



September 19, 2012

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:05 p.m. on September 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. Nicholas Klimowicz, Adm. Officer
Vice Chairman R. Scott Schlechter*	Ms. Diane Schaeffer, Commission Secretary
Commissioner Michelle Beaver*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner John Yarnell*	Mr. Christopher Ciprich, Wyoming Co. (Guest)
Commissioner Erik Christensen*	Mr. Don Coleman, Columbia Co. Adult (Guest)
Commissioner P. Beth Dombrowsky*	Mr. Thomas Schuster, Bradford Co. (Guest)
The Honorable Russell Shurtleff*	Mr. Patrick Michaels, Westmoreland Co. (Guest)
Mr. Todd Burns, Executive Director	Mrs. Kerri Kneisley, Lancaster Co. Adult (Guest)

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

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

MOTION 1209.01: Motion was made by Commissioner Schlechter to strike (remove) the entries from the July meeting minutes referencing Attorney John Manning (immediately before and after Motion 1207.07). Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

MOTION 1209.02: Motion was made by Commissioner Yarnell to approve the amended minutes from the July 19, 2012 meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

• **Chairman Graybill**

- ✓ Chairman Graybill announced that Eric Burkholder, Berks County Juvenile Probation, is now the Chairman for the Curriculum Committee.
- ✓ Chairman Graybill announced that Vanessa Adler, Columbia County Adult Probation, is now a member of the Curriculum committee.
- ✓ Chairman Graybill announced that in order to comply with the Sunshine Law, there cannot be four Commissioners on any committee. Therefore, Commissioners P. Beth Dombrowsky and R. Scott Schlechter have agreed to leave the Policy Committee.

- ✓ Chairman Graybill announced that the plaque for Attorney Linda Laub has been ordered.
- **Executive Director Burns**
 - ✓ Executive Director Burns announced that Diane Schaeffer has accepted a position at another agency; her last day with the Commission will be October 19, 2012.
 - ✓ Executive Director Burns announced a request to create a back-up weapon qualification course of fire. This item was referred to the Curriculum Committee.
 - ✓ Executive Director Burns reported the video camera software for the recently purchased recorder has been disallowed by Legal. An issue timeline was laid out by Administrative Officer Nicholas Klimowicz.
 - ✓ Executive Director Burns announced the annual CFI training hosted by Vanessa Adler, Columbia County Adult Probation will be held on November 5, 2012 in Columbia County. Executive Director Burns recommended that Nicholas Klimowicz attend this training with the approval of the Commission.

MOTION: 1209.03: Commissioner Yarnell made a motion to allow Nicholas Klimowicz to attend the training event sponsored by Vanessa Adler and this training to be documented as constructive credit. *The motion was not seconded.*

- ✓ Executive Director Burns announced that the Dauphin County Adult Probation Work Release officers will be attending the Commission's basic training in 2013.
- ✓ Executive Director Burns announced that the Governor's Office of Policy and Planning has approved the regulations. Legal Advisor Manning briefed the Commission on a new issue regarding the regulations.

EXECUTIVE SESSION 1:40 PM - 2:27 PM for a Personnel Issue

MOTION 1209.04: Motion was made by Commissioner Schlechter to accept the resolution proposed by Chairman Graybill in reference to the Executive Director with a request that the resolution be placed into the minutes. Commissioner Dombrowsky seconded the motion and it was passed by a majority voice vote. *Commissioner Yarnell voted against the motion.*

MOTION 1209.05: Motion was made by Commissioner Schlechter to present Diane Schaeffer with a plaque for her time of service to the Commission. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

4. Reports of Officers and Standing Committees

- **Chairman Graybill**
 - ✓ Nothing to Report.
- **Executive Director Burns**
 - ✓ Executive Director Burns reported the Fiscal Year 2011-2012 financial status to the Commission.
 - ✓ Executive Director Burns reported that the Fiscal Year 2013-2014 budget has been completed and submitted on 9/6/2012.
 - ✓ Executive Director Burns provided the 2nd quarter AOPC report.
 - ✓ Executive Director Burns reported that 53 in-service events have been scheduled and 39 of those events have have been run.
 - ✓ Executive Director Burns reported updates for the 68th and 69th BTA's.
 - ✓ Executive Director Burns reported that the 70th BTA, scheduled for October, is full.
 - ✓ Executive Director Burns reported three Commission Basic Trainings will be scheduled in 2013 to certify approximately 90 officers.
 - ✓ Executive Director Burns reported that Bucks County will be conducting a in-house BTA.
 - ✓ Executive Director Burns reported that the annual report is completed and being processed for distribution.
- **POLICY:**
 - ✓ Chairman Yarnell reported a meeting via telephone conference had taken place on August 30, 2012 to discuss the recording of minutes from Executive Sessions.
- **CURRICULUM:**
 - Executive Director Todd Burns – Several topics were discussed:
 - Changes to the classroom portion of the Basic Training (BTA).
 - Train the Trainer certification process.
 - A proposed In-Service credit motion.
 - Timothy Duff's CFI request.
 - Troy Smith's MI request.
 - 2013 In-Service training survey.
 - 2013 BTA survey.

MOTION 1209.06: Motion made by Commissioner Shurtleff that the Commission prohibit either a Certified Firearms Instructor or a Master Instructor from being paid outside of the current vendor holding the contract for performing any type of Commission sanctioned and approved in-service training. In the event that such an event occurs the commission will not recognize credit for any student who is in attendance of the training. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

5. REPORTS of SPECIAL COMMITTEES

- **SAFETY** - Did not meet.
- **FISCAL** – Chairman Graybill reported a meeting had been held the day before (September 18th, 2012). Chairman Graybill reported the committee discussed the financial status of the Commission.

6. UNFINISHED (OLD) BUSINESS

- Armorer Policy

MOTION 1209.07: Motion made by Commissioner Yarnell that a CFI and MI cannot armor weapons during any commission training event. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- Constructive Credit Clarification – discussion only; no motion made.

7. NEW BUSINESS:

- Request for Initial CFI Status
 - ✓ Timothy Duff, Adams County Probation

MOTION 1209.08: Commissioner Yarnell made a motion to accept and approve the initial CFI status for Timothy Duff with a condition that he not be lead instructor for one calendar year from the date of approval. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

- ✓ Mark Stonbraker, Highspire Police Department

MOTION 1209.09: Commissioner Yarnell made a motion to accept and approve the initial CFI status for Mark Stonbraker. Commissioner Schlechter second the motion and it was passed by a unanimous voice vote.

- Request for Renewal of CFI Status
 - ✓ Drew Bucher, Adams County Probation
 - ✓ Brian Deal, Adams County Probation
 - ✓ Jonathan Dunsinger, Wayne County Adult Probation
 - ✓ James Gregan, Greene County Adult Probation
 - ✓ Kevin Hood, Westmoreland County Adult Probation
 - ✓ David Jones, Wyoming County Juvenile Probation
 - ✓ Abigail Krepps, Juniata County Probation
 - ✓ Bradley Pinkerton, Butler County Adult Probation
 - ✓ Bernard Sikora, III, Monroe County Probation
 - ✓ Keith Torrance, Westmoreland County Juvenile Probation

MOTION 1209.10: Commissioner Schlechter made a motion to accept and approve the renewal of CFI status for Drew Bucher, Brian Deal, Jonathan Dunsinger, James Gregan, Kevin Hood, Abigail Krepps, Bradley Pinkerton, Bernard Sikora, III, and Keith Torrance. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote. *Commissioner Beaver abstained from vote.*

MOTION 1209.11: Commissioner Schlechter made a motion to accept and approve the renewal CFI status for David Jones. Commissioner Christensen seconded the motion and it passed by a unanimous voice vote. *Commissioners Shurtleff and Yarnell abstained from vote.*

- Request for Initial MI Status
 - ✓ Troy Smith, Dauphin County Juvenile Probation

MOTION 1209.12: Commissioner Schlechter made a motion to approve the initial MI status for Troy Smith. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal MI Status
 - ✓ Gregory Willig, Allegheny County Juvenile probation

MOTION 1209.13: Commissioner Schlechter made a motion to approve the renewal of MI status for Gregory Willig. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- Petitions for Extension:
 - ✓ Lisa Conville, Schuylkill County Adult Probation

MOTION 1209.14: Commissioner Yarnell made a motion to approve the extension for Lisa Conville until April 15, 2013. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

✓ William Cooney, Philadelphia County Juvenile Probation

MOTION 1209.15: Commissioner Yarnell made a motion to approve the extension for William Cooney until April 30, 2013. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

✓ Timothy Duff, Adams County Probation

MOTION 1209.16: Commissioner Yarnell made a motion to approve the extension for Timothy Duff until September 30, 2013. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

✓ Christopher Rhoad, Dauphin County Juvenile Probation

MOTION 1209.17: Commissioner Yarnell made a motion to not approve the extension for Christopher Rhoad. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

MOTION 1209.18: Commissioner Shurtleff made a motion for an exception of October SIMUNITION® trainings to allow non SIMUNITION® certified CFI's to assist with this training. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from vote.*

✓ Linda Thompson-Gianoni, Dauphin County Juvenile Probation

MOTION 1209.19: Commissioner Shurtleff made a motion to accept the request for extension for Linda Thompson-Gianoni until August 28, 2013. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote. *Commissioner Christensen abstained from the vote.*

- Financial Presentation:

Executive Director Burns reported a FY 2011-2012 fund balance of \$1,074,876, excluding commitments. Executive Director Burns went on to present a breakdown of the Commission's current and projected financial status.

8. LEGAL ISSUES and COMMENT:

- Advisor Manning – Nothing to Report

9. PUBLIC COMMENT and QUESTIONS: NONE

MOTION: 1209.20: Commissioner Christensen made a motion to order a plaque on behalf of Commissioner Schlechter for service and dedication to the Curriculum Committee. Commissioner Beaver second the motion and it was passed by a unanimous voice vote.

10. ADJOURNMENT:

MOTION 1209.21: Commissioner Yarnell made a motion to adjourn at 3:57pm. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns
Executive Director

A RESOLUTION

Whereas, the Chairman of the County Probation Officers' Firearm Education and Training Commission ("FETC"), pursuant to the Firearm Education and Training Law, 61 Pa.C.S. § 6304(e), and the FETC's by-laws, is the elected head of the FETC and presides at all meetings of the FETC;

Whereas, the Chairman of the FETC has historically had the power and authority to direct the Executive Director to perform certain duties as exemplified by the following:

- a. As memorialized in a letter dated May 1, 1997, FETC Chairman Larry Straitiff directed Executive Director Chester Kope to request a legal opinion from Assistant Counsel Scott K. Roy (Exhibit A);
- b. During the March 17, 1998 FETC meeting, Chairman Straitiff directed Executive Director Kope to look into acquiring hats for firearm instructors (Exhibit B);
- c. During the November 23, 1999 FETC meeting, Chairman Straitiff directed Executive Director Kope to make changes to a draft survey concerning counties arming their officers (Exhibit C);
- d. During the January 18, 2000 FETC meeting, Chairman Straitiff directed Executive Director Kope to make recommended changes to the Range Safety Rules form (Exhibit D);
- e. During the March 21, 2000 FETC meeting, Chairman Straitiff directed Executive Director Kope to prepare a letter to the Philadelphia Court of Common Pleas Warrant Unit (Exhibit E);
- f. During the May 25, 2001 FETC meeting, Chairman Straitiff issued a directive that a draft plan and agreement be developed between the FETC and Fort Indiantown Gap (Exhibit F);
- g. During the November 18, 2003 FETC meeting, Chairman Straitiff directed Executive Director Kope to prepare a letter to the Institute for Law Enforcement Education requesting

it provide the Commission a cost proposal to provide Basic Firearm Training and Wounded Officer Training (Exhibit G);

- h. During the January 13, 2004 FETC meeting, Chairman Straitiff directed Executive Director Kope to purchase a laptop and a Portable printer for the Curriculum sub-committee (Exhibit H);

Whereas, the Chairman has oversight over the Executive Director in that the FETC decided during the March 22, 2012 meeting that unbudgeted expenditures should be reviewed by the Chairman; (Exhibit I);

Whereas, the Chairman may direct the Executive Director to prepare an annual report for submission to the FETC, and other such reports as may become prudent or necessary;

Resolved, that the Chairman of the FETC shall have the authority to direct the Executive Director to prepare and submit a prospective monthly outline of tasks and priorities to be completed for the upcoming month, and to order the Executive Director to prepare a monthly report which details the daily work activities and tasks performed for each work day of the previous month.