



November 21, 2013

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:10 p.m. on November 21, 2013 at the Pennsylvania Board of Probation and Parole, 1101 S. Front Street Harrisburg, PA 17104. The following Commissioners (\*) and other individuals were present:

Chairman Keith Graybill\*  
Vice Chairman R. Scott Schlechter\*  
Commissioner Michelle Beaver\*  
Commissioner P. Beth Dombrowsky\*  
Mr. Todd Burns, Executive Director  
Mr. Nicholas Klimowicz, Admin. Officer  
Ms. Shannon Bennett, Secretary  
Mr. Greg Young, Advisor (PBPP)

Mr. John Manning, Legal Advisor (PBPP)  
Mr. Thomas Dougherty, Advisor (PBPP)  
Mr. Robert McCullough, Advisor  
Mr. Eric Burkholder, Berks Co. Prob.  
Mr. Bradley E. Halter, Bucks Co. Adult Prob.  
Ms. Kerri Kneisley, Lanc. Co. Adult Prob.  
Mr. David B. Miller, Bucks Co. Adult Prob.  
Mr. David Kratz, Bucks Co. Adult Prob.

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

- ✓ Chairman Graybill welcomed those guests present and made them aware that Commission meetings are recorded.

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

**MOTION 1311.01:** Motion was made by Commissioner Schlechter to approve the minutes from the September 18, 2013 meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**3. ANNOUNCEMENTS:**

- **Chairman**

- ✓ None.

- **Executive Director Burns**

- ✓ Executive Director Burns announced that he had attended the IRRRC meeting held that morning. Advisor Manning gave a breakdown of the next steps in the regulatory process, estimating that the final approval should take about 30 days.
- ✓ Executive Director Burns announced that Chairman Graybill had been reappointed to another term as a Commissioner. His term expires on October 10, 2016.
- ✓ Executive Director Burns gave an update on the health status of one of the Commission's MI's.

- ✓ Executive Director Burns announced that the PBPP reorganization is in effect, moving the Training Division and the FETC under Director McIntyre of the Office of Field Probation and Parole Supervisor and that Mr. McIntyre may occasionally attend Commission meetings.

#### **4. REPORTS of OFFICERS and STANDING COMMITTEES:**

- **Chairman**

- ✓ Chairman Graybill voiced concern about the way minutes are being submitted, noting the change from general submissions to more detailed records that include who-said-what. Advisor Manning stated that he would look into Roberts Rules of Order and share his copy with the Commission staff. Chairman Graybill suggested looking at Roberts Rule of Order for guidelines. Advisor Manning suggested that the Committee chairs submit written reports as defined by Roberts Rules of Order.

- **Executive Director**

- ✓ Executive Director Burns reported on the breakdown of the financial report.
- ✓ Executive Director Burns reported that there were two BTA's, the 73<sup>rd</sup> and 74<sup>th</sup>, run since the last Commission meeting. The 73<sup>rd</sup> had two failures on the range and the 74<sup>th</sup> had none.
- ✓ Executive Director Burns reported on the training audit results of those officers who have yet to requalify and/or attend an in-service training. Chairman Graybill asked if there was some kind of alert as to when officer certifications are about to expire, asking if there could be a software change to give such an alert. Executive Director Burns stated that such a change would likely be expensive and that he currently monitors each county's officers.
- ✓ Chairman Graybill inquired about the number of BTA's held this year. Executive Director Burns indicated that the numbers are where we expected them to be. Advisor Manning asked about the minimum enrollments to run BTA's; Executive Director Burns stated the maximum for a BTA is 30 officers but that it isn't cost effective to run a BTA for under 10 students.

- **POLICY COMMITTEE:**

- ✓ Nothing to report; did not meet.

- **CURRICULUM COMMITTEE:**

- ✓ Committee Chairman Burkholder reported that the Curriculum Committee had met the previous day [November 20, 2013] and that a train-the-trainer class was held simultaneously with the Curriculum meeting.
- ✓ Committee Chairman Burkholder reported that the meeting focus was Course 8 with a plan to release the Course in 2014.
- ✓ Committee Chairman Burkholder reported that there were 13 people in attendance for the Train-the-Trainer Course 7.

- ✓ Committee Chairman Burkholder reported that committee members Ron Millward, Ken Smith, and Vanessa Adler had met on Monday, November 18<sup>th</sup> to work on the Course 8 curriculum and whether Officer Adler can be reimbursed for her travel expenses that day.

**MOTION 1311.02:** Commissioner Schlechter made a motion to reimburse Vanessa Adler, Ron Millward, and Ken Smith for any expenses that they incurred for their meeting on the Monday prior to the Curriculum meeting to discuss Course 8. Commissioner Michelle Beaver seconded the motion and it was passed by a unanimous voice vote.

- ✓ Commissioner Schlechter recommended that in the future committee members receive preapproval from Executive Director Burns prior to conducting similar non-regular meetings.
- ✓ Executive Director Burns stated that Course 8 will have to be bid out separately from the other contract as Course 8 was not in the original contract language.

**MOTION 1311.03:** Commissioner Schlechter made a motion to bid out Course 8 to whatever vendors are available. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote; Commissioner Dombrowsky abstained.

- ✓ Committee Chairman Burkholder reported on a discussion concerning the application of instructor train-the-trainer certification standards and how they apply to in-house courses. Executive Director Burns stated that, according to the contract language, in order to teach a course an officer must go through a train-the-trainer class and that every course has a train-the-trainer class except Course 3. Chairman Graybill suggested that the standards for in-house In-Service training should match what the contract states. Commissioner Schlechter made the comparison with a class he taught where he needed another instructor to assist with a class but the instructor he chose, although well qualified in defensive tactics, was not allowed to assist because he didn't have the train-the-trainer certification. Advisor Young stated he believes the Commission is overstepping with In-House trainings. Commissioner Schlechter noted that there have been non-SIM certified instructors allowed to instruct SIMUNITION® courses when teamed up with a SIM-certified instructor. Chairman Graybill tabled the discussion until the next Commission meeting.

## 5. REPORTS of SPECIAL COMMITTEES:

- **OFFICER SAFETY**

- ✓ Nothing to report; did not meet.

- **FISCAL COMMITTEE**

- ✓ Chairman Graybill reported that the Fiscal Committee met on October 2, 2013.
- ✓ Chairman Graybill reported that the committee discussed ways the Commission could save money to include possible training fees, fees from juvenile probationary

departments, allowing counties to pay for training, changing the meeting site to Harrisburg, and changing the frequency of meetings. Teleconferencing may also be possible to save money. Executive Director Burns shared the options about stopping the \$50 reimbursement fees for counties, a possible fee of \$25 to attend HACC-run classes, and a \$25 charge to attend a Commission-run BTA. Advisor Manning asked if we have statutory authority to charge these fees. Advisor Manning stated that he would look into what the Commissions' options are according to the statute and will report on it during the next meeting.

## 6. UNFINISHED (OLD) BUSINESS:

- ✓ None

## 7. NEW BUSINESS

- **Request for Initial CFI Status**

- ✓ Brian Dunbar, Allegheny County Adult Probation

**MOTION 1311.04:** Commissioner Schlechter made a motion to approve the initial CFI status for Brian Dunbar. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

### BREAK 2:20pm – 2:35pm

- **Request for Renewal of CFI Status**

- ✓ Jeffrey Baker, Pike County Probation
- ✓ Gerald Davis, Lackawanna County Adult Probation
- ✓ David Eckert, Franklin County Adult Probation
- ✓ Aaron Harvey, Dauphin County Probation
- ✓ Andrea McClelland, Lehigh County Adult Probation
- ✓ Kassi Morgart, Dauphin County Probation
- ✓ Jason Politowski, Pike County Probation

**MOTION 1311.05:** Commissioner Schlechter made a motion to approve the renewal of CFI status for Jeffrey Baker. Commissioner Dombrowsky seconded the motion and it was passed by unanimous voice vote.

**MOTION 1311.06:** Commissioner Schlechter made a motion to approve the renewal of CFI status for Gerald Davis. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.07:** Commissioner Schlechter made a motion to approve the renewal of CFI status for Aaron Harvey. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.08:** Commissioner Dombrowsky made a motion to approve the renewal of CFI status for Andrea McClelland . Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote; Commissioner Schlecter abstained.

**MOTION 1311.09:** Commissioner Schlechter made a motion to approve the renewal of CFI status for Kassi Morgart. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.10:** Commissioner Schlechter made a motion to approve the renewal of CFI status for Jason Politowski . Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

- **Request of Renewal of MI Status**

- ✓ Seth Reeser, Dauphin County Probation

**MOTION 1311.11:** Commissioner Schlechter made a motion to accept and approve the renewal of MI status for Seth Reeser. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Petitions for Extension**

- ✓ Michael Barvitskie, Northumberland County Adult and Juvenile Probation
- ✓ Robert Bittner, Somerset County Adult and Juvenile Probation
- ✓ Channing Bowers, Somerset County Adult and Juvenile Probation
- ✓ James Jendrysik, Lawrence County Probation
- ✓ Michael Koscelnak, Susquehanna Adult and Juvenile Probation
- ✓ Christine Ortiz, York Adult Probation
- ✓ Jason Thompson, Allegheny County Adult Probation
- ✓ Geoffrey Willett, Adams County Adult and Juvenile Probation
- ✓ Diana Wood, Westmoreland County Adult Probation

**MOTION 1311.12:** Commissioner Schlechter made a motion to approve the Petition for Extension for Michael Barvitskie until October 31, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.13:** Commissioner Schlechter made a motion to approve the Petition for Extension of Robert Bittner until April 30, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.14:** Commissioner Schlechter made a motion to approve the Petition for Extension for Channing Bowers until April 30, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.15:** Commissioner Schlechter made a motion to approve the Petition for Extension for James Jendrysik until July 5, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.16:** Commissioner Schlechter made a motion to approve the Petition for Extension for Michael Koscelnak and that he is only required to attend an In-Service and a Requal in 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.17:** Commissioner Schlechter made a motion to approve the Petition for Extension for Christine Ortiz until April 30, 2014 and that she must also requal by October 31, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.18:** Commissioner Schlechter made a motion to approve the Petition for Extension for Jason Thompson until April 30, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.19:** Commissioner Schlechter made a motion to approve the Petition for Extension for Geoffrey Willett until July 1, 2014. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 1311.20:** Commissioner Dombrowsky made a motion to approve the Petition for Extension for Diana Wood. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- **2014 Meeting Dates**

**MOTION 1311.21:** Commissioner Schlechter made a motion to approve the meeting dates for 2014: January 23, March 20, May 22, July 24, September 17, and November 20 and that the Days Inn has been chosen for the new venue except for September 17, which will be held at Toftrees. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**8. PUBLIC COMMENT and QUESTIONS:**

- ✓ The visitors noted that they appreciated the Train the Trainer class; it was very helpful.

**9. LEGAL ISSUES AND COMMENTS:**

**EXECUTIVE SESSION: 3:03 – 3:24pm To address Attorney/Client priveleged information**

**MOTION 1311.22:** Commissioner Schlechter made a motion that, effective immediately, all Sunshine postings of FETC meetings will be handled through the Office of Chief Counsel. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**10. ADJOURNMENT:**

**MOTION 1311.23:** Commissioner Schlechter made a motion to adjourn at 3:36p.m. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Todd Burns  
Executive Director