



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

**REGULAR COMMISSION MEETING MINUTES**

**July 21, 2016, 9:00 am**

Toftress Golf Resort & Conference Center, One Country Club Lane  
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill  
Commissioner Chad Libby  
Commissioner Erik Christensen  
Commissioner Russell Shurtleff

John Manning, Legal Advisor (PBPP)  
Tom Dougherty, Advisor (PBPP)  
Robert McCullough, Advisor  
Greg Young, Advisor (PBPP)  
Craig Christensen  
Erik Burkholder  
Ian Rowles, Recorder (PBPP)

**1. Call to Order and the Pledge of Allegiance**

**2. Review and approval of the Minutes of the previous meeting**

- Chairman Graybill noted a change in the meeting's agenda, to redact the name of an applicant for the Executive Director position for the Firearms Education and Training Commission.

**MOTION: 1607:01**

Commissioner Libby made a motion to approve the amended agenda for July 21, 2016.  
Commissioner Shurtleff seconded.  
Motion passed by unanimous voice vote.

**MOTION: 1607:02**

Commissioner Libby made a motion to approve the minutes from the May 12, 2016  
Firearms Education and Training Commission with a redaction on page four.  
Commissioner Christensen seconded.  
Motion passed by unanimous voice vote.

**3. Announcements**

**Chairman Keith Graybill**

- Chairman Graybill mentioned that he sent an email out to all of the Commission members advising them that the new in-service RFQ contract has been posted.

### **Advisor Greg Young**

- Advisor Young stated that we have people signing up for the next two Basic Trainings. We will have enough to be able to run both of the Basic Trainings and he hopes to have both of them full.
- Advisor Young stated that we have the classroom and range instructor spots filling up quickly and won't be a problem.

### **Fiscal Report**

- Chairman Graybill mentioned contacting APOC to possibly having a spreadsheet with the amount of revenue collected and uncollected broken down by counties.
- Commissioner Libby suggested asking them to have the spreadsheet given quarterly instead of yearly. Says that looking at how much is assessed would be interesting and helpful to know going forward.
- Commissioner Christensen mentioned how the figures won't be accurate, seeing how it depends on which counties update their figures. All of the Commissioners agree that an estimate is good enough, just to have a sense of what the revenue is looking like at some point.

#### **MOTION 1607:03**

Commissioner Shurtleff made a motion to approve the fiscal report.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

## **4. Reports of Officers and Standing Committees**

### **Chairman Graybill**

- Chairman Graybill was pleased to report that the selection committee met and interviewed five people for the position of Executive Director for the Firearms Education and Training Commission, two people withdrew their candidacy before interviews began.
- The selection committee selected three people for second interviews so the entire Commission can be apart of the interview.
- The Commissioners discussed their schedules and picked favorable dates to have second round interviews for the candidates.
- Keith Graybill mentioned that he hopes to meet with Chairman Leo Dunn to talk about the vacant Commission spots and hopes to fill the vacant positions seeing how it is becoming difficult to have a quorum with only five current Commissioners.

### **Curriculum Committee**

- Committee Chairman Erik Burkholder represented the Curriculum Committee at the Commissioners Meeting and brought forth what was discussed at their meeting.

- Their biggest talking point was about training and the new contract, and per regulations in-service trainings need to be done by December 31<sup>st</sup>. That is going to put an over reliance on counties to get their people trained and very difficult for counties without Master Instructors.
- Another big talking point was from instructors mentioning that officers are coming to Basic Training Academies with limited to no knowledge of their firearm itself or the actual practical application of firing their gun. The Curriculum Committee came up with recommendations on how to help remediate the situation.
- The first recommendation is that they would have a full week by adding an entire full day to include Monday, which would make the training Monday through Friday, with Friday still being the qualification day. It will allow them to focus on those officers who might need more remedial help.
- Committee Chairman Burkholder mentioned if a second recommendation could be to only add half a day on Monday starting in the afternoon. The officers showing up would have to shoot a cold standard to show a limited proficiency with a score of 200. If they can't shoot the standard they wouldn't be allowed to continue with the training. It would require instructors in their home counties to train their students a bit more.
- The final recommendation is focused on counties being concerned with their officers and their out of office time because of trainings. They recommended taking that Friday half day, which is test and travel time, and flipping it to the front end of the week so that on Thursday they will leave and will be able to return to work on Friday.
- The Committee would ideally prefer to not have a standard, have a full day with the range portion starting on Monday and running through Friday.
- Commissioner Libby had a concern with both physical and mental fatigue having an entire week of classroom and range during Basic Training Academies.
- Committee Chairman Burkholder discussed how they would like to slow down the actual drills, instead of moving on quickly between them. Slowing it down may help them retain focus. Also, they aren't asking to add any more drills or round count. Just an opportunity for the instructors to train more with the individual shooters.
- Commissioner Libby suggested an anonymous form when they arrive at a Basic Training Academy with questions like, has your county sent you on the range? How many rounds do you think you have shot? Do you feel you've had good instruction? With the intent to see how often they are trained within their own counties.

#### **MOTION 1607:04**

Commissioner Christensen made a motion to extend the range portion of the Basic Academy by one half day to allow for more hands on instruction starting in the year 2017.

Commission Shurtleff seconded.

Motion passed by unanimous voice vote.

- The Curricular Committee also discussed a new qualification standard that could be implemented.
- Their recommendation is that six rounds are taken from phase one and added from phase two and that those phases be scored separately with a minimum 75%, which is a 113 out of 150.
- A breakdown of the phase is described below:

- “There are currently eighteen rounds from the seven yard line. We would like to take six rounds from the seven, which is in phase one, and put them into phase two; which is the first station of phase two. For phase two the first evolution would be one magazine of six rounds. Threat command would be three rounds, moving to cover is three rounds standing, and going into the ready position. The 10 yard line is also where we offer the challenge command, so it would be challenge they would move, threat would be three rounds and go to the ready position. Second threat command would be three rounds where they would perform an emergency reload, scan and holster. The way we would have the magazines set up is number two and three (the reloaded magazines) would be each loaded with three live rounds and one dummy round. After the command to recover back to the standing position there would be another threat command where they would move to cover, fire three rounds standing clearing any malfunctions along the way. Move to the kneeling position, perform a reload and fire three rounds kneeling while clearing any malfunctions along the way, reload scan and holster.”
- Three points that the adult chiefs made in September is the insistence that they wanted the officers to stay close, within 12 yards. This gives six more rounds or a potential of 30 more points for phase two.
- They also requested that the qualification course be more realistic, adding malfunction clearances, moving and reloading.
- The final point is, they didn’t want the B27 target to change and those targets would stay the same.

#### **MOTION 1607:05**

Commissioner Libby made a motion that the proposal be written on the newly recommended qualification standards presented by the Curriculum Committee to be then discussed with the Chiefs Association for the Adult and Juvenile Divisions.

Commissioner Shurtleff seconded.

Motion passed by unanimous voice vote.

- Committee Chairman Burkholder mentioned that the Curriculum Committee plans on developing a Course 10, which is a strictly diminished light course, with Commissioner Christensen and Vanessa Adler taking the lead.
- Course 10 would be a half day range and half day practical exercises with minimal classroom time. Practical exercises would be basic firearm and flashlight work in buildings.

### **5. Special Committees Report**

The Committee on Budget Alignment, Officer Safety Research Committee, and Policy Committee, have not meet since the previous Commission Meeting.

- Commissioner Shurtleff mentioned that as soon as the Executive Director has been hired and salary discussed, the Budget Committee will meet to see where things are financially.

### **6. Unfinished (Old) Business – No unfinished or old business to report.**

## 7. New Business

### **New In-Service Training Contract Update**

- Chairman Graybill informed everybody that the RFQ will be out on August 1, 2016. It is the day they open and can see who placed bids.

### ***Petition for Extension/Waiver***

**Barbara Dancy** – Berks County Adult and Juvenile Probation. She is requesting an extension due to medical reasons. She provided the proper paperwork from her doctor showing that her claims are true.

#### **MOTION: 1607:06**

Commissioner Libby made a motion that the petition for extension/waiver for Barbara Dancy, Berks County Adult and Juvenile Probation, be approved and upon the first Commission meeting of 2017 this extension be reviewed by the Commission for further action.

Commission Christensen seconded.

Motion passed by unanimous voice vote.

**Timothy Snyder** – Berks County Adult and Juvenile Probation. Timothy is requesting an extension due to medical reasons. Timothy Snyder stated that he sent in medical documentation when he originally sent in the request for his extension but the documentation never arrived.

#### **MOTION: 1607:07**

Commissioner Libby made a motion that the petition for extension/waiver for Timothy Snyder, Berks County Adult and Juvenile Probation, be approved under the condition that he provides the Commission the necessary medical documentation within the next 30 days. Timothy must requalify by October 31, 2016 as well as eight hours of continuing education services.

Commissioner Shurtleff seconded.

Motion passed by unanimous voice vote

**Carly Kadyszewski (Sterner)** – Adams County Adult and Juvenile Probation. Carly is requesting an extension due to medical reasons. There was no medical paperwork provided at the time of this meeting.

#### **MOTION: 1607:08**

Commissioner Libby made a motion that the petition for extension/waiver for Carly Kadyszewski, Adams County Adult and Juvenile Probation, be approved September 3, 2016 and that she requalifies by October 31, 2016. Also that medical documentation must be submitted 30 days from this motion.

Commissioner Shurtleff seconded

Motion passed by unanimous voice vote.

### ***Request for Initial CFI Status***

**Aaron Geiser** – Lycoming County Adult Probation  
**Richard Jopek** – Lawrence County Adult Probation  
**Edward Keglovits III** – Berks County Adult and Juvenile Probation  
**Robert Thompson** – Lycoming County Adult Probation

**MOTION: 1607:09**

Commissioner Shurtleff made a motion to approve Aaron Geiser, Richard Jopek, Edward Keglovits III, and Robert Thompson for initial CFI Status.  
 Commissioner Christensen seconded.  
 Motion passed by unanimous voice vote.

***Request for Renewal of CFI Status***

**Charles Begansky** – Schuylkill County Adult Probation  
**Kelly Chapman Jr.** – Schuylkill County Adult Probation  
**Dennis Hasenflu** – Butler County Adult and Juvenile Probation  
**David Jones** – Greene County Adult and Juvenile Probation  
**Norman Mueller** – Westmoreland Juvenile Probation  
**William Niehenke** – York County Adult Probation  
**Michael Tomko** – Schuylkill County Adult Probation

**MOTION: 1607:10**

Commissioner Shurtleff made a motion to approve Charles Begansky, Kelly Chapman Jr., Dennis Hasenflu, David Jones, Norman Mueller, William Niehenke, and Michael Tomko for their renewal of CFI status.  
 Commissioner Christensen seconded.  
 Motion passed by unanimous voice vote.

***Request for Initial MI Status***

**Vanessa Adler** – Columbia County Adult Probation  
**Michael Bowie** – Allegheny County Adult Probation  
**Randy Butka** – Washington County Juvenile Probation  
**Ed Hosler** – Clinton County Adult and Juvenile Probation

- The Curriculum Committee was in agreement for initial MI Status for Vanessa Adler, Randy Butka and Ed Hosler.
- The Curriculum Committee was not in agreement on Michael Bowie. The MI who evaluated Michael Bowie gave his recommendation, but the rest of the Committee did not feel comfortable passing him based off the written evaluation. Their suggestion is that Michael Bowie should be observed and reevaluated by another MI and that he be required to run the classroom and range session again.

**MOTION: 1607:11**

Commissioner Shurtleff made a motion that Michael Bowie's request for initial MI status be denied and he be reassessed by a new MI for range and classroom.  
 Commissioner Libby seconded  
 Motion carries by unanimous voice vote.

**MOTION: 1607:12**

Commissioner Shurtleff made a motion to approve Vanessa Adler, Randy Butka, and Ed Hosler request for initial MI status.

Commissioner Christensen seconded.

Motion carries by unanimous voice vote.

***Request for Renewal of MI Status***

**James Kovacs** – Fayette County Adult Probation

**Neil Stefanisko** – Schuylkill County Adult Probation

**MOTION: 1607:13**

Commissioner Libby made a motion to approve James Kovacs and Neil Stefanisko request for renewal of MI status.

Commissioner Shurtleff seconded.

Motion carries by unanimous voice vote.

**BREAK** - Ten minute break (10:55 am – 11:05 am)

**8. Executive Session**

There was an executive session for the purpose of an interview for the Firearms Education and Training Commission and to discuss personnel matters between 11:05am – 12:25pm. Chairman Graybill, Commissioners Christensen, Libby and Shurtleff as well as Advisor Young and Legal Advisor Manning all attended.

**9. Public Comment and Questions**

No public attendance.

- Chairman Graybill announced the Commission members have been invited to attend the Chief Adults Probation Officer Association and annual training in September.

**MOTION: 1607:14**

Commissioner Libby made a motion that the Commission provide the expenses for any Commissioner to attend the 2016 Chief Adult Probation Officers Association conference.

Commissioner Shurtleff seconded.

Motion passed by unanimous voice vote.

- Commissioner Libby mentioned how he, with the help of Commissioner Beaver, sent emails to all the Chiefs for the Adult and Juvenile Probation Association.
- The email informed the chiefs of the status of the RFQ and the process on where it stands at this point.
- The email also addressed concerns people have with continuing education and to inquire about counties assisting and collaborating with each other to make sure everybody gets their continuing education credits in.

- Commissioner Libby stated he's heard from numerous counties willing to provide help and can offer availability to other surrounding counties to help assist.
- Chairman Graybill announced that Commissioner Libby was selected by the Awards Committee of the Juvenile Court Judges Commission to be the recipient of the Chief Juvenile Probation Officer of the year award at the annual November conference.

## 10. Adjournment

### **MOTION: 1607:15**

Commissioner Libby made a motion to adjourn.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

Meeting adjourned at 12:35 pm.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on July 17, 2016.

Minutes submitted by Ian Rowles, Recorder, PBPP