



May 22, 2014

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:03 a.m. on July 24, 2014 at the Days Inn 240 South Pugh Street, State College, PA 16801. The following Commissioners (\*) and other individuals were present:

Chairman Keith Graybill*	Ms. Shannon Bennett, Secretary
Vice Chairman R. Scott Schlechter*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Thomas Dougherty, Advisor (PBPP)
Commissioner P. Beth Dombrowsky*	Mr. Robert McCullough, Advisor
Commissioner Mark Hamilton*	Mr. Greg Young, Advisor (PBPP)
Commissioner John Yarnell*	Mr. Daniel McIntyre (PBPP)
Mr. Nicholas Klimowicz, Admin. Officer	Mr. David Mink, Allegheny Co. Juv. Prob.

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

- ✓ Chairman Graybill announced that Mr. Daniel McIntyre will be acting as proxy for Commissioner Michael C. Potteiger.

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

**MOTION 1407.01:** Commissioner Hamilton made a motion to approve the minutes from the May 22, 2014 meeting. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

**3. ANNOUNCEMENTS and REPORTS:**

• **Chairman**

- ✓ Chairman Graybill announced that the process is on-going to change the Executive Director position to non-civil service status. He is working on a job description to provide to the OA for their consideration.

• **Acting Executive Director**

- ✓ Administrative Officer Klimowicz announced that he has accepted a new position with the Pennsylvania Department of State; he will be leaving FETC in September.
- ✓ Administrative Officer Klimowicz announced that Commissioner Shurtleff has been reappointed; his term will now expire on May 28, 2017.
- ✓ Administrative Officer Klimowicz announced that he had attended the Adult Chief's meeting on June 27, 2014 as a representative of FETC. He reminded the Commissioners of the upcoming Adult Chief's conference which will take place at Tofrees Resort before the next Commission meeting in September. Anyone who wishes to attend will need to pick a different location to stay due to conflicts between the conference block rates and the allowed state rates. Advisor McCollough stated

that he is expecting a large turn out in excess of 100 participants. Administrative Officer Klimowicz announced that those wishing to attend should send a registration form to Secretary Bennett and she will begin the registration process.

- ✓ Chairman Graybill commended Administrative Officer Klimowicz's exemplary job since the Executive Director's departure. Chairman Graybill stated that Advisor Young's staff will assist during the transition.

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

- **Acting Executive Director**

- ✓ Administrative Officer Klimowicz announced that the updated financial expenditure report was just received and was added as a separate handout. Administrative Officer Klimowicz noted that the report shows the financial information through to the end of June 2014.
- ✓ Administrative Officer Klimowicz reviewed the in-service training update, noting that three classes had been cancelled due to low enrollment. Those classes have been rescheduled in other regions.
- ✓ Administrative Officer Klimowicz reported that the next FETC BTA classroom is September 2-5, 2014 and that both ranges are full. Administrative Officer Klimowicz noted that the December range is full; the indoor range at HACC will be used for that class while the classroom portion of the training will still be held at the PennDoT building.
- ✓ Administrative Officer Klimowicz reported on the upcoming in-house BTA schedule. Fayette County is going to do a small class in August and Clinton County in September. Lackawanna County Juvenile and Luzerne County Adult and Juvenile are planning an in-house late this year or early next year.
- ✓ Administrative Officer Klimowicz reviewed the updates to the in-house in-service schedule since the last meeting: Lawrence County Juvenile ran a Course 7 and Erie County Adult ran a Course 2. More in-house classes are expected as the year progresses.
- ✓ Administrative Officer Klimowicz announced that the instructor school begins Monday, July 28, 2014. Administrative Officer Klimowicz stated that he will attend the initial qualification that the students must pass with a score of 275 in order to continue with the course.
- ✓ Administrative Officer Klimowicz stated that he has audited two of the four FETC-sanctioned events as required by the Commissioners; he inspected a requalification in Adams County and a Course 3 at HACC in May. Administrative Officer Klimowicz stated that he will be inspecting the qualification day of an in-house BTA for Philadelphia County Juvenile Probation on July 25, 2014. Administrative Officer Klimowicz is hoping to audit an in-house continuing education class before leaving the agency; there are also many HACC and county events that he may audit instead.
- ✓ Administrative Officer Klimowicz reported on the status of current FETC projects, stating that he will complete the BTA Procedures Manual before leaving the agency. Administrative Officer Klimowicz had also spoken to Jeff Cushey about the budget process for the year 2014-2015; Mr. Cushey had noted that the agency's budget

schedule was pushed back and that they are going through the re-budget process. Mr. Cushey planned to begin working with the Commission in early September on the next budget.

- ✓ Advisor Manning questioned Administrative Officer Klimowicz about the Executive Director's desk manual. Administrative Officer Klimowicz stated that the manual does exist but that it needed to be updated; he added that he will make this task a priority and work with Chairman Graybill and Advisor Young to insure this task is completed.
- ✓ Chairman Graybill asked Administrative Officer Klimowicz if he had scheduled a budget meeting with Mr. Jeff Cushey in September; noting that the budget needs to be ready in early October for Mr. Dash and goes to the governor in mid-October. Administrative Officer Klimowicz relayed from Mr Cushey that the Commission budget does not change much from year to year unless there is an unexpected expense.
- ✓ Chairman Graybill asked about Clinton County Probation's in-house BTA. Administrative Officer Klimowicz stated that Clinton County will be bringing in instructors from different counties. Chairman Graybill asked how many in-house BTAs classes were held each year; Administrative Officer Klimowicz believed there were usually about four per year and that the same counties usually conduct in-house BTAs.

- **Policy Committee**

- ✓ Commissioner Yarnell reported that the Policy Committee had met on July 23, 2014.
- ✓ Commissioner Yarnell reported that a police department had contacted Administrative Officer Klimowicz and asked to borrow some Simunitions® equipment. The committee discussed if this should be permissible and decided that loans of the equipment should be limited to probation and parole departments.
- ✓ Commissioner Yarnell reported discussion concerning the course audits. Administrative Officer Klimowicz will develop a checklist which mirrors the HACC forms which dictate course requirements. Administrative Officer Klimowicz thanked Commissioner Dombrowsky for emailing the MPOTC inspection form to him and noted committee concern that the MPOTC form asked the auditor to rate the instructors communication, language, and grammar skills. Commissioner Yarnell suggested that perhaps this section should be removed from the check list forms as instructors may begin asking if an auditor is qualified to rate these skills. Administrative Officer Klimowicz discussed modifying the check list. Chairman Graybill stated that Administrative Officer Klimowicz will be in Philadelphia on July 25 observing a class, noting that it isn't an audit but more of a fact finding trip and concluding that the experience will be used for the final process of developing the procedures. Chairman Graybill stated his belief that this process is more about finding out what is being done that is correct as opposed to finding out things that are wrong.

**MOTION 1407.02:** Commissioner Yarnell made a motion that FETC equipment will only be loaned to probation and parole departments across the Commonwealth. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- ✓ Vice-Chairman Schlechter stated that the language in the loan agreement should require that whoever is borrowing the equipment have a certified instructor that knows how to use it. Administrative Officer Klimowicz stated that in the Inter-Governmental Agreement it specifies that the county agrees that only the instructors who are certified as Simunitions® instructors will conduct the training. Advisor Manning stated that the agreement requires legal approval up to the Attorney General's Office. Chairman Graybill said that anyone who would like to borrow the equipment would have to plan ahead. For example, if Commissioner Dombrowsky wanted to use the equipment for non-sanctioned FETC event she would have to make a special request which would be outside the perimeters of this agreement. Commissioner Yarnell stated that anyone can request to use the equipment and that the request can be discussed during a Commission meeting.
- **Curriculum Committee**
  - ✓ Administrative Officer Klimowicz reported that the Curriculum Committee met on July 23, 2014.
  - ✓ Administrative Officer Klimowicz reported that the Course 8 Student Evaluation form was being updated, stating that until now Course 8 students were completing two separate forms and many of the student's answers were repetitive. Administrative Officer Klimowicz was asked to create a modified student evaluation form that has a section covering the Course 8 aggregate course of fire scores.
  - ✓ Administrative Officer Klimowicz reported discussing concerning the train-the-trainer certification requirements, noting that most courses have train-the-trainer certification requirements to teach except Course 3 where the instructor only needs to be a CFI. It was pointed out that for Course 8 the line instructors aren't teaching in the classroom setting - they are just overseeing their students on the line. It was suggested that the Commission keep the Course 8 train-the-trainer certification requirement for the lead instructor but exempt the line instructors. Administrative Officer Klimowicz noted that such a change could not be done this year because the certification requirement is already written in the contract.
  - ✓ Administrative Officer Klimowicz indicated that there were two MI applications reviewed but that these would be discussed during 'New Business'.
  - ✓ Administrative Officer Klimowicz reported discussion on both the development of Course 9 and the development of a Commission-specific force-on-force certification course. He noted that Simunitions® certifications will expire soon. It was suggested during the committee meeting that instructors could go through the initial Simunitions® training and then attend the Commission-specific recertification course once the Simunitions® training expired after three years. Committee member David Mink agreed that whatever was determined with these classes would have to be approved through the Commission but that it is helpful if an instructor goes through the Simunitions® class initially. Commissioner Schlechter agreed but noted that the Simunitions® recertification training is the same year after year.
  - ✓ Administrative Officer Klimowicz stated that Course 9 was discussed, noting that Course 8 students are commenting that they would like to see movement incorporated into the course. The committee discussed having Course 8 as prerequisite for Course 9. The committee consensus was that a training course is needed that teaches students to move during a combat situation. Advisor Young agrees but noted that the issue is hits on the target; there is still a need to work on

fundamentals. Advisor Young stated that the officers need to be safe while they are moving but they also need to hit the target. Vice-Chairman Schlechter voiced concern that the Commission had spent money to attend an outside course and develop a combat course but that Course 8 is not the expected combat course. Vice-Chairman Schlechter stated that the concentration for Course 9 should be moving and shooting. Mr. McIntyre noted that the Board's tactical course incorporates movement well. Advisor Young added that in the Board's combat course, students were moving well but were having issue with putting rounds on target. Vice-Chairman reiterated that the Course 9 focus should be moving and shooting from the seven yard line and in. Commissioner Yarnell stated that the Invictus course included some movement, but that the instructor, himself a combat veteran, had determined that if you know the fundamentals from 25 yards then you will do other types of shooting well under stress. Vice-Chairman Schlechter stated that the fundamentals are supposed to be covered at BTA. Advisor Young agreed with the concentration on the fundamentals, noting that during a recent Commission BTA, he and Ken Smith had assisted the BTA instructors with two problem shooters after the training day had concluded. Advisor Young explained how they had worked through some drills focusing on the fundamentals and how the rangemaster, Brad Halter, had emailed them after the BTA concluded, stating that both problem shooters had passed. Chairman Graybill reiterated that the focus should be on 'why' is a student missing the target.

- ✓ Administrative Officer Klimowicz reported discussion on an instructor development continuing education class for the CFIs; the intent would be to teach CFIs how to address problem shooters more effectively. The course would address some of the psychological aspects of problem shooters. The Curriculum Committee members wanted to see if the Commission was against conducting a CFI-only course. Commissioner Yarnell noted that attending such a course could be used by NRA-certified instructors towards their required course hours for recertification.
- ✓ Administrative Officer Klimowicz reported that the committee would to hold another CFI conference. The committee believed that it would be beneficial to incorporate time on the range as well as some of the lessons from the instructor development class. Those in attendance could be polled as to what they would want to see in a combat course. Administrative Officer Klimowicz noted that conference costs would still need to be determined. Chairman Graybill stated that it needs to be determined how to best spend time and money, adding that it is important to find out what the trends are – something that will appeal to the younger officers. Acknowledging the cost concerns, Commissioner Yarnell suggested charging attendees a nominal fee. Chairman Graybill noted that there seems to be a general consensus to move forward with the idea. Vice-Chairman Schlechter suggested making it a two-day event; one day focusing on addressing fundamentals and shooter issues and one day consisting of new course curriculum.
- ✓ Commissioner Schlechter stated that there was new equipment needed for the Simunitions® training to include additional Glockpistols and new cameras. Administrative Officer Klimowicz stated that he is aware of the need for new equipemt and that he was going to reinspect the gear at HACC to assist in developing the equipment purchasing list.

**BREAK: 10:04 a.m. – 10:22 a.m.**

## 5. REPORTS of SPECIAL COMMITTEES:

- **Officer Safety Research Committee**
  - ✓ Nothing to report; did not meet.
- **Fiscal Committee**
  - ✓ Nothing to report; did not meet.

## 6. UNFINISHED (OLD) BUSINESS:

- ✓ None.

## 7. NEW BUSINESS:

- **Request for the Initial of CFI Status**
  - ✓ Leo "Fran" Hanlin, Warren County Adult Probation
  - ✓ Charles Cusanno, Pennsylvania State Police (retired)
  - ✓ Administrative Officer Klimowicz verified that he had conducted background investigation on Mr. Cusanno as mandated by the Commission for applicants not currently employed by a law enforcement agency.

**MOTION 1407.03:** Commissioner Schlechter made a motion to approve Leo Hanlin and Charles Cusanno for initial CFI status. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Request for the Renewal of CFI Status**
  - ✓ Joseph Cockerill, Philadelphia County Juvenile Probation
  - ✓ Andrew Crowl, Lawrence County Adult Probation
  - ✓ Andre Dyer, Lebanon County Juvenile Probation
  - ✓ Matthew Lewandowski, Crawford County Juvenile Probation

**MOTION 1407.04:** Commissioner Schlechter made a motion to grant the renewal of CFI status for Joseph Cockerill, Andrew Crowl, Andre Dyer and Matthew Lewandowski. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- ✓ Administrative Officer Klimowicz stated that typically first priority to teach a BTA class is given to those who wanted to qualify for their MI status; his plan for future BTAs is also give priority to those CFIs who are up for recertification in 2015 but have not taught at a BTA in the past few years.
- **Request for the Intitial MI Status**
  - ✓ Andrew Crowl, Lawrence County Adult Probation
  - ✓ Andre Dyer, Lebanon County Juvenile Probation

**MOTION 1407.05:** Commissioner Schletcher made a motion to grant the initial MI status for Andre Dyer. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

✓ Administrative Officer Klimowicz stated that Andrew Crowl meets the requirement of 36 months as a CFI and that he did teach an in-house BTA in Lawrence County. However, there was a break in service for approximately a year and a half within that 36-month period where he did maintain his CFI status. Administrative Officer reviewed, and the Commission discussed, the issues that the Curriculum Committee had with the application. Commissioner Schletcher suggested postponing the discussion and the issue was tabled.

- **Request for the Renewal of MI Status**

- ✓ Eric Burkholder, Berks County Probation
- ✓ David Mink, Allegheny County Juvenile Probation
- ✓ James Schriener, Lycoming County Adult Probation

**MOTION 1407.06:** Commissioner Yarnell made a motion to grant renewal MI status for Eric Burkholder, David Mink and James Schriener. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote

- **Columbia County Adult Recertification/BTA Waiver Request**

✓ Administrative Officer Klimowicz reported the waiver request for Tiffany Smith of Columbia County Adult Probation and reviewed her medical issue, stating that she had voluntarily given up her weapon. Her certification expired at the end of 2013 but there has been no break in service. Her county is confident that she will be able to qualify.

**MOTION 1407.07:** Commissioner Schlechter made a motion to waive BTA requirements for Tiffany Smith; however, she must successfully qualify on the Commission course of fire by October 31, 2014 and attend a continuing education class in 2014. Commissioner Yarnell seconded the motion and it was passed by a unanimous voice vote.

## 8. LEGAL ISSUES AND COMMENTS:

- ✓ None

## 9. PUBLIC COMMENT AND QUESTIONS

- ✓ Chairman Graybill thanked the Adult Chief's Association for their invitation to the conference.

## 10. ADJOURNMENT

**MOTION 1407.08:** Commissioner Dombrowsky made a motion to adjourn at 10:40 a.m. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,



Nicholas F. Klimowicz  
Administrative Officer