



September 17, 2014

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 1:01 p.m. on September 17, 2014 at Toftrees Resort and Conference Center One Country Club Lane, Street, State College, PA 16803. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBPP)
Vice Chairman R. Scott Schlechter*	Mr. Thomas Dougherty, Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Greg Young, Advisor (PBPP)
Commissioner P. Beth Dombrowsky*	Mr. Craig Christensen, Erie Co. Adult Prob.
Commissioner Mark Hamilton*	Ms. Jennifer Goetz, HR Director (PBPP)
Commissioner Erik Christensen*	Mr. Dean Krystek, HR Analyst (PBPP)
Commissioner Russell D. Shurtleff*	Mr. Don Neill, Chief, Beaver Co. Prob.
Mr. Nicholas Klimowicz, Admin. Officer	Mr. Steve Barnett, Chief, Forest Co. Prob.
Ms. Shannon Bennett, Secretary	Mr. Chad Libby, Dauphin County A/J Prob.

1. CALL to ORDER and PLEDGE of ALLEGIANCE:

- ✓ Chairman Graybill announced that the Commission meetings were recorded.

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

MOTION 1409.01: Commissioner Schlechter made a motion to approve the minutes from the July 24, 2014 meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS and REPORTS:

• Chairman

- ✓ Chairman Graybill announced that Chairman Potteiger resigned from the position of Chairman to the Board of Probation and Parole. He will remain on the Board as a commission member. Governor Corbet has named Mr. Lloyd White as the new Chairman of the PBPP. By statute, Mr. White is now a member of the Firearms and Education Training Commission. He is invited to attend and participate in our meetings.
- ✓ Chairman Graybill stated that John Yarnell is not able to serve on the Commission. He wished Mr. Yarnell well in his new position and thanked him for his service to the Commission and the several committees that he participated.
- ✓ Chairman Graybill introduced Chad Libby as the PA Council of Chief Juvenile Probation Officers' candidate to replace John Yarnell on the FETC.
- ✓ Chairman Graybill also introduced Jennifer Goetz and Dean Kryster from PBPP Human Resources.

- ✓ Chairman Graybill announced the status of the AO1 position since Administrative Officer Klimowicz will be leaving for a new position. Chairman Graybill thanked Administrative Officer Klimowicz for his service. The AO1 position was posted and interviews are scheduled. The interview team consist of Chairman Graybill, Commissioner Dombrowsky and Advisor Young.
- ✓ Commissioner Schlechter thanked Administrative Officer Klimowicz for a job well done.

MOTION 1409.02: Commissioner Schlechter made a motion to order a plaque for Nick Klimowicz for outstanding service to the Commission. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

- ✓ Chairman Graybill stated that he was working with Human Resources about the Administrative Officer 3 position.

- **Acting Executive Director**

- ✓ Administrative Officer Klimowicz announced that Commissioners Christensen and Beaver's terms expire in October. They have submitted their letters and resumes requesting reappointment from the Governor.
- ✓ Administrative Officer Klimowicz announced that Commissioner Schlechter decided not to seek reappointment. His term will expire in October. He does have a six (6) month grace period. He is willing to stay on until a replacement is found. His position is chosen by the Adult Chief's Association. Chairman Graybill will approach the Adult Chief's Association as to whose name they would like to submit. Chairman Graybill asked if Administrative Officer Klimowicz will send the list of eligible candidates to the Adult Chief's Association. Administrative Officer Klimowicz stated that the candidates must be an adult probation officer, a member of the Adult Chief's Association, and certified according by the ACT of the NRA, PA State Police or the FBI as an instructor.
- ✓ Administrative Officer Klimowicz reported to the Adult Chief's Association. He gave them updates from the Curriculum Committee meeting. He, also gave them their new contact information for training. That would be Advisor Young and Secretary Bennett.
- ✓ Administrative Officer Klimowicz announced that the FETC website is being reformed to meet new standards. It will be easier to use on mobile devices. Advisor Young will continue the work with Laura Treaster. The new website will go live on October 17, 2014.
- ✓ Administrative Officer Klimowicz stated that Beaver County Adult Probation is planning to arm in 2014 – 2015. Administrative Officer Klimowicz has been in contact with Chief Neill to get him started on the arming process.
- ✓ Chairman Graybill stated that Administrative Officer Klimowicz, Advisor Young and himself will be meeting to debrief and determine what needs to be completed. The Commission does appreciate the Board's partnership with the Firearm Commission.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Acting Executive Director**

- ✓ Administrative Officer Klimowicz stated that there FETC expense report are available by month. However, Jeff Cushey and his staff did not have the report available for the month of August. The financial updates are also available until the end of August.
 - ✓ Administrative Officer Klimowicz announced that the Commission is holding a BTA training in December. He received permission from Chairman Graybill to increase the class size from 15 to 20 students. The class filled up and there is a wait list. The classroom portion will be held at PennDot on December 2 – 5, 2014. The Range portion will be held at HACC's indoor range December 16 – 19, 2014.
 - ✓ Administrative Officer Klimowicz reported on the In-Service update. He stated that there were three (3) more classes added. Administrative Officer Klimowicz has worked with Cindy Shirk from HACC to set up these classes. The classes added are a Course 3, 7 and 8. Ms. Shirk has already added these to their schedule. Administrative Officer Klimowicz still needs to add them to the FETC schedule. That allows three more opportunities for counties to achieve their Continuing Education training.
 - ✓ Administrative Officer Klimowicz reported on the in house updates. Philadelphia County Juvenile Probation in house concluded. They had five (5) students participant with 0 failures. Fayette County Adult Probation conducted a BTA on August 4. Fayette County Adult Probation will conduct another in house BTA in October to accommodate their new hires. Justin Anderson of Dauphin County Adult and Juvenile Probation will be running an in house in October. Clinton County who just armed will be running an in house. They are bringing in MI's from a surrounding county to run their class. Erie County will be running an in house the end of October. Lackawanna County Juvenile Probation and Luzerne County Adult and Juvenile Probation are planning in house BTA's. No update for in house Con Ed's. The instructor school finished soon after the last Commssion meeting. There were 19 students. All of them graduated. Administrative Officer Klimowicz discussed the class with Ken Smith from Advisors Young's staff. He stated that the class was very large and it was difficult to be heard. Mr. Smith suggested running two (2) smaller classes next year. He suggested conducting one class in the spring and one class in the fall.
 - ✓ Administrative Officer Klimowicz stated that he is still working on Commission projects. He was still working on the Executive Directors desk manual. He is also working on the BTA Procedures Manual. That will be completed so, it can be used for the September 2014 Range B as well as the Range in December.
 - ✓ Administrative Officer Klimowicz completed the annual report. The budget process was discussed with Jeff Cushey. The Commission's budget doesn't change much from year to year.
- **Policy Committee**
 - ✓ Nothing to report; did not meet.
 - **Curriculum Committee**
 - ✓ Administrative Officer Klimowicz reported that the Curriculum Committee met on September 16, 2014.
 - ✓ Administrative Officer Klimowicz reported on the Old Business. Course 8 Evaluation format was discussed. The committee would like the Juvenile's Chief Probation Officer

Safety Committee and the Adult Chief Probation Officer Firearm Committee to discuss three (3) possible options for the change in the qualification course scoring:

1. Increase aggregate score to 80% or 240 for the minimum passing.
2. Keep 225 as minimum passing but reduce the size of the target.
3. Score Phase I and Phase II separately with 80% on each (144 and 96).

This will put us in line with the standards for the Constables, Sheriffs and Municipal Police.

- ✓ Administrative Officer Klimowicz reported that Train the Trainer certification requirements for Course 8 assistant instructors. Assistant instructors must be Course 8 Train the Trainer certified.
- ✓ Administrative Officer Klimowicz discussed FETC Course 9 development. The Committee debated on what Course 9 should contain. There needs to be continued focus on fundamentals before the creation of a tactical course. Ken Smith and Erik Christensen will work on an outline for the next Commission meeting.
- ✓ Administrative Officer Klimowicz reported on the FETC development of Force-on-Force Certification Course. Since the FETC will no longer pay for new and recertification Simunitions® training, the Curriculum Committee will create a Force-on-Force certification course and develop a protocol for re-certification.
- ✓ Administrative Officer Klimowicz stated that the Curriculum Committee discussed the CFI Conference to be held in the Spring of 2016. It would be a two-day Instructor Development Conference with Range training (bring in an instructor), break-out sessions and instructor teach backs. This should help with instructional drift and bring instructors back to center.
- ✓ Administrative Officer Klimowicz stated that the Curriculum Committee recommended that Joseph Cockerill, Brad Halter and David Miller all be approved for MI status.
- ✓ Administrative Officer Klimowicz stated that the Curriculum Committee recommended that all PBPP instructors become CFI certified – then they could qualify for MI status. This would enable them to do more as an MI.
- ✓ Chad Libby reported that there was a shooting incident in Dauphin County. There were two (2) parole officers shot at while doing field work. The officers did not return fire. No officers were hurt.

Executive Session began at 1:52pm (Excluded Human Resources participants from the initial segment.) Back in session at 3:13pm.

5. REPORTS of SPECIAL COMMITTEES:

- ✓ Chairman Graybill recognized former Chairman Potteiger and wished him well.
- **Officer Safety Research Committee**
 - ✓ Nothing to report; did not meet.

- **Fiscal Committee**

- ✓ Nothing to report; did not meet.

6.UNFINISHED (OLD) BUSINESS:

- ✓ Administrative Officer Klimowicz reported that Andrew Crowl of Lawrence County Adult Probation left the department in good standing. He left to begin a new job but he did not receive the salary as promise and he asked to come back to the county. They agreed. There were no issues with him returning. Administrative Officer Klimowicz spoke to the chief and he said that the department is small. They can't afford to have Officer Crowl out of the office for two (2) weeks to teach a BTA. In the future, as an MI he would be restricted to in house classes. Administrative Officer Klimowicz recommends the Commission approves application for MI. However, the first class he teaches would be audited by the Commission. Officer Crowl's chief was fine with those recommendations.

MOTION 1409.03: Commissioner Schlechter made a motion that we approve the application for MI for Andrew Crowl and that the first FETC sponsored training that he provides for his county will be monitored by the Commission. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

7. NEW BUSINESS:

- **Request for the Initial of CFI Status**

- ✓ Chad Boughter, Philadelphia County Juvenile Probation
- ✓ Brandon Dubbs, York County Adult Probation
- ✓ Kelly Glatfelter, York County Adult Probation
- ✓ Josh Hanley, Washington County Juvenile Probation
- ✓ Ed Hosler, Clinton County Adult/Juvenile Probation
- ✓ William Kearney, Lackawanna County Adult Probation
- ✓ Michael Mastalski, Philadelphia County Adult Probation
- ✓ Jodi Pugh, Butler County Adult/Juvenile Probation
- ✓ Christopher Shade, Mifflin County Sheriff's Department
- ✓ Joel Walsh, Washington County Adult Probation

MOTION 1409.04: Commissioner Dombrowsky made a motion to approve Chad Boughter, Brandon Dubbs, Kelly Glatfelter, Josh Hanley, Ed Hosler, William Kearney, Michael Mastalski, Jodi Pugh, Christopher Shade and Joel Walsh for initial CFI status. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

MOTION 1409.05: Commissioner Shurtleff made a motion to approve Sean Hayes for initial CFI status. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote. Commissioner Christensen abstained.

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

- ✓ Jeffrey Breckenmaker, Lancaster County Adult Probation
- ✓ Lester Custer, Somerset County Adult/Juvenile Probation
- ✓ Gregory Deivert, Warren County Prison
- ✓ Troy Freeman, Tioga County Probation
- ✓ Bradley Halter, Bucks County Adult Probation
- ✓ Nicholas Klimowicz, FETC
- ✓ David Miller, Bucks County Adult Probation
- ✓ Shawn Miller, Adams County Adult/Juvenile Probation
- ✓ Lindsay Salopek, Allegheny County Adult Probation
- ✓ Bryan Thoman, Adams County Adult/Juvenile Probation

MOTION 1409.06: Commissioner Schlechter made a motion to grant the renewal of CFI status for Jeffrey Breckenmaker, Lester Custer, Gregory Deivert, Troy Freeman, Bradley Halter, Nicholas Klimowicz, David Miller, Shawn Miller, Lindsay Salopek and Bryan Thoman. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. Commissioner Hamilton abstained from Troy Freeman of Tioga County Probation.

- **Request for Intitial MI Status**

- ✓ Joseph Cockerill, Philadelphia County Juvenile Probation
- ✓ Bradley Halter, Bucks County Adult Probation
- ✓ David Miller, Bucks County Adult Probation

MOTION 1409.07: Commissioner Shurtleff made a motion to grant the intitial MI status for Joseph Cockerill, Bradley Halter and David Miller. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- **Request for Petitions for Extensions**

- ✓ David Bidwell, Erie County Adult Probation
- ✓ George Parthemore, Dauphin County Adult/Juvenile Probation
- ✓ John Russell, Bucks County Adult Probation
- ✓ Christy Scott, Westmoreland County Adult Probation
- ✓ Jason Thompson, Allegheny County Adult Probation
- ✓ Michelle Seiber, Dauphin County Adult/Juvenile Probation

MOTION 1409.08: Commissioner Schlechter made a motion to approve the extension for David Bidwell until June 30, 2015. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote. Commissioner Christensen abstained.

MOTION 1409.09: Commissioner Dombrowsky made a motion to approve the extension for George Parthemore until April 1, 2015. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

MOTION 1409.10: Commissioner Shurtleff made a motion to approve the extension for John Russell until April 30, 2015. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

MOTION 1409.11: Commissioner Schlechter made a motion to approve the extension for Christy Scott until April 1, 2015. Commissioner Christensen seconded the motion and it was passed by a unanimous voice vote.

MOTION 1409.12: Commissioner Beaver made a motion to approve the extension for Jason Thompson until May 29, 2015. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

MOTION 1409.13: Commissioner Shurtleff made a motion to approve the extension for Michelle Seibert until April 30, 2015. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- ✓ Administrative Officer Klimowicz announced that the FETC Annual Report – Fiscal Year 2013 – 2014 is completed. The past year have been published. Administrative Officer Klimowicz did not recall the report going up for a vote in the past before the Commission. Advisor Manning according to the statute it should be a Commission decision. The report does go to the Governor. Administrative Officer Klimowicz stated that copies go to the Legislature and State Library. Chairman Graybill stated that the report be reviewed by the Commission. It could be approved in approximately 15 days or it could be approved at the next meeting. There have been changes made with the personnel such as John Yarnell and Michael Potteiger. Administrative Officer Klimowicz stated that the budget doesn't change very much from year to year. Commissioner Shurtleff is concerned with the fund balance of 2012 – 2013 at \$960,336 and he 2013 – 2014 fund balance of \$850,559. That is a difference of almost \$110,000. Chairman Graybill asked Administrative Officer Klimowicz if that was accurate. Administrative Officer Klimowicz said that Jeff Cushey and Tracy Shick confirmed all the numbers. Commissioner Dombrowsky asked if all the expenditures that have occurred have been removed. Administrative Officer Klimowicz responded that yes, all expenditures that have occurred to that point have been removed. This will not reflect the remaining expenditures to our vendor and it will not reflect the remaining income from the fee assessments. Advisor Manning suggested taking more time to review the report. Chairman Graybill stated that Jeff Cushey was invited to attend the meeting today. Administrative Officer Klimowicz said that Jeff Cushey that he or one of his staff would attend the November Commission meeting. Chairman Graybill acknowledged that the report was submitted and it will be discussed at the next Commission meeting.

- ✓ Administrative Officer Klimowicz detailed the status of the contracts. The current contract that covers Course 2 – 7 was approved for 2012; it included the options for three (3) – one (1) year renewals we are past that. This year represents the second option year. That leaves one (1) more option for 2015. Course 8 RFQ was only for one (1) year of 2014 and expires in November. There are not renewal options included. Administrative Officer Klimowicz discussed the contract with Cheryl O’Hara. Our options are: renew our contract for one (1) more year for Course 2 – 7 and submit another RFQ for Course 8 and at the end of next year put out another RFQ for an all inclusive for Courses 2 – 8 or decline that option and do everything now. It would be an RFQ for all the courses (Course 2 – 8) in 2015. We could add a renewal option or not. Administrative Officer Klimowicz reminded the Commissioners that the RFQ process took a lot of time. Advisor Manning asked when Course 8 contract expired. Administrative Officer Klimowicz stated that it expires the end of November. However, there are no classes scheduled beyond October. Courses 2 – 7 contract expires at the end of 2014. There can be a gap between contracts. Chairman Graybill spoke to Administrative Officer Klimowicz and Advisor Young, he stated that if a Course 8 is to be included; that all the courses should be included at the same time. Administrative Officer Klimowicz stated that eventually an all inclusive contract will need to be done – either now or next year at this time. Advisor Young stated that using a copy that lists Course 2 – 7 and then adding Course 8. Once the contract is submitted it will go to purchasing.

MOTION 1409.14: Commissioner Shurtleff made a motion to place Courses 2 – 8 up for RFQ. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. Commissioner Dombrowsky abstained.

8. LEGAL ISSUES AND COMMENTS:

- ✓ None

9. PUBLIC COMMENT AND QUESTIONS

- ✓ None

10. ADJOURNMENT

MOTION 1409.08: Commissioner Dombrowsky made a motion to adjourn at 3:48 p.m. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Shannon Bennett
Secretary