



A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC) convened at 9:08 a.m. on May 14, 2015 at the Days Inn, 240 S. Push Street, State College, PA 16801. The following Commissioners (*) and other individuals were present:

Chairman Keith Graybill*	Mr. John Manning, Legal Advisor (PBPP)
Commissioner Michelle Beaver*	Mr. Greg Young, Advisor (PBPP)
Commissioner Erik Christensen*	Mr. Craig Christensen, Erie County
Commissioner P. Beth Dombrowsky*	Mr. Eric Burkholder, Berks County
Commissioner Chad Libby*	Ms. Pam Witwer, Admin. Officer (FETC)
Commissioner R. Scott Schlechter*	Ms. Shannon Bennett, Secretary (FETC)

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

Advisor Manning wanted the first paragraph of the March meeting minutes to correctly reflect what he was attempting to convey regarding the re-election of Chairman Graybill, which is that Chairman Graybill was, in fact, elected as Chairman.

MOTION 1505.01: Commissioner Schlechter made a motion to approve the minutes from the March 19, 2015 meeting with the changes as indicated by Advisor Manning. Commissioner Christensen seconded the motion and it was passes by a unanimous voice vote.

Chairman Graybill noted that the March minutes also reflect the name change of the ad hoc committee that was formed at the last meeting to replace the Fiscal Committee. At that time, Chairman Graybill tentatively named it the Strategic Action Committee. It will now be known as the Committee on Budget Alignment.

3. ANNOUNCEMENTS:

• Chairman Keith Graybill

- ✓ Commissioner Graybill announced that Ms. Shannon Bennett has accepted a position with another Commonwealth agency and will be leaving the FETC on May 29.
- ✓ Commissioner Graybill also announced there there is nothing new to report on the hiring of the Executive Director, but the selection committee will meet shortly and go through the selection process for those individuals to be interviewed by the Commission as a whole. If all members of the selection committee are available after the meeting, it may be a possibility to meet and start reviewing applications. Commissioner Graybill suggested meeting in June, to which several Commissioners stated June is a busy month due to vacations. Commissioner Graybill then suggested moving the July 16 meeting to the preceding week. After some discussion, it was decided to move the

Commission meeting from July 16 to July 8 and the Curriculum Committee meeting from July 15 to July 7. The meeting location would also be moved from State College to Harrisburg.

- **Administrative Officer**

- ✓ Administrative Officer Witwer reported that she is continuing to work on scheduling officers for Continuing Education classes and providing FCTMS assistance/training to county AAs who request it. She also stated that the first BTA of 2015 is coming up in June.
- ✓ Commissioner Schlechter wanted to go on record and say that Administrative Officer Witwer has been doing a great job in keeping the Commission afloat. He also wanted to acknowledge Advisor Greg Young for stepping up to the plate and helping out the Commission during a time of transition. Chairman Graybill added that Administrative Officer Witwer has been doing a very competent job at handling everything that's coming her way, particularly in situations where there are expectations about processes that were utilized in the past and there are new processes for how we are receiving requests. Chairman Graybill and Advisor Young are aware of what Administrative Officer Witwer is doing and they are supporting her in all of her efforts. Chairman Graybill shared a compliment he recently received from a Deputy Chief on Administrative Officer Witwer's customer service efforts on behalf of that particular county.
- ✓ Advisor Young added that Administrative Officer Witwer is going out and visiting counties to observe to see how they run trainings and assisting AAs on-site with navigating through FCTMS. She has been doing this on her own accord. He says she's gone above and beyond in her position as the Commission's Administrative Officer.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Policy Committee**

- ✓ Did not meet.

- **Curriculum Committee – New Qualification Standards**

- ✓ Mr. Eric Burkholder, Chairman of the Curriculum Committee, began talking about the concerns that have been raised concerning the new qualification standards for county probation and parole officers. The Curriculum Committee was asked to review their recommendation and report back to the Commission. The Curriculum Committee spent the majority of yesterday's meeting evaluating other qualification courses from law enforcement agencies and the Commonwealth, and discussing where we stand in relation to those. Mr. Burkholder presented the Curriculum Committee's position on marksmanship and why they are proposing an increase to the minimum qualification standard. A lengthy discussion ensued. Commissioner Libby thanked Mr. Burkholder and the Curriculum for its commitment, dedication, leadership and knowledge to upholding the integrity of and respect for the Commission's standards and enhancing officer professional development as it related to firearms. One of the struggles the association had is that, outside of the marksmanship, to really present the justification for increasing the standards. Commissioner Libby said they talked about marksmanship, but didn't have a lot of the information presented by Mr. Burkholder.

Commissioner Libby said that in hindsight, he would like to see, in the future for these types of changes (as a Commission), is something in writing outlining and supporting the need for the change, like this presentation does. Commissioner Libby said he would go so far as to ask that this be presented at a general membership meeting so chiefs can understand specifically by the qualification standards are being changed. The Commission needs to put this in a layperson's terms so everyone can understand why. Commissioner Libby said they all struggled to understand and he really wasn't able to provide more justification. He said this presentation was excellent and provides a very good foundation and understanding for those to see why this is being recommended. Commissioner Libby stated he would like to put a motion on the table to have Mr. Burkholder's presentation put in writing for the chiefs to be presented. It can either be done that way or at the upcoming Chiefs Association, Mr. Burkholder and some members of the Curriculum Committee can present visually because this is very easily understandable when it's presented this way.

MOTION 1505.02: Commissioner Libby made a motion that the Curriculum Committee make a presentation as justification for the increased standards (that were approved in November 2014 and to be applied in 2017) at an upcoming Adult Chiefs Association and Juvenile Chiefs Association general membership meeting, as well as a written report to be completed by the Curriculum Committee. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Break at 10:25 a.m. Back in session 10:40 a.m.

5. REPORTS of SPECIAL COMMITTEES:

- **OFFICER SAFETY RESEARCH:**

- ✓ Nothing to report; did not meet.

6. UNFINISHED (OLD) BUSINESS:

7. NEW BUSINESS

- **Requests for Payment of Range Fees and Targets for In-House Con Ed Courses**

- ✓ Administrative Officer Witwer recently asked if Allegheny County Juvenile Probation would consider holding some in-house con ed courses for their officers since there are far too many officers throughout the state than there are slots available. Ray Bauer, Greg Willig and Dave Mink were agreeable to holding a Course 3 and a Course 6. In talking with their chief, the question arose as to whether the Commission would cover range fees and targets. Commissioner Christensen brought up the point that when a county holds an in-house course, it's the understanding that the Commission does not incur any charges but what makes this different is that Administrative Officer Witwer reached out to Allegheny County Juvenile Probation. During discussions between Chairman Graybill and Administrative Officer Witwer on this subject, it was agreed that the request for the Commission to pay for range fees and targets should be decided by the Commission so there is a precedence for any future requests. Commissioner Schlechter opined that once word gets around that the Commission reimbursed range fees and targets for an in-house con ed course, it opens up the door for other counties to start requesting the same thing. After lengthy

discussion, it was decided that, at this time, reimbursements for range fees and targets would not be made to any counties.

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

- ✓ Michael Diehl, Snyder County Adult & Juvenile Probation
- ✓ Michael Koscelnak, Susquehanna County Adult & Juvenile Probation
- ✓ Colby Snook, Snyder County Adult & Juvenile Probation

MOTION 1505.03: Commissioner Schlechter made a motion to approve the Requests for Approval of Initial CFI Status for Michael Diehl, Michael Koscelnak and Colby Snook. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Request for Approval to Renew CFI Status**

- ✓ Gerald Rose, Monroe County Combined Probation
- ✓ Scott Schultz, Blair County Adult Probation

MOTION 1505.04: Commissioner Schlechter made a motion to approve the Requests for Approval to Renew CFI Status for Gerald Rose and Scott Schultz. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

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

- ✓ Timothy Barnes, Allegheny County Juvenile Probation
- ✓ Scott Schlechter, Lehigh County Adult Probation
- ✓ Timothy Stringer, Ferguson Township Police Dept.

MOTION 1505.05: Commissioner Schlechter made a motion to approve the Requests for Initial MI Status for Timothy Barnes and Timothy Stringer. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

MOTION 1505.06: Commissioner Dombrowsky made a motion to approve the Requests for Initial MI Status for Scott Schlechter. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. Commissioner Schlechter abstained.

- **Petition for Waiver**

- ✓ Jason Macunas, Schuylkill County Adult Probation

Officer Macunas is requesting consideration to forgo attendance at the Basic Training Academy because he feels it would not be beneficial based on his experience and level of certification. He was trained and qualified with numerous firearms with the Federal Law Enforcement Center in Georgia. He completed Basic Probation & Parole Training in 1997. He was awarded high honors during the Basic Firearm Training Course in 1998. He successfully attended the NRA Instructor Certification Program and the Glock Armorer Program. In February

2015, he graduated from the Game Commission's 54-week training program. He is responsible for the use and safe-keeping of firearms issued. This Petition for Waiver was submitted by Neil Stefanisko, who recommends granting the Waiver via letter. Advisor Manning inquired whether or not there is a precedence for this sort of waiver. Administrative Officer Witwer stated that yes, the Commission granted a similar request earlier this year. Commissioner Schlechter indicated that the approval of Waivers goes back to the formation of the Commission, which were done for officers who were already carrying and had qualified. He continued by saying that he thought the only reason the Waivers were granted was because there was a break in service, and questioned if Officer Macunas had a break in service, which he did. It was determine that Officer Macunas' break in service was over one year. Advisor Manning stated that the break in service regulations say that a returning officer must complete a written test and successfully re-qualify on the Commission's qualification course. Administrative Officer Witwer indicated she will reach out to Officer Macunas' supervisor, Neil Stafanisko, and communication to him what Office Macunas must complete.

8. LEGAL ISSUES AND COMMENTS / EXECUTIVE SESSION

- ✓ Recessed for Executive Session at 11:13 a.m. and resumed at 11:31 a.m.

9. PUBLIC COMMENT AND QUESTIONS.

- ✓ No Public Comment

10. ADJOURNMENT:

MOTION 1505.07: Commissioner Christensen made a motion to adjourn at 11:33 a.m. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Pamela Witwer

Administrative Officer
Firearm Education and Training Commission