



# pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

May 19, 2011

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:04 a.m. on May 19, 2011 at the Courtyard Marriott, 1730 University Drive, State College, PA 16803. The Following Commissioners (\*) and other individuals were present:

Chairman R. Scott Schlechter*	Ms. Diane Schaeffer, Secretary
Vice Chairman Keith Graybill*	Mr. John Manning, Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Conway Bushey, Advisor
Commissioner P. Beth Dombrowsky*	Mr. Thomas Dougherty, Advisor (PBPP)
The Honorable Russell Shurtleff*	Mr. Robert Repard, Guest
Commissioner Mark Hamilton*	Mr. Erik Christensen, Guest
Mr. Todd Burns, Executive Director	Mr. John Yarnell, Guest
Mr. Nicholas Klimowicz, Adm. Officer	

## 1. CALL TO ORDER and PLEDGE of ALLEGIANCE

- Chairman Schlechter presented a plaque to Robert Repard for his service as a Commissioner.
- The Honorable Russell Shurtleff was introduced as a new Commissioner to all members of the Commission.

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

**MOTION 1105.01:** Motion was made by Commissioner Dombrowsky to accept and approve the minutes from the March 24, 2011 meeting. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

## 3. ANNOUNCEMENTS:

- **Chairman Schlechter**
  - ✓ Chairman Schlechter reported he and other members of the Commission attended a G.R.A.C.I.E. training event from May 2-6, 2011.
- **Todd Burns, Executive Director**

- ✓ Executive Director Burns announced a shooting incident involving the Philadelphia County Juvenile Probation Department.
- ✓ Executive Director Burns discussed a news article in which the Administrative Office of Pennsylvania Courts reported a 4.3% increase in fines, fees, and restitution over 2009 levels.
- ✓ Executive Director Burns announced that four new departments, Delaware County Adult Probation, Lawrence County Juvenile Probation, Washington County Adult Probation, and York County Juvenile Probation, are considering arming their officers.
- ✓ Executive Director Burns announced that effective July 1, 2011 travelers will need to include all receipts when filing their travel expenses.

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

□ **Chairman Schlechter: - NONE**

□ **Executive Director Burns:**

- ✓ Executive Director Burns reported a fund balance of \$674,861 and provided a current expenditure report to the Commissioners.
- ✓ Executive Director Burns discussed the current status of the 2011 in-service training schedule.
- ✓ Executive Director Burns reported that the 62<sup>nd</sup> Basic Firearms Training Academy had taken place. This event included the first group of officers from York County Adult Probation.
- ✓ Executive Director Burns reported he met with Colleen Fickel, Dick Dash, and Jesse Larrimer on April 25, 2011 to discuss the outstanding issues of FCTMS. Version 1.6 of FCTMS should go live at the end of May or the beginning of June 2011. This will be followed by a WebEx training to instruct Approving Authorities on the changes that have been made to the system.

□ **POLICY COMMITTEE – NONE**

□ **CURRICULUM COMMITTEE**

- ✓ Erik Christensen, Chairman, reported:
  - The Curriculum Committee discussed adding more days to both the classroom and range portions of the Basic Training Course (Course 1).

- The Curriculum Committee discussed whether testing should be part of each in-service training curriculum. They are going to look at the issue again at their next meeting and have invited Attorney Manning to attend.
- The Curriculum Committee discussed their concerns about mandating officers take either Course 3 or Course 5 as their initial in-service training. Executive Director Burns will research the history of motions that put this policy in place and the issue will be placed on the July Commission meeting agenda.
- The Curriculum Committee were looking into a request from Fayette County Adult Probation suggesting the Commission create an ambush awareness training.
- The Curriculum Committee requests that the Commissioners to give constructive credit to any instructor who attends an instructor- level training event such as a train-the-trainer event.

**MOTION: 1105.02:** Motion was made by Commissioner Dombrowsky to grant Constructive Credit to all Certified Firearm Instructors who attend a train-the-trainer event or any other instructor-level training outside of the Commission trainings. Motion was seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

## 6. REPORTS of SPECIAL COMMITTEES

### □ **Officer Safety Research Committee**

✓ **Executive Director Burns** reported to the Commissioners on behalf of the committee and recapped the meeting that had taken place on May 17, 2011. Items included:

- The final version of the Best Practices Template.
- Work is underway on drafting a “best practices” template to assist departments working with other law enforcement agencies.
- Discussion of a CFI-specific in-service to disseminate instructor updates and to provide better continuity in instruction.
- Review of the accidental discharge procedures and the “hot line” call sheet.
- The development of an application process, in addition to the one in FCTMS, for future Certified Firearms Instructors to be vetted through prior to receiving or maintaining CFI status.
- Safety equipment has been upgraded for Course 1 training events.
- Having some type of Emergency Medical Technician-level staff on site at Course 1 events.
- Potentially requiring all CFI’s to maintain some type of first aid certification.

- **Fiscal Committee: NONE**

**BREAK 10:18- 10:38**

## **7. UNFINISHED (OLD) BUSINESS**

- **Weapon Accidental Discharge Procedures**

- ✓ There was discussion about whether any internal review of weapon discharges would be subject to the Right to Know Law .

**MOTION 1105.03:** Motion was made by Commissioner Graybill to approve and adopt the definition of an officer involved in a shooting incident in pages 1-4 of the Weapon Accidental Discharge Policy. *Motion to be withdrawn and restated.*

**MOTION 1105.03:** Motion was made by Commissioner Graybill to approve the Accidental Discharge Policy with the inclusion of a proper heading. Motion was seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

- **Best Firearm Practices Policy**

**MOTION 1105.04:** Motion was made by Commissioner Dombrowsky to approve the Best Practices Firearms Policy Template. Motion was seconded by Commissioner Hamilton and it was passed by a unanimous voice vote.

## **8. NEW BUSINESS**

- **Request for Initial CFI Status:**

- ✓ Thomas Ford, Cumberland County Adult Probation Department

**MOTION 1105.05:** Motion was made by Commissioner Graybill to approve the initial Certified Firearms Instructor Status for Thomas Ford. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

- **Officer Shannon Eberhart, Cumberland County Juvenile Probation**

**MOTION 1105.06:** Motion was made by Commissioner Dombrowsky to extend Shannon Eberhart's petition for extension from May 31, 2011 to July 21, 2011. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

**9. LEGAL ISSUES and COMMENTS:**

Mr. John Manning announced that he observed part of the 62<sup>nd</sup> Basic Firearms Training Academy and was very impressed by the safety and discipline displayed by both the instructors and students.

**10. PUBLIC COMMENT and QUESTIONS:**

- Mr. Robert Repard announced that Commissioner Mark Hamilton has been re-elected as a Commissioner in Tioga County.

**11. ADJOURNMENT:**

**MOTION 1105.07:** Motion was made by Commissioner Dombrowsky to adjourn at 10:59 a.m. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Respectfully Submitted,

*Todd Burns*

Todd Burns  
Executive Director