



A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission (FETC) convened at 9:04 a.m. on January 21, 2016 at Toftrees Resort located at One Country Club Drive, State College, PA 16803. 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. Robert McCullough, Advisor (CCAPPOA)
Commissioner P. Beth Dombrowsky*	Ms. Pam Witwer, Admin. Officer (FETC)
Commissioner Chad Libby*	Mr. Ron Millward (Centre Co. A&J Prob.)
Commissioner Russell D. Shurtleff*	Mr. Tim Heitzman (Northumberland Co. A&J Prob.)
	Mr. (Northumberland Co. A&J Prob.)

1. CALL to ORDER and PLEDGE of ALLEGIANCE

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

MOTION 1601.01: Commissioner Shurtleff made a motion to approve the minutes from the September 23, 2015 meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

• **Chairman Keith Graybill**

- ✓ Chairman Graybill stated he would discuss two issues when we reach "Reports of Officers and Standing Committees." He then deferred to Advisor Young, who is Acting Supervisor of the FETC.

• **Advisor Young**

- ✓ Advisor Young asked for everyone's continued understanding that the FETC is still an office of one. He stated that he and Administrative Officer Witwer are working to get in-service training ready and set up for sometime in April. He stated that Chairman Graybill will be discussing in-service training in more detail later.

• **Administrative Officer Witwer**

- ✓ Ms. Witwer reiterated what Advisor Young reported, that she and Advisor Young are going to be working diligently to review and revise the Request for Quotations (RFQ) so we can solicit for bids for the new in-service training contract for the 2016 training year.

- ✓ Ms. Witwer stated that she has announced the 2016 Basic Training Academy (BTA) dates and has received a large amount of emails from instructors who wish to teach, as well as several who are interested in pursuing Master Instructor status.
- ✓ Ms. Witwer asked that everyone continue to bear with her as she tries to do as much as she can.
- ✓ Ms. Witwer thanked whoever sent her a get well card on behalf of the Commission when she was ill and hospitalized in November.

4. REPORTS of OFFICERS and STANDING COMMITTEES:

- **Chairman**

- ✓ Chairman Graybill stated that the FETC has been without an Executive Director for quite some time, which has put a strain on Administrative Officer Witwer. He recognized the work Ms. Witwer has done and continues to do, as well as the support she's been receiving from Advisor Young, his staff and other PBPP staff.
- ✓ Chairman Graybill reported that efforts to fill the Executive Director position are ongoing, and that an inquiry was made on our behalf regarding the status of the position. He stated that it does not appear any progress has been made, and there may not be any progress until the Commonwealth eventually passes a budget. He said it's unfortunate because it's putting stress and burden on everyone. He indicated that the Commission may request a meeting with the Governor's staff, but that he's unsure if that's advisable at this point. He said he didn't know if that would make the situation worse or not, and that he didn't want to do anything that would be harmful to us in the future. He said he would approach that course of action with caution and solicit advice from others.
- ✓ Chairman Graybill stated that we have lost two Commission members. Scott Schlechter's term and six-month extension have expired, but no one has been reappointed to take his place. Initially, his name had been advanced by the County Chief Adult Probation and Parole Officers Association (CCAPPOA) but at this point, he is no longer interested in continuing to serve as a Commissioner. Chairman Graybill said that the Governor's Office has requested five names as representatives of the CCAPPOA. Mark Hamilton's term and six-month extension have expired. He is interested in continuing to serve as a Commissioner but he was re-elected as a Tioga County Commissioner through a write-in campaign, and Chairman Graybill stated he's not sure how that will affect his desire to serve on the Commission. Commissioner Libby asked for clarification of the Governor's Office requirements that we submit five names to serve as Commissioner on behalf of the CCAPPOA. Advisor Young stated that, in the past, if the CCAPPOA had one opening, they would submit one name and that person would be appointed. Now, when there are openings like this, the Governor's Office wants at least five names and they will pick from those five names who will be appointed. Commissioner Dombrowsky stated that her term expired November 15, 2015 and she's currently on her six-month extension (until May 15, 2016). Commissioner Libby said he believes it would be difficult to find five people willing to sit on the Commission, for both the adult and the juvenile sides.
- ✓ Chairman Graybill stated that since the Commission last met in September 2015, Mr. Michael Green has been appointed as Chairman of the PBPP. Administrative Officer

Witwer, on behalf of Chairman Graybill, reached out to Chairman Green's office extending an invitation to today's meeting, but he was not able to attend.

- ✓ Chairman Graybill stated at this time, he would like to skip ahead to the fourth item under New Business, "Logistical Change in Approval of CFI/MI Status Renewals." The current approval process becomes an issue when the Commission isn't able to meet. He stated we had some issues with meeting due to travel restrictions imposed by the Governor's Office. We talked about having an emergency meeting but were unable to schedule one. This means that officers whose instructor certifications expired at the end of November 2015 were unable to get approval from the Commission and their credentials would seem to have lapsed, and we don't want that to happen. Chairman Graybill said he's looking to put a procedure in place in the event a situation like this comes up in the future. He asked if the Commissioners would be okay with FETC staff to preliminarily approve someone's credentials until the Commission's next formal meeting so the Commission can formally review and approve their request for renewal. Commissioner Dombrowsky shared that the Municipal Police Officers Education and Training Commission (MPOETC) allows MPOETC staff to grant emergency or contingent approval of instructor certifications until the next time the Commission is able to meet. Chairman Graybill said it was fortunate the FETC didn't have any Commission-run trainings taking place during the time that these instructors' certifications seemed to have lapsed. Administrative Officer agreed and stated that if this was going to happen, it couldn't have happened at a better time because it was at the end of the training year. Chairman Graybill said that within the Commission, the authority for staff (Advisor Young or Administrative Officer Witwer) to give emergency or contingent approval does not currently exist. He stated that as the Chairman, he does not have that authority either. He said he would entertain a motion to address this issue. Commissioner Shurtleff said it sounds logical and clarified with Commissioner Dombrowsky that for MPOETC, staff has the authority to grant emergency or contingent approval. It's recognized that the individual has the credentials in order to be an instructor, so temporary or contingent certification is given until the next time the Commission meets to formally review and approve the request. Chairman Graybill clarified that in our case, the authority to grant emergency or contingent approval would pertain to renewal certifications only, not new applications for initial instructor status; Commissioner Libby agreed.

MOTION 1601.02: Commissioner Shurtleff made a motion that the FETC Chairman and FETC staff shall have the ability to issue temporary re-certifications for individuals whose instructor status are due for renewal, with said re-certifications to remain pending until the next Commission meeting. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- **Policy Committee**

- ✓ No report; did not meet.

- **Curriculum Committee**

- ✓ Chairman Graybill reported that he attended the Curriculum Committee meeting yesterday. Committee Chairman Eric Burkholder was unable to attend, but Committee Member Ron Millward chaired the meeting in his absence and joins us today to give a report.

- ✓ Mr. Millward stated that at yesterday's meeting, the Curriculum Committee discussed, in part, some new drills and other changes to the BTA curriculum. However, the majority of time and energy spend yesterday (and in many previous meetings) was devoted to the proposed changes to the minimum qualification standards that were submitted to the Commission. These proposed changes have created an overwhelming response from different organizations, primarily from the CCAPPOA. Mr. Millward brought up the presentation on the qualification standards that he, Commissioner Erik Christensen and Mr. Burkholder gave at the CCAPPOA conference in September. He said there was a lot of discussion and some folks had some legitimate concerns about the amount of staff who may be in jeopardy of not being able to meet that minimum standard. He said the discussion about proposed changes to the minimum qualification standards started in November 2014 when he came into the Curriculum Committee meeting and brought up that we had come serious deficiencies that should be addressed not only by the Curriculum Committee, but by the trainers across the Commonwealth that would provide this instruction their county officers. Mr. Millward said he was asked to share his reasons for revising the qualification standards. He stated that he had done most of Course 8, which is actual on-the-range "start with an assessment, finish with an assessment," and there were some serious deficiencies that we felt could be problematic if we, as the Curriculum Committee, didn't address them. He said over the next six months, the Curriculum Committee came up with a new qualification standard and a new scoring system. As a result, we have received a lot of feedback form the CCAPPOA that are not happy with what we have proposed. Mr. Millward said that in revisiting this issue once again and discussing it at length yesterday, he's here on behalf of the Curriculum Committee to ask that the motion approving the changes to the minimum qualification standards be rescinded. He'd like the recommended changes to the minimum qualification standards go back to the Curriculum Committee, allowing further review of the proposal and see where we can make some concession(s) that would make sense, then include the CCAPPOA and the Pennsylvania Counsel of Chief Juvenile Probation Officers (PCCJPO) in the process before we make a revised recommendation to the Commission. Mr. Millward stated that we have a minimum standard that is palatable to both organizations, but he wanted to assure the Commission there will be some changes in an attempt to enhance that minimum standard. He said he reached out yesterday to Commissioner Christensen and Mr. Burkholder via telephone, and they both agreed with his proposal, which is to just even out Phase 1 and Phase 2 so there are 30 rounds on each, affording folks the opportunity to be successful with the change in distance. Mr. Millward said that in taking another look at the proposed changes, the Curriculum Committee will reach out to the CCAPPOA and the PCCJPO for input so the revised qualification standards can be rolled out with as close to 100% support as possible. Chairman Graybill said he and the Commission appreciates the work that the Curriculum Committee has done and their willingness to take another look at the proposed changes, and that including both chief's organizations in the process will go a long way. Mr. Millward said that one of the things he suggested as part of the Curriculum Committee's review of the proposed changes was that once we have a consensus on what the new standard is going to be, to run that in five or six counties and make a comparison so we have some data to say, "This is what it was before. We just increased the standard, and this is what it is now." Mr. Millward stressed that our intent, at no point in time, was to be problematic but to raise that minimum standard and holding officers more accountable in reference to their responsibility of carrying a firearm, being safe and being effective. He said it may not have come across that way to some chiefs so that's why the Curriculum Committee unanimously decided

yesterday to send it back to the committee and see if we can come up with something that is doable and can work for everybody.

- ✓ At this time, Chairman Graybill stated he would entertain a motion to rescind the previous motion from November 20, 2014.

MOTION 1601.03: Commissioner Beaver made a motion to rescind Motion 1411.02, which proposed an increase to the qualification standards for Phase 1 and Phase 2 at 75% level. Phase 1 scores would be 135/180 and Phase 2 scores 90/120 and both would be scored separately. The standards would be implemented in 2016 and enforced in 2017. Commissioner Dombrowsky seconded the motion. The motion was approved by a unanimous voice vote.

- ✓ Chairman Graybill stated that he supports the Curriculum Committees offer to revisit the change in qualification standards, and thanked them in advance for their efforts in doing so.
- ✓ Once the Curriculum Committee has revisited the qualification standards and has prepared a new proposal, Commissioner Shurtleff offered Mr. Millward his two counties (Wyoming and Sullivan) for “trial runs.”

5. REPORTS OF SPECIAL COMMITTEES:

- **Officer Safety Research Committee**

- ✓ No report; did not meet.

- **Committee on Budget Alignment**

- ✓ Commissioner Shurtleff, Chairman of this committee, stated that the Committee didn't meet because we didn't have any numbers to work with, but that Administrative Officer Witwer included in the agenda packets for today's meeting a spreadsheet for FY 2013-14, FY 2014-15 and where we are in the current FY. He noted that on the spreadsheet, without a Clerk Typist 3 and without an Executive Director, the Commission was under budget by approximately \$31,000 for last year. He noted that it was the Commission's first year "in the black" in quite some time. He said that would lead him to believe that if we operated with a balanced budget, we would have about \$31,000 to work with. He this is just his review of the spreadsheet and not a committee recommendation but that, theoretically, we could hire a Clerk Typist 3 with an annual salary of approximately \$25,000, with approximately 1/3 of that for benefits, for a total of \$33,000; continue with the Administrative Officer 1; tweak a few things; don't cut any training and we'll remain pretty much on budget. If we hire an Executive Director (and leave the Clerk Typist 3 position unfilled) at approximately \$65,000, with approximately 1/3 of that for benefits, we're close to \$90,000 and in the red by approximately \$60,000. Commissioner Shurtleff stated again that this is his position and not a committee recommendation, but brought up that the Commission ran with just a Clerk Typist 3 for a couple of months. The Commission ran and continues to be run with just an Administrative Officer 1, but also acknowledged that Ms. Witwer is overwhelmed. He recommends that we hire a good Clerk Typist 3, make some adjustments to the Administrative Officer 1 salary, and we stay on budget. Commissioner Shurtleff said this is just his personal opinion and that the rest of the Commissioners are not on board with him, but the numbers

don't lie. He said unless we cut training but it was made clear in the past that's not an option and all other costs are pretty much fixed costs, such as building rental, etc.

- ✓ Commissioner Dombrowsky asked Administrative Officer Witwer how she felt about Commissioner Shurtleff's idea. Ms. Witwer said she's not the kind of person to toot her own horn, but she feels she's been doing a really good job for the past year. She said when she started working for the FETC in December 2014, she had about a three-month learning curve and from that point on, she has been doing approximately 85-90% of the job duties in the Executive Director's position description. Commissioner Dombrowsky interjected and said she's not worried about Ms. Witwer's abilities at all, she's just worried about Ms. Witwer's well-being. Ms. Witwer replied, "I'm not going to lie. It's been very stressful and I'm definitely feeling the effects of that." She continued by saying she's shared with Advisor Young that a great deal of the joy has been taken out of coming and doing a job she used to love because of the stressful conditions under she has been working. She said the process of filling the Executive Director position has ground to a complete stop, which she acknowledges is not the fault of anyone on the Commission, but she's feeling very stressed out and stretched to her limit. Commissioner Dombrowsky asked Ms. Witwer is she feels a Clerk Typist 3 would relieve some of her stress. Without any hesitation, Ms. Witwer answered yes. She stated that she didn't realize the extent or volume of work Shannon (Bennett, former Clerk Typist 3) did to prepare for the bi-monthly meetings. Beyond just photocopying agenda packets for the Commission meeting, hotel reservations for meeting attendees of both the Commission and the Curriculum have to be made. With the newly adopted policy on reimbursement of personal mileage, ground travel worksheets for each traveler must be completed to determine the least expensive form of transportation. If a rental car is the least expensive option for meeting attendees, then those reservations must be made. There is work to be done post-meeting as well: updating FCTMS with all of the certification renewals; preparing and mailing letters; processing the travel expenses of the meeting attendees. She said these clerical duties take up a significant portion of her time that could be used to do more technical work that is actually in her position description and that of the Executive Director. She said travel reimbursements from the September bi-monthly meetings have just been input; that's how far behind she is. She said she is completely overwhelmed. Ms. Witwer also stated that one of Jeff Cushey's employees has helped her intermittently with processing travel reimbursements and while this was very much appreciated, at this time Mr. Cushey can't afford to let his employee help with FETC's travel reimbursements so that has fallen back on Ms. Witwer to process. She said she expected November, December and January to be her down time but she's still playing catch up from 2015 training year. She hasn't been able to enter scores in FCTMS from in-service training classes that took place from June 1 through November. The last grades that were input were for a class held the end of May, and those scores were input by Ms. Bennett before she vacated the Clerk Typist 3 position. Ms. Witwer said when she arrives at the office in the morning, she feels sick when she walks into her office because she sees the piles of work and she just doesn't know where to start. She and Advisor Young have been meeting Monday mornings so he can get make himself more aware of what she has on her plate and together they prioritize her work for the week. Ms. Witwer further stated that November and December were not good months for her because of an unexpected illness and hospitalization, for which she had two surgeries and missed numerous days of work. She said it's been and continues to be a very tough time for her.

- ✓ Chairman Graybill said he didn't know if Administrative Officer Witwer was aware of this or not, but shared that he and Advisor Young submitted a request to fill the vacant Clerk Typist 3 position two days earlier, but he doesn't know how long it will take to get the position filled. Advisor Young stated that the request would have been submitted earlier but was not permitted due to the hiring freeze that was announced by the Governor. Commissioner Dombrowsky asked if the freeze has been lifted; Advisor Young said we are now allowed to fill that position.
- ✓ Commissioner Libby said he wanted to share that a lot of instructors he talks with who work with Administrative Officer Witwer are all cognizant of the fact that she is very overwhelmed but that she has and continues to do a great job juggling everything that has been thrown at her. He said the officers know what she's going through being the only person working in the Commission and that she's been very responsive getting things done, and they appreciate it. He said his point is that outside of the Commission, folks know you're doing a great job. Ms. Witwer thanked Commissioner Libby for sharing that.
- ✓ Commissioner Dombrowsky stated she is inclined to agree with Commissioner Shurtleff on this matter. Commissioner Libby said he is as well. He further stated that when the Commission discussed this in the past, he said it is nice to have an Executive Director and he's not saying the Commission shouldn't pursue it at a later time but he thinks Ms. Witwer should get help in the form of a Clerk Typist 3. He thinks where the Commission stands with the budget at this point and until the Commission is able to acquire more funding from the state (if that comes to fruition) based on more certified officers, more required training to keep up with the increased amount of certified officers, it's the responsibility of the Commission to be very mindful of the budget. Commissioner Libby thinks the Commission should pursue hiring a Clerk Typist 3 then see how the workload is handled by having an additional staff person to assist Administrative Officer Witwer.
- ✓ Commissioner Shurtleff said he'd love to hire an Executive Director and a Clerk Typist 3, and run the FETC with a full staff of three but the Commission's serious budget constraints prevent that scenario from becoming reality at this time. He said, "If we move in the direction to hire a Clerk Typist 3, and if Ms. Witwer is crazy enough to stay, which she's stayed so far so she's got some moxie there, then we'd have to look at increasing the pay in that position. I know we've got enough talent to make her a shooter, get her that firearm experience. We have enough individuals that could get her going." Ms. Witwer stated that she had her first lesson last August and plans to continue this spring. Commissioner Shurtleff said the Commission can make that happen but it's up to Ms. Witwer, that he's making some presumptions that she would want to stay and do this. He said, "I'm surprised you stayed this long, to be honest." In reply, Ms. Witwer stated that Chairman Graybill and Advisor Young are aware that she has been looking and applying for other positions within the Commonwealth. Ms. Witwer said she does love this job and what she does but under the current circumstances, she no longer looks forward to doing on a daily basis.
- ✓ Chairman Graybill suggested the Commission go into Executive Session later in the meeting to discuss personnel matters. Commissioner Libby agreed.

6. UNFINISHED (OLD) BUSINESS:

- ✓ No unfinished (old) business.

7. NEW BUSINESS:

- **Clarification of Commonwealth Travel Rules & Regulations**

- ✓ Administrative Officer Witwer shared that the Office of Commonwealth Travel has been taking a much closer look at requests for travel reimbursement, particularly the reimbursement of personal mileage when an individual drives their own vehicle on behalf of the Commonwealth. She said reimbursement of personal mileage has been an issue for at least as long as she's been a Commonwealth employee (25 years). She said that people enjoy receiving a lump sum check for reimbursement of personal mileage. Chairman Graybill added that any requests for reimbursement of personal expenses are being challenged, especially for personal mileage. He said this started about five years ago. The created of an Excel spreadsheet called a Ground Travel Worksheet (GTW) must now be used to determine the least expensive form of transportation. If the lease expensive form of transportation is not used, the individual must provide acceptable justification that falls in line with Commonwealth policy. Administrative Officer Witwer stated that she planned to prepare a handout containing several bullet points but did not have time to do so before the meeting. She will do that post-meeting and will send it to Commissioners and Advisors via email. The abbreviated bullet points she discussed were:

Mileage rate changes. Mileage reimbursement rates have changed. Effective date of the rate change is for travel on or after January 2, 2016. The standard rate will decrease from \$0.575/mile to \$0.54/mile. The other vehicle (lower) rate, will decrease from \$0.23/mile to \$0.19/mile.

Personal vehicle vs. rental vehicle. Completion of the Ground Travel Worksheet will determine the least expensive method of transportation. However, there are exceptions. For example, the closest Enterprise (the rental car company with whom the Commonwealth contracts) to Commissioner Beaver's residence and office is located 30 minutes away. Administrative Officer Witwer can justify Commissioner Beaver's request for personal mileage reimbursement at the higher rate because it makes no sense to drive an hour out of her way to pick up a rental vehicle. Ms. Witwer stated that an individual is permitted to drive their own vehicle whenever they wish but unless he/she can provide acceptable justification that falls in line with Commonwealth policy, reimbursement will be at the lower rate.

Receipts for meals. If you want to be reimbursed for a meal, the receipt must be itemized. Also include the customer copy of the credit card receipt, which shows the total bill, amount for tip and the total amount charged to the credit card. If you can't obtain an itemized receipt, you must complete a Declaration of Missing Receipt form. Administrative Officer Witwer can provide you with a blank form. Tips will be reimbursed up to 20% of the total bill.

PA Exemption Certificate. Individuals traveling on behalf of the Commonwealth to conduct Commonwealth business are exempt from paying the state or local hotel occupancy tax. When Administrative Officer Witwer emails hotel confirmations, she attaches a copy of the exemption certificate. It must be presented to the hotel clerk at check-in. State sales tax remains on the bill.

Departure/arrival times. Always provide a departure time from your work location or residence, then an arrival time at your destination. This is important because calculation of reimbursable meals is based on a 24-hour period, not a calendar day.

- **Statements of Financial Interest**

- ✓ Administrative Officer Witwer stated that she has a blank statement for each Commissioner. These statements are distributed annually by the State Ethics Commission and must be completed and filed with the State Ethics Commission no later than May 1, 2016.

**Break at 10:01 a.m.
Back in session at 10:00 a.m.**

- **Petition for Extension**

- ✓ Tracey Crowl, York County Adult Probation

Administrative Officer Witwer received information regarding this Petition for Extension from Jamie Forry, Approving Authority for York County Adult Probation. Mr. Forry stated that Officer Crowl completed the continuing education requirement for 2015 but did not requalify on the range; she became pregnant and was medically excused from shooting a weapon. Officer Crowl subsequently suffered a miscarriage. Mr. Forry stated that while Officer Crowl has not yet been cleared medically to resume shooting, he anticipates she will be cleared sometime in April and could then requalify. Ms. Witwer stated that she received all of the medical documentation from the physicians, as well as the petition that was done in FCTMS. She said everything is in order and recommends approval of the extension.

MOTION 1601.04: Commissioner Dombrowsky made a motion to approve the Petition for Extension for Tracey Crowl, York County Adult Probation, until April 30, 2016. Commissioner Libby seconded the motion and it was passed by unanimous voice vote.

- ✓ Kevin Titzel, York County Adult Probation

Administrative Officer Witwer received information regarding this Petition for Extension from Jamie Forry, Approving Authority for York County Adult Probation. Mr. Forry stated that Officer Titzel left the department in February 2015 to run for District Justice, but did not win the election. At the time of his separation, Officer Titzel had not completed the continuing education requirement for 2015, nor did he requalify on the range. Officer Titzel was rehired by the department in late December 2015. Mr. Forry requested an extension to June 30, 2016 so that Officer Titzel can complete the continuing education requirement and requalify. Ms. Witwer said everything is in order and recommends approval of the extension.

MOTION 1601.05: Commissioner Libby made a motion to approve the Petition for Extension for Kevin Titzel, York County Adult Probation, until June 30, 2016. Commissioner Beaver seconded the motion and it was passed by unanimous voice vote.

- ✓ Nicholas Hults, Bradford County Adult & Juvenile Probation

Administrative Officer Witwer stated that Chief Thomas Schuster reached out to Advisor Young regarding this Petition for Extension for Officer Hults, who left the department on October 14, 2015. The department's annual requalification event was held the next day, October 15, 2015. Officer Hults was rehired by the department on December 21, 2015. Chief Schuster is requesting an extension to January 31, 2016 for Officer Hults to requalify.

MOTION 1601.06: Commissioner Dombrowsky made a motion to approve the Petition for Extension for Nicholas Hults, Bradford County Adult & Juvenile Probation, until January 31, 2016. Commissioner Beaver seconded the motion and it was passed by unanimous voice vote.

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

- ✓ Scott Beilman, Pike County Combined Probation
- ✓ Shane Kelly, Warren County Adult Probation
- ✓ Jon Ridge, Washington County Adult Probation
- ✓ Carlos Rodriguez, Philadelphia County Adult Probation
- ✓ Michael Waters, Warren County Adult Probation
- ✓ Anson Zacour, Washington County Juvenile Probation
- ✓ Michael Zagorski, Lehigh County Adult Probation

MOTION 1601.07: Commissioner Shurtleff made a motion to approve the Request for Approval of Initial CFI Status for Scott Beilman, Shane Kelly, Jon Ridge, Carlos Rodriguez, Michael Waters, Anson Zacour and Michael Zagorski. Commissioner Dombrowsky seconded the motion and it was passed by unanimous voice vote.

- **Request for Renewal of CFI Status**

- ✓ Ryan Altemier, Wayne County Adult Probation
- ✓ Jeff Aveni, Clearfield County Adult Probation
- ✓ Timothy Ban, Allegheny County Adult Probation
- ✓ Joseph Barry, Susquehanna County Adult & Juvenile Probation
- ✓ Christopher Colondrillo, Cumberland County Adult Probation
- ✓ Michael Heisey, Dauphin County Adult & Juvenile Probation
- ✓ David Jones, Greene County Adult & Juvenile Probation
- ✓ Lucas Kiger, Greene County Adult & Juvenile Probation
- ✓ Sean McGraw, Wayne County Adult Probation
- ✓ Gary O'Neal, Columbia County Juvenile Probation
- ✓ Robert Wolff, Pike County Combined Probation
- ✓ David Zielinskie, Northumberland Adult & Juvenile Probation

MOTION 1601.08: Commissioner Dombrowsky made a motion to approve the Request for Renewal of CFI Status for Ryan Altemier, Jeff Aveni, Timothy Ban, Joseph Barry, Christopher Colondrillo, David Jones, Lucas Kiger, Sean McGraw, Gary O'Neal, Robert Wolff and David Zielinskie. Commissioner Libby seconded the motion and it was passed by a unanimous voice vote.

MOTION 1601.09: Commissioner Shurtleff made a motion to approve the Request for Renewal of CFI Status for Michael Heisey. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote. Commissioner Libby abstained.

- **Request for Initial of MI Status**

- ✓ Jeff Breckenmaker, Lancaster County Adult Probation
- ✓ Joseph MacLaughlin, Franklin County Adult Probation
- ✓ Richard Daniel Mosier, Fayette County Juvenile Probation
- ✓ Trevor Oates, Crawford County Adult Probation

MOTION 1601.10: Commissioner Libby made a motion to approve the Request for Initial MI Status for Jeff Breckenmaker, Joseph MacLaughlin, Richard Daniel Mosier and Trevor Oates. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

8. EXECUTIVE SESSION:

Commissioner Graybill stated that the Commission would go into Executive Session at this time to discuss personnel matters.

**BREAK FOR EXECUTIVE SESSION
FOR DISCUSSION OF PERSONNEL MATTERS
Chairman Graybill, Commissioners, Advisors Manning and Young
Off the record at 10:24 a.m.
Back in session at 10:56 a.m.**

9. PUBLIC COMMENT AND QUESTIONS:

Chairman Graybill invited two guests to comment, if they would like. They introduced themselves as Deputy Chief Tim Heitzman and Supervisor Marc Weir from Northumberland County Adult Probation. Mr. Heitzman stated that they attended the meeting to listen and possibly offer input if any decisions were to be made with regard to implementing the new course of fire in 2017. He said, at this point, they are pleased with the Commission's decision to put that back into Committee and come up with other viable options to bump the requirements up somewhat, but not tax the county departments to that point that he personally (and the CCAPPOA) feels would burden counties as a whole. Chairman Graybill thanked them for coming and for their comments. He stated that the Commission will be

including the consultations with the CCAPPOA and the PCCJPO before anything comes back the Commission for reconsideration of the specs. He said when the Commission received a recommendation, he wants to make sure it's been vetted and people know what the expectations are in terms of comfort level and being to execute it so that everyone is going to be successful. Chairman Graybill stated he believes that was one of the concerns, that people weren't going to be able to successfully achieve the new marks, and the intent of the revised qualification standard was never to make it unachievable. Mr. Heitzman stated that as a Deputy Chief and a long-time instructor, he appreciates the Chairman's comments. He said he's in a position where he not only handles the budget side of things but also the training side of things and he knows financially, his department's budget constraints are very, very tight. He said not only the training itself but the costs associated with ammunition and time, all of that really comes into play for a smaller county and they truthfully must pinch every penny. Mr. Heitzman again expressed his appreciation that the Commission is going to revisit the revised standards.

10. ELECTIONS:

Chairman Graybill turned the meeting over to Advisor Young and Advisor McCullough for election of officers.

Ballots for the nomination of Chairman were distributed, then collected and tallied. Advisor Young announced that Chairman Graybill was the only nominee. Advisor Young asked Advisor Manning if he must still proceed with the election process; Advisor Manning replied that an election must proceed. Advisor Young asked Chairman Graybill if he would accept the nomination; Chairman Graybill stated that he would. Ballots for the election of Chairman were distributed, then collected and tallied. Advisor Young announced that Chairman Graybill was re-elected as Chairman of the Commission.

Ballots for the nomination of Vice Chairman were distributed to Commissioners, then collected and tallied. Advisor Young announced that Commissioners Christensen, Shurtleff, Dombrowsky and Libby were nominated. Commissioners Dombrowsky and Shurtleff declined the nomination. Commissioner Libby accepted the nomination. Commissioner Christensen was absent and could not accept the nomination. Ballots for the election of Vice Chairman were distributed, then collected and tallied. Advisor Young announced that Commissioner Christensen was elected as Vice Chairman of the Commission.

Commissioner Graybill thanked Advisor Young and Advisor McCullough for conducting the election of officers.

Administrative Officer Witwer asked the Commissioners if everyone received a blank Statement of Financial Interest at their place at the table. Everyone replied affirmatively.

Commissioner Graybill stated that the Commission would go into Executive Session at this time to discuss in-service training contract matters. Commissioner Dombrowsky recused herself.

**BREAK FOR EXECUTIVE SESSION
FOR DISCUSSION OF PERSONNEL MATTERS
Chairman Graybill, Commissioners,
Advisors Manning and Young, Administrative Officer Witwer
Off the record at 11:10 a.m.
Back in session at 11:45 a.m.**

11. ADJOURNMENT

Chairman Graybill announced that he would like to appoint Commissioner Libby, Mr. Eric Burkholder, Advisor Young, Administrative Officer Witwer and himself to an advisory committee on contract development.

MOTION 1601.11: Commissioner Libby made a motion to adjourn the meeting. Commissioner Shurtleff seconded the motion and it was passed by a unanimous voice vote.

The meeting adjourned at 11:48 a.m.

Respectfully submitted,

Pamela Witwer

Pamela Witwer