



January 17, 2013

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:01 a.m. on January 17, 2013 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\*  
Vice Chairman R. Scott Schlechter\*  
The Honorable Mark Hamilton\*  
The Honorable Russell Shurtleff\*  
Commissioner John Yarnell\*  
Commissioner Michelle Beaver\*  
Commissioner P. Beth Dombrowsky\*  
Commissioner Erik Christensen\*

Mr. Todd Burns, Executive Director  
Mr. Nicholas Klimowicz, Adm. Officer  
Mr. John Manning, Legal Advisor (PBPP)  
Mr. Thomas Dougherty, Advisor (PBPP)  
Mr. Gregory Young, Advisor (PBPP)  
Mr. Robert McCullough, Advisor  
Ms. Kerri Kniesley, Lan. Co. Adult Probation

**1. CALL to ORDER and PLEDGE of ALLEGIANCE:**

**2. COMMITTEE MEMBERSHIP UPDATES**

- ✓ Chairman Graybill announced the appointment of Mr. Joseph MacLaughlin [Franklin Co. Adult Probation] to the Safety Committee and Mr. Ronald Seyko [Allegheny Co. Adult Probation] to the Policy Committee.

**3. ADVISOR UPDATES**

- ✓ None

**4. REVIEW and APPROVAL of the MINUTES of the PREVIOUS MEETING:**

- ✓ Chairman Graybill asked that the minutes be amended to read that Advisor Greg Young was "approved as proxy" for Chairman Potteiger, under agenda item 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.

**MOTION 1301.01:** Motion was made by Commissioner Shurtleff to approve the amended minutes from the November 15, 2012 meeting. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

- ✓ Advisor Gregory Young announced that the PBPP Training Division has Lt. Col. Grossman presenting on April 23<sup>rd</sup> in Philadelphia, April 24<sup>th</sup> at Fort Indiantown Gap, and April 25<sup>th</sup> at Robert Morris College in Allegheny County; Lt. Col. Grossman will be giving his "Bulletproof Mind" presentation. Counties have been notified and are signing up. Any Commission members who wish to attend should notify Advisor Young. Advisor Young mentioned working to have the Training Division calendar accessible from the PBPP website.

- ✓ Chairman Graybill presented Vice-Chairman Schlechter with a plaque for his service on the Curriculum Committee.

## 5. ANNOUNCEMENTS:

- **Chairman Graybill**

- ✓ None.

- **Executive Director Burns**

- ✓ Executive Director Burns gave a status update of the Clerk Typist 3 [Commission Secretary] interviews and candidate selection.
- ✓ Executive Director Burns announced that a plaque for former Curriculum Committee member William Erickson was handed over to Commissioner Christensen to be presented to Mr. Erickson. Mr. Burns asked that a picture be taken for the newsletter.
- ✓ Executive Director Burns announced that he and Administrative Officer Klimowicz have visited former Commission Secretary Diane Schaeffer at her new job and presented her plaque; pictures from the presentation were included in the agenda and will be posted in the next newsletter.
- ✓ Executive Director Burns announced that Commissioner Dombrowsky has been reappointed as a Commissioner.
- ✓ Executive Director Burns announced that Heath Randolph has been named as the new chief of Fayette County Juvenile Probation on December 3<sup>rd</sup>, 2012.
- ✓ Executive Director Burns announced that he attended the Adult Chiefs meeting on December 14<sup>th</sup>, 2012.
- ✓ Executive Director Burns announced that Thomas Young (Director, Centre County Probation) emailed him asking for a Commission line-item budget in response to having received notice of basic training reimbursements. Executive Director Burns stated that he had discussed the request with Chairman Graybill before sending the response; Chairman Graybill stated that the Commission supplied what was asked for.
- ✓ Executive Director Burns announced a request from the Jerome County Adult Probation Department in Idaho, asking to review the Commission's curriculum material. Executive Director Burns reported sending them the act and regulations. A discussion concluded that the materials are the intellectual property of the Commission and sharing of the materials should be at the concurrence of the majority of the Commission. Advisor Young stated that the PBPP has shared similar information with Idaho as well as other states with notices that the information being shared is intended for law enforcement use only and not for public dissemination. Recommendations were made that the issue be brought to the attention of the Curriculum Committee. Vice-Chairman Schlechter asked that a letter goes along with the information stating that the material is copyrighted; Advisor Young and Commissioner Dombrowsky referenced language used by the PBPP and MPOETC. Commissioner Christensen referenced a statement that there are no guarantees that

the information will work and asked if the Commission is liable if the State of Idaho uses the information without success and deems it a failed product. Chairman Graybill asked if the Commission is setting a precedent about sending out the information and asked that the issue of information sharing be added to the next Policy Committee agenda.

**MOTION 1301.02:** Commissioner Yarnell made a motion to allow the State of Idaho, 5<sup>th</sup> Judicial District, to review the Commission curriculum with the condition that the Curriculum Committee has no objections. Commissioner Hamilton seconded the motion and it was passed by a unanimous voice vote.

## 6. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Chairman Graybill**

- ✓ Nothing to Report.

- **Executive Director Burns**

- ✓ Executive Director Burns reviewed a current financial update, stating that training finances are on schedule to meet anticipated totals. Chairman Graybill noted that the Fiscal Committee had not met but would, at its next meeting, review the finances to look for trends and projections. Chairman Graybill noted that there will be some savings by default due to the vacant Commission Secretary position.
- ✓ Executive Director Burns reviewed the Commission expenses by month report, noting specifically the travel and range expenses as well as the lag in reports received.
- ✓ Executive Director Burns reported that the Commission will be running three BTAs in 2013; these have been scheduled and posted for June, July, and October. He also indicated that a fourth BTA can be added if necessary.
- ✓ Executive Director Burns gave an in-service update, indicating that the Commission has received quotes for the contract renewal.
- ✓ Executive Director Burns reported that the PBPP Training Division would be running another CFI course for county probation officers; it will be held at the Palmyra Sportsmen's Association May 6-10 and if anyone has any officers interested in attending they should let him know. Executive Director Burns reported that he already had 10 officers signed up with a maximum of 15 or 16.
- ✓ Executive Director Burns reported that he is still waiting for the written proposal from the Palmyra Sportsman's Association as discussed at the previous meeting; he has made several inquires as to the proposal status and has yet to receive a reply. Advisor Young verified that a similar proposal was made to the PBPP but that it was being handled by Ken Smith; Advisor Young also stated that the PBPP is looking to go elsewhere for a lot of their training.

- **POLICY COMMITTEE:**

✓ Nothing to report; did not meet.

• **CURRICULUM COMMITTEE:**

- ✓ In the absence of committee chairman Eric Burkholder, Executive Director Burns reported on the Curriculum Committee meeting the previous day [January 16, 2013].
- ✓ Executive Director Burns reported that there are now quizzes in place for every in-service course except Course 5 and that Curriculum Committee member Neil Stefanisko volunteered to draft said quiz. The updated in-service course curricula will be brought to the Commission for approval at the next meeting.
- ✓ Executive Director Burns reported that the 2013 BTA classroom changes were reviewed and that edits would be made by him and the Commission Administrative Officer with the intent of bringing it to vote at the next Commission meeting.
- ✓ Executive Director Burns reviewed the discussion concerning the train-the-trainer procedure and the plan to run train-the-trainer courses in conjunction with Curriculum Committee meetings. Executive Director Burns addressed the issue of reimbursing attendees for expenses and the committee consensus was that those officers attending should pay their own way.

**MOTION 1301.03:** Commissioner Yarnell made a motion that the Commission no longer reimburse travel expenses for those attending the train-the-trainers. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- ✓ Executive Director Burns reported a discussion concerning the HACC no-compete clauses within their instructor contracts and what effect those might have in the future if HACC lost the contract; it was decided that in that event there would be no conflict as the no-compete clause would no longer apply.
- ✓ Executive Director Burns reported a revision was underway to the current Course 3 test due to some confusion over some of the questions and that Curriculum Committee member Ron Millward would be handling the revision.
- ✓ Executive Director Burns reported the possible development of a Course 8 covering advanced firearms training and that there was discussion about whether the course could be developed in-house or if Curriculum Committee members should go out and attend training elsewhere, then bring that training back. Commissioner Christensen explained the rationale that the last time the committee attended anything live-fire related was in 2002 and that attending a training by a recognized firearms instructor adds to the program. Commissioner Christensen also stated that the Commission asks its Curriculum Committee members to take time out of their schedules and participate at no pay and that committee members have been sent to training as a “thank-you” before and then brought their training back to the Commission. Commissioner Christensen concluded that the committee could put something together but that seeking instruction from a highly-rated instructor adds credence to the Commission’s program and keeps the instructors up-to-date as well. Executive Director Burns asked if the Commission wished to discuss the financial aspects at present; Commissioner Yarnell suggested that the Commission can research the programs that are available without necessarily having to spend the money to send committee members to attend them, citing that many of the higher-end programs can

cost thousands of dollars to attend. Chairman Graybill asked if the committee was in agreement that the Commission needed a Course 8; Executive Director Burns verified that as the committee's opinion. Commissioner Christensen acknowledged the expense and the importance of research but stressed the importance of outside expert guidance and the continuing education of the committee members. Commissioner Yarnell asked if it would be more advisable to approach a high-end trainer and ask for help developing a Course 8, concluding that it would be cheaper than sending committee members to the instructor and suggesting that the curriculum look into the costs of that option. Commissioner Christensen stated that the Curriculum Committee needs to know if the outside training option is something the Commission wants to explore due to the full training schedules of the instructors in question; he also stated a preference that half the committee attend one training and half another and then meet to discuss. Advisor Young offered the option where the instructor costs are covered by additional law enforcement invited to attend with a set minimum of attendees. Chairman Graybill discussed the cost priorities and whether or not the entire committee needed to attend an outside training. Commissioner Christensen restated his previous point that part of the deal for Curriculum Committee members, for sharing their knowledge, was sending them to a [firearms] school and that it has been done in the past. Commissioner Christensen stated that the course development has already begun and that Curriculum Committee members Ron Millward and Vanessa Adler are already discussing possible Course 8 drills. Commissioner Yarnell suggested that after certain schools are identified, that instructors state-wide be surveyed as to who has attended said course(s) and what lessons were learned. Chairman Graybill asked that a written proposal be drafted as to the costs involved. Commissioner Shurtleff suggested that the Commission review the budget and come up with an allowable cost and empower the Curriculum Committee to make the decision as to what classes are chosen and who attends them, then report its decisions back to the Commission. Chairman Graybill stated that the Fiscal Committee will, during its February meeting, discuss a possible amount and give the Curriculum Committee an answer by March. Commissioner Christensen suggested that counties might pick up room or other costs. Advisor Young suggested that costs might be shared with the PBBP's Training Division.

- ✓ Executive Director Burns reported a request by CFIs in York County Adult Probation to view the Course 2 DVDs as a reference; the committee decided that the Commission should retain control of the DVDs and if the instructors wish to, they could drive up and view the DVDs in the Commission office. Executive Director also noted that the CFIs in question were not Course 2 instructors. Vice-Chairman Schlechter asked why the Commission is sending the information to Idaho but not the county CFIs. Commissioner Christensen answered that point hadn't been considered. Commissioner Yarnell asked if the issue should be brought up by the Policy Committee. Chairman Graybill sent the issue back to the Curriculum Committee.

**BREAK 10:07 a.m. – 10:25 a.m.**

- ✓ Chairman Graybill gave a reminder to any guests present that the session was being recorded.

## 7. REPORTS of SPECIAL COMMITTEES:

- **SAFETY**

- ✓ In the absence of committee chairman Ron Millward, Executive Director Burns reported that the committee met on December 18<sup>th</sup>, 2012.
- ✓ Executive Director Burns noted the committee's recommendation of a new emergency information form that would be discussed later on the agenda.
- ✓ Executive Director Burns reported a discussion concerning recommendations of an initial in-service after BTA.
- ✓ Executive Director Burns reported a discussion concerning the non-law enforcement applicant background investigation.
- ✓ Executive Director Burns reported a discussion concerning additions and deletions to committee membership.

- **FISCAL** – Nothing to report; did not meet.

## 8. UNFINISHED (OLD) BUSINESS:

- William Starnes petition
  - ✓ Executive Director Burns reported that William Starnes, Jr. [Butler County Adult Probation] was granted an extension at the previous Commission meeting until November 29<sup>th</sup>, 2012 [Motion 1211.09] but that his medical condition will require him to be off work much longer than previously anticipated.

**MOTION 1301.04:** Commissioner Christensen made a motion to extend the petition of William Starnes, Jr. from November 29<sup>th</sup>, 2012 to May 1<sup>st</sup>, 2013 for medical reasons. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

## 9. NEW BUSINESS:

- **Ammo Shortages**

- ✓ Executive Director Burns noted that this issue wasn't on the original agenda but was added at the request of Commissioner Yarnell. Commissioner Yarnell reported that departments should order their ammo now due to ammo shortages, delays, and unavailability. Executive Director Burns voiced concerns that departments might not be able to get the ammo required to conduct department requalifications. Chairman Graybill stated agreement that Executive Director Burns should notify the counties of the ammo issue and the recommendation to order ammo now. Advisor Young noted the practice of agencies using jacketed rounds for training and hollow points for duty carry due to cost issues. Vice-Chairman Schlechter recommended that the curriculum committee discuss a possible policy of requiring duty ammunition for initial BTA

qualification but allowing counties to run departmental requals using jacketed ammunition.

- **Request for Initial CFI Status**

- ✓ Nicholas Salovay

**MOTION 1301.05:** Commissioner Yarnell made a motion to accept and approve the initial CFI status for Nicholas Salovay. Commissioner Hamilton seconded the motion and it was passed by a majority voice vote with Vice-Chairman Schlechter opposed.

- **Request for Renewal of CFI Status**

- ✓ Christopher Colondrillo, Cumberland County Adult Probation
- ✓ David Jones, Greene County Probation
- ✓ Lucas Kiger, Green County Probation
- ✓ Robert Wolff, Pike County Adult Probation

**MOTION 1301.06:** Commissioner Dombrowsky made a motion to accept and approve the renewal of CFI status for Christopher Colondrillo, David Jones, Lucas Kiger, and Robert Wolff. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- **Long Guns**

- ✓ Executive Director Burns noted that this issue was added to the agenda at Chairman Graybill's request. Executive Director Burns noted that the issue had been raised during a recent Juvenile Chiefs Safety Committee meeting and that a survey was conducted verifying that some counties were carrying long guns. Commissioner Yarnell stated that there should be a minimum standard in place, possibly following any MPOETC standard; Commissioners Dombrowsky and Christensen replied that although MPOETC has a recommended course, they do not have a required qualification standard in place. Commissioner Christensen stated his opinion that the Commission is not yet at a point where it must address the issue; that there is a very low percentage of counties carrying long guns on duty and that it is not in the Commission's purview to approve every weapon. Advisor Young indicated that there has been no movement by the PBPP towards carrying long guns and that agents would only carry them when working with the U.S. Marshals Service. Vice-Chairman Schlechter asked whether the Commission should issue a statement recommending to the counties that they have some kind of qualification standard. Legal will give a written recommendation.

- **Backup Guns / Weapon Requirements**

- ✓ Executive Director Burns noted that this issue was added to the agenda at Chairman Graybill's request and that this issue was also brought up during the Juvenile Chief's meeting. A survey was sent out to the county chiefs on the issue; of those responding, only 27% wanted to see a separate backup weapon qualification course of fire. Commissioner Shurtleff stated that if a county wants to approve a backup, that they should qualify with it under the standard course of fire and not a special

course. Commissioner Yarnell recommended that the Commission should issue a statement to that effect. Commissioner Christensen noted that holster requirements would be different for a backup weapon. Chairman Graybill asked that Legal give recommendations on the issue.

- ✓ Executive Director Burns reported that most of the respondents indicated the desire for change to the approved handgun parameters, specifically the sight restrictions. Executive Director Burns noted that weapon sights were discussed during the Curriculum Committee meeting and that their consensus was to not change the current restrictions and continue to allow only iron [fixed] sights.

- **Emergency Contact Form**

- ✓ Executive Director Burns restated that the form was discussed during the last Safety Committee meeting and that they thought it was a good idea but should include a personal and a departmental contact. Chairman Graybill voiced concern about making the form mandatory and that we should only recommend that students fill it out.

**MOTION 1301.07:** Commissioner Shurtleff made a motion to approve the [Emergency Contact] form and submit it to the students on an optional basis. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

**10. ELECTION of OFFICERS:**

- ✓ The election was overseen by the Tellers Committee. Chairman Graybill was re-elected to another term as Commission Chairman; Vice-Chairman Schlechter was re-elected to another term as Commission Vice-Chairman.

**11. LEGAL ISSUES AND COMMENT:**

- None.

**12. PUBLIC COMMENT and QUESTIONS:**

- None.

**MOTION 1301.08:** Commissioner Yarnell made a motion to adjourn at 12:02 p.m. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns  
Executive Director