



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

March 22, 2012

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. on March 22, 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*
Vice Chairman R. Scott Schlechter*
Commissioner Michelle Beaver*
Commissioner John Yarnell*
Commissioner Erik Christensen*
The Honorable Mark Hamilton*
Commissioner P. Beth Dombrowsky*
The Honorable Michael Potteiger*

Mr. Todd Burns, Executive Director
Mr. Nicholas Klimowicz, Adm. Officer
Ms. Diane Schaeffer, Secretary
Mr. John Manning, Advisor (PBPP)
Mr. Greg Young, Advisor (PBPP)
Mr. Robert McCullough, Advisor

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

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

MOTION 1203:01: Motion made by Commissioner Schlechter to accept and approve the minutes from the January 19, 2012. Commissioner Dombrowsky seconded the motion.

Amendment to MOTION 1203.01: Amendment to Motion 1203.01 was made by Commissioner Yarnell to strike the word "determination" in the January 19, 2012 minutes to read and replace it with "legal recommendation". Commissioner Dombrowsky seconded the motion and it was passed with a unanimous voice vote.

MOTION 1203:01: The motion was passed with a unanimous voice vote.

3. ANNOUNCEMENTS:

- **Commissioner Dombrowsky**, Director, Law Enforcement Training, Senator John J. Shumaker Public Safety Center announced that due to her position with the Harrisburg Area Community College she will be abstaining from any discussion regarding current or upcoming training contracts.

- **Chairman Graybill**
 - ✓ Chairman Graybill opened the meeting by welcoming Commissioner Michael Potteiger and Advisor Robert McCollough.

 - ✓ Chairman Graybill announced Mr. Chadwick Libby has been appointed Director for Dauphin County Adult Probation Department, effective March 26, 2012.

- **Executive Director Burns:**
 - ✓ Executive Director Burns announced the appointment of Mr. Michael Potteiger as the Chairman of the Pennsylvania Board of Probation and Parole.

 - ✓ Executive Director Burns stated that the SIG Sauer Armorer Course enrollment for Mr. Nicholas Klimowicz was cancelled and the money has been refunded to the FETC credit card.

 - ✓ Executive Director Burns stated that the damaged SIG Sauer pistol used in SIMUNITION® training was repaired and returned by the factory.

 - ✓ Executive Director Burns announced that Protection from Abuse notifications are now active via J-Net.

 - ✓ Executive Director Burns announced a SIMUNITION® recertification event will be taking place from August 21-23, 2012 at the Berks County Fire Training Center.

 - ✓ Executive Director Burns announced that Wyoming County Probation will be conducting a SIMUNITION® training event in April 2012.

 - ✓ Executive Director Burns announced that Washington County Adult and Juvenile will be conducting a In-House Basic Firearm Academy with Allegheny County Juvenile CFI's as the instructors for this event.

 - ✓ Executive Director Burns stated that Washington County will need to utilize the previous Course of Fire due to the new range drills and manuals not being finalized.

 - ✓ Executive Director Burns announced that the Palmyra Sportsmen's Association range where the Commission Basic Academy is held will now be supplying a portable toilet at no cost to the Commission.

 - ✓ Executive Director Burns announced PBPP Safety Officer Anita Gonzales' daughter had recently passed and the Commission staff had sent a sympathy card.

- ✓ Executive Director Burns announced Mr. Ron Millward from Centre County Adult Probation is again active as the Chairman for the Officer Safety committee.
- ✓ Executive Director Burns announced PennDOT will now be the sole printing source for course manuals.
- ✓ Executive Director Burns announced that Commissioner Hamilton's new term status has not changed. Commissioner Potteiger requested that correspondence regarding this issue be copied to him.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

□ **Chairman Graybill**

- ✓ Nothing to Report.

□ **Executive Director Burns:**

- ✓ Executive Director Burns reported a fund balance of \$973,849 including commitments as of February 29, 2012.
- ✓ Executive Director Burns reported the FETC financial expenses by month.
- ✓ Executive Director Burns provided public comments on the proposed regulation changes.
- ✓ Executive Director Burns reported on the status of the 2012 In-Service training RFQ.
- ✓ Executive Director Burns reported on the success of the 2012 CFI conference. There has been a lot of positive feedback about the event. Executive Burns inquired as to whether attendees will receive 2012 In-Service training constructive credit. It was determined that only those who attended the entire conference will receive constructive credit.

□ **POLICY**

- ✓ Chairman John Yarnell reported the committee held a meeting on March 20, 2012 and discussed:
 - Conflict of interest with Commissioners being compensated for instruction.
 - In-House trainings where the department doesn't provide the required forms.
 - The timeframe within which departments need to submit fingerprints for the Basic Training background check.
 - Armoring of weapons during commission training events.
 - The Executive Director's discretion in decision-making, especially with regards to expenditures of non-budgeted items.

MOTION: 1203.02: Motion made by Commissioner Potteiger to grant the Executive Director permission to approve budgeted expenditures. Unbudgeted expenditures should be reviewed by the Commission Chairman. Commissioner Dombrowsky seconded the motion.

Amendment to MOTION 1203.02: Amendment to Motion 1203.02 was made by Commissioner Potteiger to clarify that the requests for approval of unbudgeted expenditures to the Commission Chairman should be in writing, whether as an email or other written documentation. Commissioner Dombrowsky seconded the motion and it was passed with a unanimous voice vote.

MOTION: 1203.02: The motion was passed with a unanimous voice vote.

□ **CURRICULUM:**

- ✓ Nothing to Report

5. REPORTS of SPECIAL COMMITTEES:

□ **SAFETY**

- ✓ Committee did not meet. Nothing to Report

□ **FISCAL**

- ✓ Committee did not meet. Nothing to Report

6. UNFINISHED (OLD) BUSINESS:

- Conflicts of Interest

BREAK 9:13 a.m. – 10:28 a.m.

EXECUTIVE SESSION: 10:28 a.m. – 10:48 a.m. (all in attendance)

- Weapon Armoring:

- ✓ Tabled until the May 24, 2012 Commission meeting. Legal advisor John Manning will provide a draft Memo of Understanding between departments and the Commission to address this issue.

7. NEW BUSINESS:

- Request for Renewal of CFI Status:
 - ✓ Thomas Baer, Berks County Adult Probation
 - ✓ Carlo DeAngelo, Berks County Adult Probation
 - ✓ Nicole Gutshall, Cumberland County Adult Probation
 - ✓ Michael Smith, Cumberland County Adult Probation

MOTION 1203.03: Motion was made by Commissioner Dombrowsky to approve the renewal of Certified Firearm Instructor status for Thomas Baer, Carlo DeAngelo, Nicole Gutshall and Michael Smith. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal of MI Status:
 - ✓ Erik Christensen, Erie County Adult Probation
 - ✓ David Christensen, Dauphin County Juvenile Probation
 - ✓ William Erickson, Erie County Adult Probation, Retired
 - ✓ Jonathan Flynn, Dauphin County Juvenile Probation
 - ✓ Paul Foltz, Erie County Adult Probation
 - ✓ James Gunderman, Jr., Dauphin County Adult Probation
 - ✓ Michael Shrauder, Dauphin County Adult Probation

MOTION 1203.04: Motion was made by Commissioner Dombrowsky to approve the renewal of MI status for Erik Christensen, David Christensen, William Erickson, Jonathan Flynn, Paul Foltz, James Gunderman, Jr., and Michael Shrauder. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote. *Commissioner Christensen abstained from vote.*

8. LEGAL ISSUES and COMMENT:

- ✓ Nothing to Report

EXECUTIVE SESSION 11:00 a.m. – 11:15 a.m.

9. PUBLIC COMMENT and QUESTIONS:

- ✓ Commissioner Schlechter requested the status of the justification to move the FETC in the PBPP organizational structure. Executive Director Burns stated that the Commission sent it back to the Policy Committee at the January meeting. The Policy Chair, Commissioner Yarnell, decided to temporarily take it off the Policy agenda due to other pressing issues. Discussion ensued and it was determined that Executive Director Burns should email out the justification to all Commissioners for review.

10. ADJOURNMENT:

MOTION 1203.05: Motion made by Commissioner Yarnell at 11:24 a.m. to adjourn. Commissioner Dombrowsky 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