



FIREARM EDUCATION AND TRAINING COMMISSION

January 19, 2012

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. on January 19, 2012 at the Toftrees Golf Resort and Conference Center, One County Club Lane, State College, PA 16803. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. Todd Burns, Executive Director
Vice Chairman R. Scott Schlechter*	Mr. Nicholas Klimowicz, Adm. Officer
Commissioner Michelle Beaver*	Ms. Diane Schaeffer, Secretary
The Honorable Russell Shurtleff*	Mr. Thomas Dougherty, Advisor (PBPP)
Commissioner John Yarnell*	Ms. Linda Laub, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Greg Young, Advisor (PBPP)
The Honorable Mark Hamilton*	Ms. Brenda Estep (PBPP)
Commissioner P. Beth Dombrowsky*	Mrs. Kerry Kneisley, Lancaster Co. Prob. (Guest)

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

□ Chairman Schlechter

- ✓ Chairman Schlechter introduced Mrs. Kerry Kneisley, Deputy Chief, Lancaster County Adult Probation.
- ✓ Chairman Schlechter introduced Ms. Brenda Estep, Director Human Resources, PBPP, in attendance as proxy for The Honorable Lloyd White.
- ✓ Chairman Schlechter announced he and Vice Chairman Graybill attended a meeting with The Honorable Lloyd White that was held in Harrisburg on January 12, 2012 at the Pennsylvania Board of Probation and Parole.

EXECUTIVE SESSION 9:07 a.m. – 10:45 a.m.

2. ELECTION of OFFICERS:

- Keith Graybill – Nominated and elected by ballot as Chairman of the Firearm Education and Training Commission.
- R. Scott Schlechter – Nominated and elected by ballot as Vice Chairman of the Firearm Education and Training Commission.

3. COMMITTEE MEMBERSHIP UPDATES:

- **Executive Director Burns:**
 - ✓ Executive Director Burns reported that there are several committee members who have continually missed meetings. He recommended updating the committee rosters.
 - ✓ Mr. Ron Millward, Chairman for the Safety Committee, will be temporarily replaced by committee member Vanessa Adler until further notice.

4. ADVISOR UPDATES:

- **Executive Director Burns:**
 - ✓ Executive Director Burns reported that Mr. Thomas Dougherty (PBPP) will be advising the Commission in place of Mr. William McDevitt. Additionally, Mr. Robert McCullough is interested in replacing Mr. Conway Bushey as a Commission advisor.

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

MOTION 1201.01: Motion was made by Commissioner Hamilton to accept and approve the minutes from the November 17, 2011 meeting. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

6. ANNOUNCEMENTS:

- **Chairman Graybill**
 - ✓ Nothing to announce.
- **Todd Burns, Executive Director:**
 - ✓ Executive Director Burns announced that a plaque has been created for former Commissioner Thomas Schuster for his service on the Commission. An invitation was sent to Commissioner Schuster to attend a future meeting to accept his plaque.
 - ✓ Executive Director Burns announced that Mr. Michael Potteiger and Mr. Craig McClay were confirmed by the PA Senate on December 13, 2011 as new Probation and Parole Board Members.
 - ✓ Executive Director Burns announced that a former Commissioner, the Honorable Thomas King Kistler, has been appointed as the President Judge for the Court of Common Pleas in Centre County.
 - ✓ Executive Director Burns announced that he attended the Governor's Advisory Committee on Probation's meetings in Harrisburg on December 12, 2011 and January 4, 2012.
 - ✓ Executive Director Burns stated that he received confirmation from PBPP that the Commonwealth's new website address scheme will have no effect on access to the Commission's website.

- ✓ Executive Director Burns was told by JNET staff on December 12th that soon the Commission will receive PFA notifications for their CFI watchlist.

7. REPORTS of OFFICERS and STANDING COMMITTEES:

□ Chairman Graybill

- ✓ Nothing to report.

□ Todd Burns, Executive Director:

- ✓ Executive Director Burns reported a fund balance of \$967,774 including commitments.
- ✓ Executive Director Burns conducted an in-service training audit and all officers have been accounted for.
- ✓ 2012 BTA dates have been posted.
- ✓ Executive Director Burns reported an equipment inventory has been conducted and is included in the agenda packet, noting that certain SIMUNITION® equipment has not yet been added.
- ✓ Executive Director Burns reported that the proposed regulation changes were still in progress.
- ✓ Executive Director Burns reported that a new expenditure report will be provided to him on a regular basis by PBPP Director of Administrative Services, Dick Dash.

□ POLICY

- ✓ Committee Chairman John Yarnell reported the committee held a meeting on December 16th and discussed:
 - Defining a probation officer for Commission training purposes.
 - Location of the Commission in the PBPP organizational structure.
 - A protocol for Commissioners, who are instructors, in dealing with in-service training issues.
 - Changes made to the regulation amendments.

□ CURRICULUM:

- ✓ Committee Chairman Erik Christensen reported the committee held a meeting on January 18, 2012 in State College, PA and there were several topics of discussion:
 - The CFI conference is scheduled for March; awaiting bids for location.
 - New Course of Fire updates.
 - Proposed Attendance Policy.
 - Instructor Complaint Form 28 was finalized and is on the Commission's agenda.
 - Quizzes for every in-service course.

8. REPORTS of SPECIAL COMMITTEES:

□ SAFETY

- ✓ Executive Director Burns reported the Committee held a meeting on January 11, 2012 in Harrisburg and there were several topics of discussion:
 - CFI background investigation procedures were modified and are on the Commission's agenda.
 - The proposed Law Enforcement Assistance agreement was scrapped.
 - Training Injury Form 27 was finalized and is on the Commission's agenda.

□ FISCAL

- ✓ Chairman Keith Graybill reported the Committee held a meeting on January 9, 2012 in Harrisburg and there were several topics of discussion:
 - The RFQ process has been changed. A committee must be formed to evaluate bids on the in-service contract.
 - The committee reviewed Executive Director Burns' Fiscal Year budget documents.

MOTION: 1201.02: Motion was made by Commissioner Schlechter to approve and appoint members to the Evaluation Committee to oversee bidding on the RFQ. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote. *Commissioner Dombrowsky abstained from vote.*

9. UNFINISHED (OLD) BUSINESS:

□ Definition of a Probation Officer:

MOTION 1201.03: Motion was made by Commissioner Schlechter to approve and accept the standard that if an individual is appointed by a President Judge of a Court of Common Pleas as an Adult or Juvenile Probation/Parole officer, then they are considered a Probation/Parole Officer for FETC training purposes. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote. *Commissioner Shurtleff abstained from vote.*

□ CFI Background Procedures:

MOTION 1201.04: Motion was made by Commissioner Schlechter to approve and accept the CFI Application and the Authorization for Release of Information for all non-active duty law enforcement personnel who are applying to be Commission Certified Firearms Instructors. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

10. NEW BUSINESS:

- Request for Renewal of CFI Status:
 - ✓ Brian Rock, Lackawanna County Juvenile Probation.
 - ✓ Shane Schmeckenbecher, Lehigh County Adult Probation.
 - ✓ Brian Updegrave, Northumberland County Adult Probation.
 - ✓ Ethan Weidle, Lebanon County Adult Probation.

MOTION 1201.05: Motion was made by Commissioner Shurtleff to approve the renewal of Certified Firearms Instructor status for Brian Rock, Shane Schmeckenbecher, Brian Updegrave, and Ethen Weidle. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from the vote.*

- Request for Renewal of MI Status:
 - ✓ Ron Millward, Centre County Probation.
 - ✓ Larry Smith, Lycoming County Juvenile Probation.
 - ✓ John Yarnell, Sullivan/Wyoming County Juvenile Probation.

MOTION 1201.06: Motion was made by Commissioner Dombrowsky to approve the renewal of MI status for Ron Millward, Larry Smith, and John Yarnell. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. *Commissioner Shurtleff and Commissioner Yarnell abstained from the vote.*

- Training Injury Form (FORM 27):

MOTION 1201.07: Motion was made by Commissioner Schlechter to approve and accept Training Injury Form 27. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

- Instructor Complaint Form (FORM 28):

MOTION 1201.08: Motion was made by Commissioner Schlechter to approve and accept the Instructor Complaint Form 28. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- Attendance Policy:

MOTION 1201.09: Motion was made by Commissioner Schlechter to approve and accept the Attendance Policy. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- Basic Training Academy Fingerprint Clarification was deferred to the Policy Committee for further discussion.
- Executive Director Decision Making Authority was deferred to the Policy Committee for further discussion.
- A legal recommendation was made that there will be no armoring of student weapons by Commission staff or CFI's instructing on behalf of the Commission during Commission-run training events, including the Basic Training Academy.
- Administrative Officer acting as Basic Training Academy Instructor when needed.

MOTION 1201.10: Motion was made by Commissioner Dombrowsky to approve Nicholas Klimowicz to fill in as a Certified Firearms Instructor for the Basic Training Firearm Academy on an as-needed basis. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

11. LEGAL ISSUES and COMMENT:

- ✓ None.

12. PUBLIC COMMENT and QUESTIONS:

- ✓ None.

13. ADJOURNMENT:

MOTION 1201.11: Motion was made by Commissioner Shurtleff to adjourn at 1:13 p.m. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns
Executive Director