



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

July 19, 2012

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:05 a.m. on July 19, 2012 at the Toftrees Golf Resort and Conference Center, One Country 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
Commissioner John Yarnell*	Mr. John Manning, Advisor (PBPP)
The Honorable Mark Hamilton*	Mr. Greg Young, Advisor (PBPP)

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

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

MOTION 1207.01: Motion was made by Commissioner Hamilton to approve the minutes from the May 24, 2012 meeting. Commissioner Beaver seconded the motion and it was passed with a unanimous voice vote.

3. ANNOUNCEMENTS:

- **Chairman Graybill**
 - ✓ Nothing to Report.
- **Executive Director Burns**
 - ✓ Executive Director Burns announced the WEBEX web conferencing tool will be replaced with SIEMENS web conferencing. Administrative Officer Nicholas Klimowicz will be the office POC for the system.
 - ✓ Executive Director Burns announced that the Municipal Police Officers' Education and Training Commission (MPOETC) was accepting waivers for their training. Executive Director Burns inquired whether this would impact the Commission's 1997 decision to not waive the Basic Training requirement for former law enforcement officers.
 - ✓ Executive Director Burns announced that he attended the Juvenile Chiefs' Safety Committee meeting held in Harrisburg on July 12, 2012. He stated that the

committee would like him continue to attend and participate in these meetings. Commissioner Graybill agreed to this request.

4. REPORTS of Officers and Standing Committees

- **Chairman Graybill**

- ✓ Nothing to Report.

- **Executive Director Burns**

- ✓ Executive Director Burns reported a fund balance of \$630,441, including commitments, as well as a report on expenses by month.
 - ✓ Executive Director Burns provided an in-service training update.
 - ✓ Executive Director Burns provided a basic training update.
 - ✓ Executive Director Burns updated the Commissioners on those SIMUNITION® instructors who have not met the agreement to instruct two classes over the prior 36 months. The Commissioners instructed Executive Director Burns to remove Officer John Flite from the August 2012 SIMUNITION® recertification training roster.

- **POLICY:**

- ✓ Did not meet.

- **CURRICULUM:**

- ✓ Executive Director Todd Burns reported the committee held a meeting on July 18, 2012 and discussed the following:
 - Developing a Course 5 quiz.
 - Inserting drills into the 2013 Course 1 classroom training.
 - Conducting train-the-trainer events at Curriculum Committee meetings for CFI's interested in becoming certified to teach various in-service courses.
 - Granting in-service credit to officers attending the PBPP Instructor Certification course.
 - Range observations and CFI feedback on drills.

BREAK 10:07a.m. – 10:30a.m.

5. REPORTS of SPECIAL COMMITTEES

- **SAFETY** - Did not meet.

- **FISCAL** – Did not meet.

6. UNFINISHED (OLD) BUSINESS

- Weapon Armoring Survey - Tabled until Commissioner Shurtleff has an opportunity to review the survey results.

7. NEW BUSINESS:

- Request for Initial CFI Status
 - ✓ Tim Cross, Lawrence County Juvenile Probation
 - ✓ James Doty, Lebanon County Adult Probation
 - ✓ Jamie Forry, York County Adult Probation
 - ✓ Theodore Memo, Lawrence County Adult Probation
 - ✓ Craig Resnik, Allegheny County Juvenile Probation
 - ✓ Kevin Webb, York County Adult Probation

MOTION 1207.02: Motion was made by Commissioner Hamilton to approve the Initial Certified Firearms Instructor status for Tim Cross, James Doty, Jamie Forry, Theodore Memo, and Kevin Webb. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

MOTION 1207.03: Motion was made by Commissioner Yarnell to approve Initial Certified Firearms Instructor status for Craig Resnik with the provision that Officer Resnik provide verification of his instruction hours, signed off on by the Allegheny County Juvenile Chief Probation Officer or Approving Authority. Commissioner Hamilton seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal of CFI Status
 - ✓ Tim Heitzman, Northumberland County Adult Probation
 - ✓ Brian Holley, Monroe County Adult Probation
 - ✓ Trevor Oates, Crawford County Adult Probation

MOTION 1207.04: Motion was made by Commissioner Hamilton to approve the renewal of Certified Firearms Instructor status for Tim Heitzman, Brian Holley, and Trevor Oates. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

8. LEGAL ISSUES and COMMENT:

- Advisor Manning announced that Chief Counsel Linda Laub has been assigned to the Pennsylvania State Police (PSP) Criminal Intelligence Center and her last day with PBPP was Wednesday, July 18, 2012. The new PBPP Chief Counsel will be Ms. Barbara Christie who will be transferring to PBPP from the PSP.

Commissioner Schlechter recommended that Attorney Laub be acknowledged for her service and dedication to the Commission with the presentation of a plaque.

MOTION 1207.05: Motion was made by Commissioner Schlechter to provide a plaque to Linda Laub for her service and dedication to the Firearm Education and Training Commission. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

9. PUBLIC COMMENT and QUESTIONS: NONE

10. ADJOURNMENT:

MOTION 1207.06: Motion was made by Commissioner Hamilton to adjourn at 10:41 A.M. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

MOTION 1207.07: Motion was made by Commissioner Schlechter to reopen the meeting at 10:50 A.M. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

A recess occurred from 10:50 A.M. to 11:04 A.M.

The meeting was brought back from recess at 11:04 A.M.

- Chairman Graybill stated that, effective immediately, Commissioner R. Scott Schlechter and Commissioner Erik Christensen will no longer serve on the Curriculum Committee. Chairman Graybill stated that he would be making additional changes to other committees.

MOTION 1207.08: Motion was made by Commissioner Yarnell to adjourn at 11:08 A.M.
Commissioner Schlechter seconded the motion 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