



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

REGULAR COMMISSION MEETING MINUTES

May 12, 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 Michelle Beaver
Commissioner P. Beth Dombrowsky
Commissioner Chad Libby

John Manning, Legal Advisor (PBPP)
Tom Dougherty, Advisor (PBPP)
Robert McCullough, Advisor
Greg Young, Advisor (PBPP)
Janet Collins, Recorder (PBPP)
Ian Rowles, Recorder (PBPP)

1. Call to Order and the Pledge of Allegiance

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

- Legal Advisor John Manning noted a required correction on the previous meeting minutes, on page two, under "Status of the new Fiscal Contract" which reads "purposal" where it should read "proposal".

MOTION: 1605:01

Commissioner Dombrowsky made a motion to approve the March 17, 2016 Commission Meeting Minutes with the suggested correction.

Commissioner Libby seconded.

Motion passed by unanimous voice vote.

3. Announcements

Chairman Keith Graybill

- Introduced Ian Rowles, FETC Clerk Typist III, who is assisting with today's minutes.
- Welcomed back Janet Collins, PBPP Training Division, who is assisting with note taking for the meeting.
- Commissioner Beth Dombrowsky has been appointed by Governor Wolf as a commission member of Municipal Police Officers' Education and Training Commission, and she was confirmed by the Senate and the House. This will be the last meeting for Commissioner Dombrowsky.

- Chairman Graybill reported Commissioner Scott Schlechter also completed his term as a Commissioner after many years of service and thinks it would be nice to recognize Commissioner Schlechter and Commissioner Dombrowsky with a plaque.

MOTION: 1605:02

Commissioner Libby made a motion to recognize Commissioner Beth Dombrowsky and Commissioner Scott Schlechter for their years of service with leadership and commitment to the Firearms Commission.

Commissioner Beaver seconded.

Commissioner Dombrowsky abstained.

Motion passed by voice vote.

- Chairman Graybill appointed Dave Christian, who is the Dauphin County training coordinator, to the Curriculum Committee on the recommendation of Eric Burkholder.
- Chairman Graybill announced there will be a need to appoint a review committee for the Executive Director position once the request for proposal has been let. There will be a screening of the applicants that come in. Commissioner Libby and Commissioner Beaver offered to join the committee alongside Chairman Graybill.

Advisor Greg Young

- Advisor Greg Young provided information regarding the two basic trainings, one range in April where eleven attended the academy and only one failed. The second training was taking place for two weeks in May, 3-6 and 10-13. All twenty are looking like they will pass.
- Advisor Greg Young mentioned the Executive Director position has been posted and comes down on May 19, 2016. A copy of the posting will be sent to every county Approved Authority.

Fiscal Report

- Advisor Greg Young showed the breakdown of the new revenue received, by month, by the finance department. The new revenue being from new assessments.
- The AOPC sent their quarterly workbook packet to be included, broken down by county to see individual revenue taken in.
- Chairman Graybill mentioned looking at the Fiscal Report for the past couple of years and blending together patterns in how much was collected, how much was assessed and how much remains unclaimed to see where each of the categories stand as of this fiscal year.

4. Reports of Officers and Standing Committees

Chairman Graybill

- Chairman Graybill announced that he met with Chairman Leo Dunn to talk about the approval of the Executive Director position. Also discussed about the status of the two expired Commission positions.

- Chairman Leo Dunn has pursued the issue with the Governor's Office, and suggests that Chairman Graybill write a letter to the same office. In the letter Chairman Graybill included a list of recommended appointees from the Chiefs Association.
- Chairman Graybill expressed his appreciation to Chairman Leo Dunn for his support of the commission and the support the board is offering through the training division.
- Chairman Graybill discussed the vacant Executive Director interview process and how the more recent interview process played out. Stated several members of the Commission selected and interviewed applicants and then recommended several people for the full commissioner interview. Chairman Graybill appointed Commissioner Beaver, Commissioner Libby and Advisor Young to serve with him for the interview for the initial interviewing screening.

Curriculum Committee

The Curriculum Committee did not meet since the previous Commission Meeting.

- Advisor Greg Young did announce that the Curriculum Committee reworked all of the drills that are done at the basic trainings.
- Curriculum Committee should be working on adjustments to drills for the next range which takes place in September.

5. Special Committees Report

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

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

7. New Business

New In-Service Training Contract Update

- Advisor Greg Young mentioned that he met with fiscal, and mentioned the cumbersome nature of payments for classes. Had to pay for each class, and fill out paperwork for each individual instructor. Everything is broken down to an individual piece.
- Advisor Greg Young stated how they're in the process of creating new forms to help with payments for training classes so it becomes easier going forward.
- Chairman Graybill brought up the burden on counties to meet the requirements for training for every probation officer. Wanted to bring up the possibility of offering relief to counties from some of their obligations, within regulation guidelines.
- Commissioner Chad Libby brought up the issue multiple counties could have with in-service trainings due to lack of resources. How it looks in the books with people getting credit compared to others.
- Advisor Greg Young brought up how Allegheny county has a training involving multiple surrounding counties. A problem lies when some counties and their surrounding counties don't have the resources or even a Master Instructor.
- Advisor Greg Young and Commissioner Chad Libby discussed a situation where, if the instructors wouldn't be able to be financially paid for their help they would have to seek volunteers to help.

MOTION: 1605:03

Commissioner Libby made a motion for the 2016 FETC continued education program curriculum be offered by the commission with certified instructors. Of those courses, they will be reimbursed based on the Commonwealth's travel policy.

Commissioner Beaver seconded.

Advisor Greg Young, Legal Advisor John Manning and Commissioner Libby discussed a possible incentive program.

Commissioner Libby rescinded his motion.

Commissioner Beaver rescinded her seconded.

Commissioner Libby then created a new motion based around the ideas of the motion he rescinded.

MOTION: 1605:04

Commissioner Libby made a motion for the 2016 continued education training through the Firearm Education and Training Commission be provided by certified instructors and those instructors reimbursed per the Commonwealth travel policy. No vendor will be utilized for this continued education program.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

BREAK - Ten minute break (10:20 – 10:30 am)

Petition for Extension/Waiver

David Stager – Tioga County Combined. David was asking for a waiver until 2016. Petition was turned in awhile ago, was sent to the wrong person and not processed so it was sent in again. David was having medical issues and then his wife started having medical issues so he was not able to attend an in-service training. Regulation requires a doctors note with the petition, and there was no doctor note attached.

MOTION: 1605:05

Commissioner Libby made a motion about the petition for extension/waiver for David Stager, Tioga County Combined, be approved contingent upon providing a doctors notice within thirty days of this motion.

Commissioner Beaver seconded.

Legal Advisor John Manning added that David should know he is not capable of participating in any range qualification or in-service training.

Motion passed by unanimous voice vote.

Jennifer Krueger – Lawrence County Adult Probation. Requesting a medical extension for her 2016 range and 2016 in-service continuing education. Jennifer provided medical documentation backing up her claim. Jennifer originally sent the petition in on Dec. 2015 but never got through the system until now.

MOTION: 1605:06

Commissioner Dombrowsky made a motion to approve the petition for extension based on medical reasons for Jennifer Krueger, Lawrence County Adult Probation, until

October 31, 2016. At such time we would ask her supervisor to re-request another extension should she not be cleared medically at that time.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

Request for Renewal of CFI Status

Ryan Buterbaugh – Somerset County Adult and Juvenile Probation

Mark King – Fayette County Juvenile Probation

Heath Randolph – Fayette County Juvenile Probation

MOTION: 1605:07

Commissioner Dombrowsky made a motion to approve the request for renewal of CFI Status for Ryan Buterbaugh, Mark King and Heath Randolph.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

Request for Renewal of MI Status

Greg Young – Commission

MOTION: 1605:08

Commissioner Libby made a motion to approve the request of MI Status for Greg Young, Commission.

Commissioner Dombrowsky seconded.

Motion approved, passed by unanimous voice vote.

8. Executive Session

There was not an executive session during this meeting.

9. Public Comment and Questions

No public attendance.

10. Adjournment

MOTION: 1605:09

Commissioner Libby made a motion to adjourn.

Commissioner Dombrowsky seconded.

Motion passed by unanimous voice vote.

Meeting adjourned at 10:48 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on May 8, 2016.

Minutes submitted by Ian Rowles, Recorder, PBPP