



A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC) convened at 11:37 a.m. on July 8, 2015 at PA Board of Probation and Parole Headquarters located at the Riverfront Office Complex, 1101 S. Front Street, Harrisburg, PA 17104. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner John Tuttle*	Mr. Greg Young, Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Tom Dougherty, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Craig Christensen, Erie County
Commissioner Chad Libby*	Mr. Eric Burkholder, Berks County
Commissioner P. Beth Dombrowsky*	Ms. Pam Witwer, Admin. Officer (FETC)
Commissioner Mark Hamilton*	

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

MOTION 1507.01: Commissioner Dombrowsky made a motion to approve the minutes from the May 14, 2015 meeting. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

- **Chairman Keith Graybill**

- ✓ The search committee (Chairman Graybill, Commissioners Libby & Beaver, and Advisor Young) met immediately following the May meeting to review applications for the Executive Director ("ED") position. Six candidates were selected to be interviewed on two dates. From those candidates, two candidates were selected for second interviews before the Commission during the morning of July 8 (preceding the Commission meeting).
- ✓ Scott Schlechter's reappointment has been with the Governor's Office of Public Liaison, with no indication of a decision any time soon. Chairman Graybill wishes to appoint Commissioners Christensen and Dombrowsky to a search committee to submit a recommendation for Vice-Chairman. The search committee was asked to report back at the September meeting.
- ✓ Chairman Graybill commended Administrative Officer Witwer on the excellent job she has been doing keeping the Commission afloat as its sole employee.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Chairman**

- ✓ Chairman Graybill received a letter from Bob McCullough, Executive Director of the County Chief Adult Probation and Parole Officers Association of Pennsylvania (“CCAPPOAP”) dated May 8, 2015. The concern expressed by the CCAPPOAP in the letter relates to what the Curriculum Committee has been working on regarding the new requirements for 2017 with two phases of the course of fire being scored. Eric Burkholder, Chairman of the Curriculum Committee, made a presentation to the Commission at the May meeting

- **Policy Committee**

- ✓ No report; did not meet.

- **Curriculum Committee**

- ✓ Chairman Eric Burkholder reported that at yesterday’s (July 7, 2015) meeting, the Committee talked about what needed to be done to clean up the presentation for the CCAPPOAP meeting. Mr. Burkholder, representing the FETC, is on the agenda for 9:00 a.m. on September 23, 2015. He was given 20 minutes to make the same presentation to the CCAPPOAP that was made to the Commission at the May meeting. Several other members of the Curriculum Committee will be there to help with any questions the Chief might have, as Mr. Burkholder expects there to be a lot of questions at the end of his presentation. Commissioner Libby asked Commissioner Beaver if the issue regarding the new requirements for 2017 with two phases of the course of fire being scored came up at the last Adult Chief’s meeting. Commissioner Beaver spoke at that meeting, stating that Mr. Burkholder would be presenting on the issue at the Adult Chief’s meeting in September. She asked for patience until after Mr. Burkholder’s presentation, after which everyone should have a much better understanding of why the requirements will be changing.
- ✓ The Curriculum Committee also discussed the Master Instructor (“MI”) oversight process to see if there could be another way to approve a Certified Firearm Instructor (“CFI”) who wishes to become an MI. Currently, an MI must oversee and evaluate a CFI who desires to earn their MI status in the classroom and during the range portion at a Commission-run BTA. The Curriculum Committee seeks the Commission’s approval to include MI oversight and evaluation at in-house BTAs as well. Advisor Young stated that the Board of Probation & Parole (“PBPP”) has been certifying firearm instructors for the Commission for about the last four years by offering the CFI instructor course. At the most recent instructor course in June, several CFIs from counties and the Curriculum Committee showed up because they wanted to see what was being taught and actually assisted in different areas. Advisor Young feels that moving forward, having CFIs attend an instructor course to offer assistance is a very good thing, especially county CFIs that are looking to become an MI. He feels that being there to get that teaching experience can be looked at as an advanced training for the CFI before he becomes an MI. This will not change the regulatory period needed to become an MI. An officer will still need to be a CFI for 36 months before applying for MI status.

MOTION 1507.02: Commissioner Christensen made a motion that the Commission allow instructors who teach at the PBPP’s CFI Instructor Course be afforded the opportunity to qualify for MI status, which are 36 months as a CFI and oversight by an MI. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- ✓ Mr. Burkholder stated that Administrative Officer Witwer continues to get requests and inquiries regarding Train-the-Trainer (“TTT”) courses. The Curriculum Committee seeks the Commission’s approval to incur the expense to run two TTT courses at the next two upcoming Curriculum Committee meetings. The Curriculum Committee would like to offer a Course 6 TTT (LaserShot) on September 22 at the Days Inn Penn State. This TTT would be run by MI Ron Millward and Commissioner Christensen, and would be offered to a maximum of 12 students. The Curriculum Committee would then like to offer a Course 4 TTT (Wounded Officer) on November 18 at the Days Inn Penn State. This TTT would be run by MI Ron Millward and CFI Vanessa Adler, and would be offered to a maximum of 8 students. The expenses that would be incurred by the Commission would be the rental of one additional meeting room on each of those two dates at a cost of \$75 each, for a total of \$150. The cost of mileage, meals and overnight accommodations would be placed on the counties that are sending the officers to attend the TTT. Mr. Burkholder emphasized that both TTT courses would be held on the same days that the Curriculum Committee is already scheduled to meet; therefore, the TTT instructors would not be incurring any additional expenses.

MOTION 1507.03: Commissioner Dombrowsky made a motion that the Commission approve the request of the Curriculum Committee to incur the expense to rent one additional meeting room on September 22 and November 18 to run Train-the-Trainer courses. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

- ✓ Mr. Burkholder stated that the Curriculum Committee discussed a possible cost savings for training from an instructor standpoint. Mr. Burkholder acknowledged that there have been some concerns brought to the attention of the Curriculum Committee that the instructor to student ratios are too large, that there are times at trainings when instructors are getting paid to not really do anything during the training while the lead instructor is doing all the work. The Committee discussed what we could do in order to alleviate some of that. The Committee wants to make sure to balance the safety of the training and the quality of the instruction given to the students. There is concern that it could be problematic if the instructor numbers are reduced too much. One concern is safety where the students aren’t being watched, which increases the potential for injury, and another concern is if a student is having difficulty grasping a concept, he/she wouldn’t have as much time with an instructor showing them the proper techniques. Some courses would need to be reviewed and without causing any issues with safety or the quality of the training being offered, the way that the course is being delivered would have to be changed and that curriculum would have to be changed. Looking specifically at Course 6 (LaserShot), the class is broken up where in the morning, half of the students will view a PowerPoint presentation on use of force while the other half is receiving the actual hands-on LaserShot training. Then in the afternoon, they switch. We would just need to change that up where it would be 12 students receiving the PowerPoint in the morning, then those 12 students would receive the hands-on LaserShot training. The problem we would run into in that situation would be students receiving fewer reps on the hands-on learning experience, specifically almost half the number of reps. We just have to find a balance. Commissioner Christensen added that these standards were set going back to Course 2 or Course 3. There isn’t anything nationally that states, “this is what you have to do.” There are nationally-recognized organizations that say this is what you should do if you want to expose yourself to less liability, and those are the standards that we went with. We didn’t just decide to have 12 instructors because everybody wants a vacation. We did it out of concern

for safety and we also did, primarily, for the education of the student. We're not saying, "let's start cutting instructors." We're saying, "there is a reason this training was set up like this." We are paying attention to it as a good sub-committee to the Commission, but it's going to be problematic and the Commission needs to be well aware that any cuts that we do make, there will be repercussions whether that be safety or the level and quality of instruction the students get. Advisor Manning asked if the number of instructors was set by the Commission previously. Commissioner Christensen stated yes, because that instructor/student ratio is part of the contract with HACC. Commissioner Libby asked if it's possible to lengthen the LaserShot course so the students can get more reps in. Commission Christen stated that the course runs from 8:00-5:00, so lengthening it is not possible. Administrative Officer Witwer asked if it would be feasible to use a second LaserShot machine. Commissioner Christen stated that doing that would limit the number of LaserShot classes we could offer if we're using two machines for each class instead of just one machine. Advisor Manning asked if the instructor/student ratio is set by contract, how do we change that until the next contract. Mr. Burkholder stated that the he and the Curriculum Committee are not here to make a definitive recommendation that this needs to be done immediately, but it is something that's operating in the back of our minds as a committee, that working around the curriculum with the financial constraints in mind and the need to be fiscally responsible moving forward. Mr. Burkholder explained that he's not here to make any kind of recommendation today to change the instructor/student ratios or to change any curriculum, but merely reporting back on the key points that were discussed. Chairman Graybill stated that he thought he recalled Mr. Burkholder talking about either an enhanced role for some of the support instructors or focused attention on what they could be doing to assist people that are participating in the training. Mr. Burkholder used Course 4 as an example. Course 4 is run as a half day PowerPoint, half day hands-on. That instructor to student ratio is 1 lead and 6 assistants for 24 students. Those 6 assistants offer minimal conversation while the lead instructor is going through the PowerPoint. Essentially, there is a payment of 4 hours for them to not be doing a whole not, if anything. They may throw tidbits in here or there, but to bring them in for just a four-hour block of time considering their commute, do we have instructors who are going to take a full day of vacation from their job for 4 hours of compensation to train from 1:00-4:00? Discussions will continue how and if we can save money safely.

- ✓ Mr. Burkholder stated that the last thing the Curriculum Committee talked about with the financial aspect in mind was having a joint meeting between the Curriculum Committee and the Committee on Budget Alignment so that we can talk about training and about money, and make sure that the financial stability of the FETC and training are in line with each other. We know that it's been discussed before that training is the FETC's largest expenditure and we all agree that that's necessary to have for the armed Probation & Parole Officers throughout the state and, obviously, no one wants to see that go away but we all need to operate together. One of our responsibilities as a committee is to make recommendations for the number and types of courses that are run every year and if we knew what it costs, we'd be able to make better recommendations on which courses should be run based on the needs of the instructors. Mr. Burkholder stated that the goal of the joint meeting is to come back to the Commission with some viable, financially sound recommendations.
- ✓ Commissioner Libby stated that the Executive Council of the County Chief Adult Probation and Parole Officers Association of Pennsylvania ("Adult Chiefs") were appreciative of the offer of the Curriculum Committee coming to make a presentation

on the revised qualification standards at the September meeting. He then talked about the Juvenile Chiefs side and mentioned that he's trying to get Mr. Burkholder on their agenda to make the presentation as well. The date is still up in the air, and Commissioner Libby stated that he would be in touch with Mr. Burkholder regarding this.

- **Officer Safety Research Committee**

- ✓ No report; did not meet.

- **Committee on Budget Alignment**

- ✓ Administrative Officer Witwer reported in Commissioner Shurtleff's absence, who is the Chair of this committee. A conference call was held in May that included Commissioner Shurtleff, Mr. Burkholder, Advisor Young, and Ms. Witwer. Ms. Witwer stated that it was discussed what the scope this committee is supposed to be and what the committee is supposed to be doing for the Commission. Everyone agreed that it's necessary to look at how the Commission offers training, i.e. in-house training vs. training offered by outside vendors. Commissioner Shurtleff requested Ms. Witwer to gather some information on behalf of the committee. He wanted the budget for fiscal year 2015-16. Secondly, he wanted (1) cost projections that would indicate the cost to fill all 3 positions (Executive Director, Administrative Officer, and Clerk Typist) in the FETC; (2) cost projections that would include the cost to fill just the Executive Director and Administrative Officer positions; and (3) cost projections that would include the cost to fill just the Administrative Officer and Clerk Typist positions. Commissioner Shurtleff also requested amounts expended for the two contracts the Commission has with HACC for Courses 2-8. Administrative Officer Witwer stated that she has obtained this information from Mr. Jeff Cushey from PBPP's Purchasing & Budget section, but has not yet had the time to disseminate that to the committee members. Another conference call will be held sometime in the future.

5. UNFINISHED (OLD) BUSINESS:

- ✓ No unfinished (old) business.

6. NEW BUSINESS:

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

- ✓ Peter Cairo, Dauphin County Adult and Juvenile Probation
 - ✓ Lisa Fabus, Allegheny County Juvenile Probation
 - ✓ Larry Kerr, Allegheny County Juvenile Probation
 - ✓ Lindsey Lauer, York County Adult Probation
 - ✓ Ryan Sell, York County Adult Probation

MOTION 1507.04: Commissioner Christensen made a motion to approve the Request for Approval of Initial CFI Status for Peter Cairo, Lisa Fabus, Larry Kerr, Lindsey Lauer and Ryan Sell. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Request for Renewal of CFI Status**

- ✓ James Doty, Lebanon County Adult Probation
- ✓ Timothy Heitzman, Northumberland County Adult Probation
- ✓ Brian Holley, Monroe County Combined Probation
- ✓ David Kratz, Bucks County Adult Probation
- ✓ Trevor Oates, Crawford County Adult Probation
- ✓ Craig Resnik, Allegheny County Juvenile Probation
- ✓ Kevin Webb, York County Adult Probation

MOTION 1507.05: Commissioner Dombrowsky made a motion to approve the Request for Renewal of CFI Status for James Doty, Timothy Heitzman, Brian Holley, David Kratz, Trevor Oates, Craig Resnik and Kevin Webb. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

- **Request for Approval of Initial MI Status**

- ✓ Timothy Cross, Lawrence County Juvenile Probation
- ✓ Jamie Forry, York County Adult Probation
- ✓ Theodore Memo, Lawrence County Adult Probation

MOTION 1507.06: Commissioner Hamilton made a motion to approve the Request for Approval of Initial MI Status for Timothy Cross, Jamie Forry and Theodore Memo. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

BREAK

Off the record at 12:25 p.m. Back in session at 12:51 p.m.

- Mr. Jeff Cushey, Budget Analyst from PBPP's Purchasing & Budget section, joined the meeting. Mr. Cushey provided the FETC's year-end statement for the last fiscal year that shows all expenditures and revenue for the year. Mr. Cushey stated that the FETC's revenue for this year is pretty close to expenditures. Mr. Cushey entertained a few questions from the Commissioners regarding the line items.

Mr. Cushey distributed copies of a Ground Travel Worksheet ("GTW"), which travelers are required to complete in order to determine which method of transport is most cost effective. The GTW has been submitted on behalf of Commission members for the last 2-3 years. There was an email passed around with the GTW that contains feedback from the Bureau of Commonwealth Payroll Operations ("BCPO") concerning a particular employee. It was explained that BCPO is getting much stricter on their calculations and they are definitely paying more attention to make sure travelers are utilizing the most cost effective mode of transport. Mr. Cushey explained that he has recommended to Administrative Officer Witwer that she works with the Commissioners to disseminate some better language to enter as justification for use of personal vehicles at the standard rate, or recommend that Commissioners make use of the rental vehicle option that is available to them. Ms. Witwer can make the reservations for travelers with Enterprise, who bills PBPP directly. The price for a rental vehicle is \$35/day. The only expense to the traveler is for fuel, but receipts for fuel can be submitted to Ms. Witwer for reimbursement along with receipts for meals, tolls, etc. Taking advantage of the Commonwealth's contract with Enterprise vs. claiming personal mileage reimbursement results in a substantial savings to the FETC. Another option is for travelers to utilize

their county's vehicles. Mr. Cushey emphasized that the rental vehicle option is also available to instructors.

**BREAK FOR EXECUTIVE SESSION
FOR DISCUSSION OF PERSONNEL MATTERS
Chairman Graybill, Commissioners, Advisor Manning and Advisor Young
Off the record at 1:07 p.m. Back in session at 1:22 p.m.**

MOTION 1507.07: Commissioner Libby made a motion to select Joe Hogarth as the new Executive Director of the FETC, pending a background investigation. Commissioner Beaver seconded the motion. Commissioner Tuttle made an amendment to the motion granting Chairman Graybill the authority to negotiate salary within the range that was posted per the vacancy announcement. The motion as amended was passed by a unanimous voice vote. Commissioner Dombrowsky abstained.

MOTION 1507.08: Commissioner Tuttle made a motion to adjourn the meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Pam Witwer