



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

May 24, 2012

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:05 a.m. on May 24, 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
Commissioner John Yarnell*	Mr. John Manning, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Greg Young, Advisor (PBPP)
Commissioner P. Beth Dombrowsky*	Mr. Robert McCullough, Advisor
The Honorable Mark Hamilton*	Mr. Thomas Dougherty, Advisor (PBPP)
The Honorable Russell Shurtleff*	Mr. Daniel McIntyre, (PBPP)
The Honorable Michael Potteiger*	

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

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

MOTION 1205.01: Motion was made by Commissioner Yarnell to approve the minutes from the March 22, 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 Commissioner Hamilton has been re-appointed for another term with the Commission.

✓ Executive Director Burns announced the FETC staff office will be moving to a new location within Central Office of PBPP.

- ✓ Executive Director Burns announced former Commissioner Schuster received his FETC plaque, which was presented to him by Commissioner Yarnell.
- ✓ Executive Director Burns announced a Right to Know Request was received and explained its effect on non-commonwealth employees.
- ✓ Executive Director Burns discussed an email received from Payroll Operations and its impact on travel reimbursements for non-commonwealth employees.
- ✓ Executive Director Burns discussed the possible transfer of a vehicle from the PBPP Training Division to the FETC.

4. REPORTS of Officers and Standing Committees

□ Chairman Graybill

- ✓ Nothing to Report.

□ Executive Director Burns

- ✓ Executive Director Burns reported a fund balance of \$1,021,088 as well as a report on expenses by month.
- ✓ Executive Director Burns reported the CFI conference costs.
- ✓ Executive Director Burns reported that Mr. Nicholas Klimowicz attended a Practical Tactical Medical Training class held in Western PA.
- ✓ Executive Director Burns reported that the Luzerne County Probation Department has prepared, for their Chief and President Judge, a proposal to become armed.
- ✓ Executive Director Burns reported enrollment for the 2012 Continuing Education Training Events has commenced.
- ✓ Executive Director Burns reported that an in-service SIMUNITION® training event was conducted by the Wyoming County Probation Department in April 2012.
- ✓ Executive Director Burns reported the enrollment status of the 2012 Commission Basic Trainings.
- ✓ Executive Director Burns reported that Washington County Adult Probation conducted an in-house Basic Training in April and May.
- ✓ Executive Director Burns reported that Erie County Adult Probation will be conducting an in-house Basic Training in June 2012.
- ✓ Executive Director Burns reported on a Commission laptop that went missing after it was submitted for maintenance. A missing equipment report was filed.
- ✓ Executive Director Burns reported a list of SIMUNITION® instructors who have not volunteered to assist with Commission trainings over the past three years.

MOTION 1205.02: Motion was made by Commissioner Schlechter to authorize Commissioner Erik Christensen to have contact with Cindy Shirk from HACC regarding SIMUNITION® trainings. Commissioner Potteiger seconded the motion and it was passed with a unanimous voice vote. *Commissioner Dombrowsky and Commissioner Yarnell abstained from the vote.*

- ✓ Executive Director Burns reported there has been no activity regarding desk audit requests for Commission staff.

□ **POLICY:**

- ✓ Chairman John Yarnell announced the committee held a meeting in Harrisburg on May 14, 2012 and discussed:
 - A proposed MOU with departments for armoring weapons at Commission trainings.
 - Reimbursements for Commissioners providing course instruction.
 - Contacting the State Ethics Commission for an advisory on Commissioners receiving reimbursement as instructors.
 - The question of minutes being taken at committee meetings.

□ **CURRICULUM:**

- ✓ Chairman Erik Christensen reported the committee held a meeting in State College on May 23, 2012 and discussed the following:
 - BTA testing procedures.
 - CFI conference survey responses.
 - Changes that are needed to update courses.
 - Adverse light presentation.
 - Viability of using WebEx for future continuing education courses.
 - Evaluation and oversight of new instructors conducting trainings.

5. REPORTS of SPECIAL COMMITTEES

- **SAFETY** – Did not meet.

□ **FISCAL:**

- ✓ Chairman Graybill reported the committee held a meeting in State College on May 23, 2012 and discussed:
 - Financial projections for the Commission.
 - Cost comparison of meetings held in Harrisburg versus State College.
 - Utilizing WebEx for committee meetings.

BREAK 10:12- 10:31 a.m.

6. UNFINISHED (OLD) BUSINESS

- ✓ Organizational Chart.
- ✓ Weapon Armoring Policy.

MOTION 1205.03: Motion was made by Commissioner Shurtleff to have the Executive Director survey armed County Probation Department Chiefs to determine their interest in having the Commission armor weapons at trainings as well as determine the availability of departments' spare weapons for Commission trainings. Commissioner Schlechter seconded the motion and it was passed with a unanimous voice vote.

7. NEW BUSINESS:

- Request for Initial CFI Status
- ✓ David Kratz, Buck County Corrections

MOTION 1205.04: Motion was made by Commissioner Dombrowsky to approve Initial Certified Firearms Instructor status for David Kratz. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal of CFI Status
- ✓ Todd Burns, Commission
- ✓ Gerald Rose, Monroe County Adult Probation
- ✓ Scott Schultz, Blair County Adult Probation
- ✓ Timothy Stringer, Ferguson Township Police Department, Centre County
- ✓ Christopher Wignovich, Lehigh County Adult Probation

MOTION 1205.05: Motion was made by Commissioner Christensen to approve the renewal of Certified Firearm Instructor status for Todd Burns. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

MOTION 1205.06: Motion was made by Commissioner Dombrowsky to approve the renewal of Certified Firearm Instructor status for Gerald Rose, Scott Schultz, Timothy Stringer and Christopher Wignovich. Commissioner Potteiger seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from the vote.*

- Request for Initial MI Status
- ✓ Tim Barnes, Allegheny County Juvenile Probation

MOTION:1205.07: Motion was made by Commissioner Schlechter to approve the Initial Master Instructor status for Tim Barnes. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal of MI Status
- ✓ Tom Benge, Meadville PD (retired)
- ✓ R. Scott Schlechter, Lehigh County Adult Probation

MOTION 1205.08: Motion was made by Commissioner Christensen to approve the Renewal of Master Instructor Status for Tom Benge and R. Scott Schlechter. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from the vote.*

- Final 2012 BTA Manual (Changes Only):

MOTION 1205.09: Motion was made by Commissioner Dombrowsky to approve the changes to the 2012 BTA Manual. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

- Final 2012 BTA Exams (Changes only):

MOTION 1205.10: Motion was made by Commissioner Shurtleff to approve the changes to the 2012 BTA Examination. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- Final 2012 BTA Range Drills:

MOTION 1205.11: Motion was made by Commissioner Potteiger to approve the changes to the 2012 BTA Range Drills. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- 2012 Course 3 (Changes Only)

MOTION 1205.12: Motion was made by Commissioner Yarnell to approve the changes to the 2012 Officer Survival Mindset, Cover and Concealment, and Immediate Action Drills Course. Commissioner Potteiger seconded the motion and it was passed by a unanimous voice vote.

8. **LEGAL ISSUES and COMMENT: NONE**
9. **PUBLIC COMMENT and QUESTIONS: NONE**
10. **ADJOURNMENT:**

MOTION 1205.13: Motion made by Commissioner Schlechter to adjourn at 11:40 A.M. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns
Executive Director