



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

September 21, 2011

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:00 p.m. on September 21, 2011 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 P. Beth Dombrowsky*
Mr. Todd Burns, Executive Director
Mr. Nicholas Klimowicz, Adm. Officer
Ms. Diane Schaeffer, Secretary
Ms. Linda Laub, Advisor (PBPP)
Mr. Gregory Young, Advisor (PBPP)

Mr. Thomas Dougherty, Advisor (PBPP)
Mr. John Yarnell, Chief, Sullivan/Wyoming Co. Prob
Mr. James Gunderman, Dauphin Co. Ad. Probation
Mr. James Chapman, Chief, Wayne Co. Probation
Mr. Albert Sabol, Chief, York Co. Adult Probation
Mr. Steven Houloose, Chief, Monroe Co. Probation
Mr. James Kovacs, Fayette County Probation
Mr. Michael Climes, Fayette County Probation
Mr. Ron Millward, Centre County Probation

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

MOTION 1109.01: Motion made by Commissioner Beaver to accept and approve the minutes from July 28, 2011 meeting. Motion was seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

□ Chairman Schlechter

- ✓ Chairman Schlechter announced that Bucks County Adult Probation's Annual Requalification Course of Fire was conducted on September 13, 2011 with one failure to report.

□ Todd Burns, Executive Director

- ✓ Executive Director Burns reported the status of both the Commission appointments and reappointments. He has not received any updated information from the Governor's Office.
- ✓ Executive Director Burns announced Washington County Probation, both Adult and Juvenile, have enrolled in the upcoming 66th Basic Firearms Academy scheduled in

October. This event will have thirty students enrolled, the only two-range Basic of 2011.

- ✓ Executive Director Burns announced a news article pertaining to a retired Dauphin County Probation Officer.
- ✓ Executive Director Burns discussed three training injuries that occurred at different departments in August.
- ✓ Executive Director Burns discussed a conversation with Mr. Edward Joyce, Chief of Pike County Probation.
- ✓ Ms. Linda Laub, Advisor announced the Pa. Board of Parole will be moving computer servers to the Harrisburg State Hospital Ground October 8 – 10, 2011.

4. REPORTS of OFFICERS and STANDING COMMITTEES

□ **Chairman Schlechter – NONE**

□ **Executive Director Burns:**

- ✓ Executive Director Burns reported a fund balance of \$717,039 as of the end of August.
- ✓ Executive Director Burns reported the 65th Basic Firearms Training Academy trained 15 officers with no failures.
- ✓ Executive Director Burns reported the FCTMS WebEX training was conducted on August 29, 2011 with only minimal attendees and is now available for counties to utilize as training.
- ✓ Executive Director Burns announced that both he and Mr. Nicholas Klimowicz and attended a Glock Armor Training Course on August 27, 2011. There was discussion as to whether the Commission should maintain spare Glock parts.. This issue will be taken up by the Curriculum Committee.

□ **POLICY COMMITTEE:**

- ✓ Executive Director Burns reported the committee did not conduct a meeting prior to the Commission Meeting.

□ **CURRICULLUM COMMITTEE:**

- ✓ Chairman Schlechter reported the Committee did not conduct a meeting prior to the Commission Meeting. There is a two-day Committee meeting scheduled for November.

5. REPORTS of SPECIAL COMMITTEES:

□ **SAFETY COMMITTEE:**

- ✓ Ron Millward, Chairman, reported a meeting was held on Tuesday September 20, 2011 at the Tofrees and discussions had taken place regarding:
 - Template for a Best Practices Range Policy

- Proposals for CFI's to be certified in CPR and First Aid
- Annual report for weapon discharges
- Template needed for background investigation of Certified Firearm Instructor candidates who are not employed by a County Probation Department
- Chairman Millward discussed recent accomplishments of the Officer Safety Committee including the Best Practices Template and Weapon Discharge Procedures.

□ **FISCAL COMMITTEE:**

- ✓ Vice-Chairman Graybill reported the Committee did not conduct a meeting prior to the Commission Meeting.

6. UNFINISHED (OLD) BUSINESS

- AD Procedures –Chief Steven Houloose, Monroe County Probation
 - ✓ Chief Steven Houloose, Monroe County Probation discussed with the Commission members the discipline process that is being recommended when a weapon discharge incident occurs.

BREAK 2:04 p.m. - 2:18 p.m.

7. NEW BUSINESS

- Request for Initial CFI Status
 - ✓ Jeffery Breckenmaker, Lancaster County Adult Probation
 - ✓ Greg Deivert, Warren County Adult Probation
 - ✓ Bradley Halter, Bucks County Adult Probation
 - ✓ Nicholas Klimowicz, Commission
 - ✓ David Miller, Bucks County Adult Probation
 - ✓ Lindsay Schaeffer, Allegheny County Adult Probation

MOTION 1109.02: Motion was made by Commission Dombrowsky to approve initial Certified Firearms Instructor Status for Jeffrey Breckenmaker, Greg Deivert, Bradley Halter, Nicholas Klimowicz, David Miller, and Lindsay Schaeffer. Motion was seconded by Commissioner Beaver and was passed by a unanimous voice vote.

- Request for Renewal of CFI Status
 - ✓ Lester Custer, Somerset County Probation
 - ✓ Troy Freeman, Tioga County Probation
 - ✓ Michael Hayes, Schuylkill County Adult Probation
 - ✓ Charles Locke, Adams County Probation, retired
 - ✓ Shawn Miller, Adams County Probation
 - ✓ Bryan Thoman, Adams County Probation

MOTION 1109.03: Motion was made by Commission Dombrowsky to approve the renewal of Certified Firearms Instructor Status for Lester Custer, Troy Freeman, Michael Hayes, Charles Locke, Shawn Miller, and Bryan Thoman. Motion was seconded by Commissioner Beaver and was passed by a unanimous voice vote.

- Petition for Extension
 - ✓ Robert Bittner, Somerset County Probation

MOTION 1109.04: Motion was made by Commissioner Graybill to approve the Petition for Extension of Robert Bittner until May 31, 2012. Motion was seconded by Commissioner Dombrowsky and was passed by a unanimous voice vote.

- ✓ Kevin Gaughan, Lackwanna County Probation

MOTION 1109.05 Motion was made by Commissioner Graybill to approve the Petition for Extension of Kevin Gaughan until October 31, 2012. Motion was seconded by Commissioner Beaver and was passed by a unanimous voice vote.

- ✓ Jennifer Rager, Erie County Probation

MOTION 1109.06: Motion was made by Commissioner Dombrowsky to approve the Petition for Extension of Jennifer Rager until May 31, 2012. Motion was seconded by Commissioner Graybill and was passed by a unanimous voice vote.

- Chairman Schlecter is requesting permission and funding for instructors to attend Level II Ground Fighting at the G.R.A.C.I.E. law enforcement training facility.

MOTION 1109.07: Motion was made by Commissioner Graybill to approve the seven people who attended the GRACIE training in May to attend a follow-up GRACIE Law Enforcement level II Ground Fighting training, October 24-26, 2011 that will lead to the development of another weapon retention course. There will be a limit of total expenses to no greater than \$5,000.00. Motion was seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

8. LEGAL ISSUES and COMMENT - NONE

9. PUBLIC COMMENT and QUESTIONS – NONE

10. ADJOURNMENT:

MOTION 1109.08: Motion was made by Commissioner Dombrowsky to adjourn at 2:53 p.m. Motion was seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Todd Burns", with a long horizontal flourish extending to the right.

Todd Burns
Executive Director