

- ✓ Executive Director Burns reported a fund balance of \$733,256 including commitments.
- ✓ Executive Director Burns reported the 66th Basic Firearms Training Academy trained 27 officers. Two officers could not attend the range portion of the training due to an unforeseen incident and will have one year to complete the range portion of training.
- ✓ In 2011 the commission ran 56 in-service classes over an eight month period. During this time nine classes were cancelled due to low student enrollment. There were five in-house, in-service classes which trained 42 students. Twenty-six (26) instructors received constructive credit.
- ✓ Executive Director Burns reported that he was in the process of conducting training audits. The requalification audit has been completed but the in-service audit will not be finished until all scores for commission events have been posted.
- ✓ Executive Director Burns reported the Fiscal Year 2010-2011 Annual Report has been completed and posted to the commission's website. It will be distributed via hardcopy as per Act 158.

□ **POLICY COMMITTEE:**

- ✓ Executive Director Burns reported the committee held a meeting on November 14, 2011 in Harrisburg and recapped the discussions of the meeting:
 - Mr. Larry Straitiff's retirement was announced; he will be unable to continue as Committee Chair.
 - Incident reporting procedures.
 - Changes to the regulation amendments.
 - Election of officers voting process.
 - Definition of a probation officer. The committee is awaiting a legal opinion.

□ **CURRICULUM COMMITTEE:**

- ✓ Chairman Christensen reported the committee held meetings on November 15 & 16, 2011, in State College and there were several topics of discussion:
 - Master Instructor requests.
 - Basic Training Range Drills and changes to the Course of Fire.
 - The CFI Conference that will be held March 13 and 14, 2012.
 - Video or Webex committee meetings may have to be conducted.
 - Tactical Practical Medical Training.

- ✓ Commissioner Yarnell recommended rescinding *MOTION: 1107.02. "Motion made by Commissioner Dombrowsky to approve the expenditure of up to \$5,000.00 to contract the Tactical Practical Medical Training. Motion was seconded by Commissioner White and it was passed by a unanimous voice vote"*.

MOTION 1111.02: Motion was made by Commissioner Hamilton to rescind Motion 1107.02. Motion was seconded by Commissioner Graybill and it was passed by a 2/3 majority vote. *Commissioner Schlechter and Commissioner Christensen opposed.*

- ✓ Chairman Christensen reported the committee discussed testing for all in-service courses.

MOTION 1111.03: Motion was made by Commissioner Yarnell to approve the Curriculum Committee to develop a testing procedure for all in-service courses conducted by the Firearm Education and Training Commission. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

5. REPORTS of SPECIAL COMMITTEES:

□ SAFETY COMMITTEE:

- ✓ Executive Director Burns reported that a meeting was held on Wednesday, November 9, 2011 in Harrisburg and he recapped the discussions:
 - Background investigation procedures for CFI applicants not affiliated with a law enforcement agency (tabled and sent back to committee for more work).
 - Adopt a position that CFI's be strongly recommended to hold a certification in CPR and First Aid.
 - Creating guidelines for probation departments assisting other law enforcement agencies (rejected by the commissioners).
 - Review of a Philadelphia County Juvenile Probation Department weapon discharge.
 - Discussion of the Lycoming County Juvenile Probation Department's in-house, in-service training events that resulted in two injuries.
 - Renaming the "Best Practices" template to "Guidelines."

MOTION: 1111.04: Motion made by Commissioner Yarnell to approve the Firearms Range Policy and Procedures Guidelines. Motion seconded by Commissioner Shurtleff and it was passed by a unanimous voice vote.

BREAK 10:42 a.m. – 10:57 a.m.

□ FISCAL COMMITTEE:

- ✓ Executive Director Burns summarized the meeting that took place on November 16th including:
 - Current financial status.
 - Fiscal Year 10-11 recap.
 - Financial presentation (to be delivered at the end of the commission meeting).
 - An update of the cost per officer for commission trainings.

6. UNFINISHED (OLD) BUSINESS

- None.

7. NEW BUSINESS

- Request for Initial CFI Status
 - ✓ Richard Nikolishen, Indiana County Adult Probation
 - ✓ Adam Oakes, Jefferson County Adult Probation
 - ✓ Dan Prichard, Venango County Probation
 - ✓ Shawn Rowe, Dauphin County Adult Probation

MOTION 1111.05: Motion was made by Commission Yarnell to approve the initial Certified Firearms Instructor Status for Richard Nikolishen, Adam Oakes, Dan Prichard, and Shawn Rowe. Motion was seconded by Commissioner Christensen and it was passed by a unanimous voice vote.

- Request for Initial MI Status
 - ✓ John Flite, Philadelphia County Adult Probation
 - ✓ Ron Seyko, Allegheny County Adult Probation

MOTION 1111.06: Motion was made by Commissioner Yarnell to approve the initial MI status for John Flite and Ron Seyko. Motion was seconded by Commissioner Christensen and was passed by a unanimous voice vote.

- Request for Renewal of CFI Status and Initial MI Status
 - ✓ Justin Anderson, Dauphin County Adult Probation

MOTION 1111.07: Motion was made by Commissioner Yarnell to approve the renewal of CFI status and initial MI status for Justin Anderson effective November 26, 2011. Motion was seconded by Commissioner Beaver and was passed by a unanimous voice vote.

- Request for Renewal of CFI Status
 - ✓ Robert Baylor, Dauphin County Adult Probation
 - ✓ Christopher Franceschi, Armstrong County Probation
 - ✓ James Grassi, Jr., Fayette County Adult Probation
 - ✓ Giles Guisbert, Westmoreland County Juvenile Probation
 - ✓ Scott Kerstetter, Union County Probation
 - ✓ Douglas Lauver, Dauphin County Adult Probation
 - ✓ Naaman Morris, Union County Probation
 - ✓ Mark Rhoads, Forest County Adult Probation
 - ✓ Allen Shipley, Dauphin County Adult Probation
 - ✓ Tracy Veri, Butler County Juvenile Probation

MOTION 1111.08: Motion was made by Commissioner Shurtleff to approve the renewal of CFI status for Robert Baylor, Christopher Franceschi, James Grassi, Jr., Giles Guisbert, Scott Kerstetter, Douglas Lauver, Naaman Morris, Mark Rhoads, Allen Shipley, and Tracy Veri. Motion was seconded by Commissioner Yarnell and it was passed by a unanimous voice vote.

- Petitions for Extension
 - ✓ Deni Babic, Dauphin County Juvenile Probation

MOTION 1111.09: Motion was made by Commissioner Yarnell to approve the Petition for Extension for Officer Deni Babic until June 30, 2012 to complete the 2011 in-service training requirement. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

- ✓ Edward Barrett, III, Franklin County Adult Probation

MOTION 1111.10: Motion was made by Commissioner Beaver to approve the Petition for Extension for Officer Edward Barrett, III until April 24, 2012 to complete the 2011 annual requalification requirement and until June 30, 2012 to complete the 2011 in-service training requirement. Motion was seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

- ✓ Michael Goodnack, Jr., Allegheny County Adult Probation

MOTION 1111.11: Motion was made by Commissioner Yarnell to approve the Petition for Extension for Officer Goodnack until April 20, 2012 to complete the 2011 annual requalification training requirement. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

- ✓ Karen Rhinehart, Cumberland County Adult Probation

MOTION 1111.12: Motion was made by Commissioner Christensen to approve the Petition for Extension for Officer Karen Rhinehart until June 30, 2012 to complete the 2011 in-service training requirement. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

- ✓ Tiffany Smith, Columbia County Adult Probation

MOTION 1111.13: Motion was made by Commissioner Shurtleff to approve the Petition for Extension for Tiffany Smith until November 30, 2011 to complete the 2011 annual requalification requirement. Motion was seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

□ **2012 COMMISSION MEETING DATES**

- ✓ January 19, 2012
- ✓ March 22, 2012
- ✓ May 24, 2012
- ✓ July 19, 2012
- ✓ September 19, 2012
- ✓ November 15, 2012

- Voting Amendment to ByLaws

MOTION 1111.14: Motion was made by Commissioner Yarnell to accept the proposed By-Laws amendment, section 5.1, to include "FETC shall nominate and elect its officers by ballot". Motion was seconded by Commissioner Shurtleff and it was passed by a unanimous voice vote.

□ 2011 FINANCIAL UPDATE

- ✓ Executive Director Todd Burns presented a financial update to the Commissioners.

8. LEGAL ISSUES and COMMENT - None

9. PUBLIC COMMENT and QUESTIONS

- ✓ Advisor Conway Bushey announced his retirement will be effective December 31, 2011.
- ✓ Chairman Schlechter named Commissioner John Yarnell as chair of the Policy Committee

10. ADJOURNMENT:

MOTION 1111.15: Motion was made by Commissioner Beaver to adjourn at 11:41 a.m. Motion was seconded by Commissioner Yarnell and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns
Executive Director