



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

REGULAR COMMISSION MEETING MINUTES

September 21, 2016, 1:00 pm

Toftrees 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 Erik Christensen
Commissioner Chad Libby
Commissioner Russell Shurtleff

Joe MacLaughlin, FETC Executive Director
Tom Dougherty, Advisor (PBPP)
John Manning, Legal Advisor (PBPP)
Robert McCullough
Greg Young, Advisor (PBPP)
Ian Rowles, Recorder (PBPP)
Craig Christensen
Frank Scherer
Brian Dunbar
Michael Bowie

1. Call to Order and the Pledge of Allegiance

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

- Chairman Graybill made an announcement that there were three guests to the meeting this month from Allegheny County. Frank Scherer, Chief of Adult Probation Department. Brian Dunbar, Manager Allegheny County Adult Probation. Michael Bowie, Certified Firearms Instructor.
- Chairman Graybill also officially welcomed the new Firearms Education and Training Executive Director, Joe MacLaughlin.

MOTION: 1609:01

Commissioner Shurtleff made a motion to approve the minutes from the July 12, 2016 and July 27, 2016 Firearms Education and Training Commission meetings.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

3. Announcements

Executive Director MacLaughlin

- Executive Director MacLaughlin stated the FETC is moving forward with the contract now that they are provided with dates and locations for continuing education classes coming up.
- The FETC will take the dates and locations and distribute them to the county Approved Authoritys (AA's) so officers can sign up for the courses.
- Executive Director MacLaughlin said the FETC is currently working on making DVD copies of Course 2 and is sending them out to counties requesting them to help with continuing education classes.
- Executive Director MacLaughlin brought up a discussion mentioned at the Curriculum Committee for a potential petition for extension for continuing education credit, if, counties can't meet the requirement in time. If petitions are made and granted they would still have to attend two total continuing education courses to cover their 2016 and 2017 requirements.
- Executive Director MacLaughlin announced that the In-Service Contracts have been awarded to Harrisburg Area Community College (HACC) and Precision Weapons and Tactics (PWT).
- While at the Curriculum Committee meeting they discussed increasing the maximum class size for Course 2, for in-house trainings only.
- Commissioner Christensen mentioned this was a discussion because his county, Erie, was planning on holding two classes to seat 135 officers. Commissioner Christensen stated since it is a DVD course there aren't any safety concerns but they have enough instructors to keep the ratio even.
- Commissioner Shurtleff stated he wouldn't want to make a blanket change but it would be better to see specific counties make requests. Commissioners Shurtleff and Libby also mentioned it would be wise to give the Executive Director the power to approve the counties requests for a higher max Course 2 for the rest of the year.

MOTION 1609:02

Commissioner Libby made a motion that individual counties that host a Course 2 service for continuing education credit must submit, with their request, the number of participants and the Executive Director can approve the final number of participants for the rest of 2016.

Commissioner Shurtleff seconded.

Commissioner Christensen abstained

Motion passed by voice vote.

- Executive Director MacLaughlin covered some of the County In-House courses that were submitted to the Curriculum Committee so they can receive continuing education credit for the courses they've created. The Curriculum Committee approved Dauphin County and Fayette County as submitted, and Cambria County's was approved once they make some minor tweaks.

MOTION 1609:03

Commissioner Christensen made a motion to approve the submissions for In-House training for Dauphin County, Fayette County and Cambria County for 2016.

Commissioner Shurtleff seconded.

Commissioner Libby abstained

Motion passed by voice vote.

- With the Curriculum Committee, there was also a discussion on Train-The-Trainer and how to train PWT instructors on the FETC approved courses. Also mentioning reimbursement for the trainers who will go out and train the PWT instructors.

Fiscal Report

- Chairman Graybill brought up the budget for the 2017/2018 fiscal year for FETC and mentioned that Executive Director MacLaughlin has been working on an updated budget.
- Executive Director MacLaughlin, in his draft, added 4% to cover the prices of various aspects of FETC going up. No new categories were added to the new budget for the 2017/2018 fiscal year.

MOTION 1609:04

Commissioner Beaver made a motion to approve the budget with a 4% that was submitted by the Executive Director.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

4. Executive Session

There was an executive session to discuss personnel matters between 1:30pm– 2:23pm. Chairman Graybill, Commissioners Beaver, Christensen, Libby and Shurtleff as well as Advisor Young, Legal Advisor Manning and Executive Director MacLaughlin all attended.

MOTION 1609:05

Commissioner Libby made a motion for the Trainer-The-Trainer to be hosted by the vendor, Precision Weapon and Tactical, and that the Commission provide the reimbursement per the commonwealths travel policy to the instructors to provide that training.

Commissioner Beaver seconded.

Commissioner Libby made an amendment to say that the Commission provide instructors to run a Train-The-Trainer for Precision Weapon and Tactical and that reimbursement per the commonwealths travel policy be provided for those instructors and that the training is in accordance to the FETC contract and laws.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

5. Special Committees Report

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

6. New Business

Allegheny County MI Status

- Chairman Graybill mentioned that during the last Commission meeting, an application for Master Instructor status by a Michael Bowie was denied. Afterwards Chairman Graybill received a letter from Frank Scherer formally requesting the Commission to reconsider that decision.
- Mr. Scherer and others were confused because on the written evaluations for Michael Bowie, they were very favorable. There was an uncertainty about what Mr. Bowie would need to be reassessed on to gain MI approval status.
- Chairman Graybill stated that usually when a Certified Firearms Instructor is going for MI status that the FETC names a MI evaluator, from another county, to be the evaluator.
- Chairman Graybill mentioned how usually, a CFI would reach out to the FETC and let them know they would like to be evaluated for MI status, and then the FETC would appoint somebody from another county to be the evaluator.
- Commissioner Shurtleff stated he originally declined Michael Bowie for MI Status because he was evaluated by a MI in the same county, but said it isn't against the rules at this time. Commissioner Shurtleff expressed that if he were in the same position as Allegheny County needing to have a person evaluated for MI status he would insist that the evaluator be from another county to avoid the appearance of a conflict of interest, and to maintain that type of integrity. Commissioner Shurtleff said that he would like to make sure a situation like that does not happen again.

MOTION: 1609:06

Commissioner Shurtleff made a motion to rescind prior motion from July 21, 2016 denying Michael Bowie's request for initial MI status and grant him initial MI status effective September 21, 2016 pending him participating in either a Commission or In-House Basic Training under the supervision and evaluation of a MI outside of Allegheny County and honor before June 30, 2017. Failure to have an evaluation by an outside MI at that time shall result in his MI status being revoked.

Commissioner Libby seconded.

Motion passed by unanimous voice vote.

MOTION: 1609:07

Commissioner Shurtleff made a motion that all individuals applying for initial MI status shall be evaluated by an evaluator outside of their own county.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

7. Reports of Officers and Standing Committees

Curriculum Committee

- Commissioner Christensen brought up the changes to the new course of fire. He would like it sent to all of the chiefs so they are aware of the changes that are coming.

Status of Appointments

- Chairman Graybill brought to attention the three Commissioner spots that are still empty and his own term is coming up soon.
- Chairman Graybill will be putting together a packet and put in his request so his spot can be renewed.
- Legal Advisor Manning advised at looking at possibly delegating duties to the Executive Director due to the Commission potential not having a quorum in the near future.
- The date of the next Commission meeting was changed to November 9, 2016, due to a quorum not being met at the previously scheduled date.

Petition for Extension/Waiver

William Brandt – Cumberland County Juvenile Probation. William is requesting an extension due to a medical reason. William’s application included medical documentation.

MOTION: 1609:08

Commissioner Shurtleff made a motion that the petition for extension/waiver for William Brandt, Cumberland County Juvenile Probation, until June 1, 2017.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

Jennifer Krueger – Lawrence County Adult Probation. Jennifer is requesting another extension for her medical condition. Jennifer was approved for an extension back in May, but was told to send in another one in six months if her condition did not improve. Jennifer’s application included medical documentation.

MOTION: 1609:09

Commissioner Libby made a motion that the petition for extension/waiver for Jennifer Krueger, Lawrence County Adult Probation, be approved for six months and after the six months of approval the petition for extension waiver update will need to be filed with the Commission.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

Craig Montgomery – Erie County Adult Probation. Craig is requesting an extension due to medical reasons. There was medical paperwork provided in his application for the extension.

MOTION: 1609:10

Commissioner Libby made a motion that the petition for extension/waiver for Craig Montgomery, Erie County Adult Probation, be approved up until June 2, 2017.

Commissioner Shurtleff seconded.

Commissioner Christensen abstained.

Motion passed by voice vote.

Request for Initial CFI Status

Joshua Czekanski – Armstrong County Adult and Juvenile Probation

Timothy DeAngelo – Cumberland County Juvenile Probation

Kenneth Murray – Dauphin County Adult and Juvenile Probation

Lucas Szymanski – Armstrong County Adult and Juvenile Probation
Brian Taylor – Cumberland County Juvenile Probation

MOTION: 1609:11

Commissioner Shurtleff made a motion to approve Joshua Czekanski, Timothy DeAngelo, Kenneth Murray, Lucas Szymanski and Brian Taylor for initial CFI status.
 Commissioner Christensen seconded.
 Commissioner Libby abstained.
 Motion passed by voice vote.

Request for Renewal of CFI Status

Michael Blum – Clarion County Adult and Juvenile Probation
John Christman – Dauphin County Adult and Juvenile Probation
Bruce Cunningham – Allegheny County Adult Probation
Steven Daugherty – Tioga County Combined
Lionel Hyatt – Bradford Adult and Juvenile Probation
Benjamin Moyer – Lehigh County Adult Probation
Robert Paul – Dauphin County Adult and Juvenile Probation
Justin Pittman – Cumberland County Juvenile Probation
James Warrick – Fayette County Juvenile Probation

MOTION: 1609:12

Commissioner Shurtleff made a motion to approve Michael Blum, John Christman, Bruce Cunningham, Steven Daugherty, Lionel Hyatt, Benjamin Moyer, Robert Paul, Justin Pittman, and James Warrick for renewal of CFI status.
 Commissioner Beaver seconded.
 Commissioner Libby abstained.
 Motion passed by voice vote.

Request for Renewal of MI Status

Rebecca Arnold – Dauphin County Adult and Juvenile Probation

MOTION: 1609:13

Commissioner Beaver made a motion to approve Rebecca Arnold for renewal of MI status.
 Commissioner Christensen seconded.
 Commissioner Libby abstained.
 Motion passed by voice vote.

8. Public Comment and Questions

The guests from Allegheny county had left after their MI situation, no other public attendance.

9. Adjournment

MOTION: 1609:14

Commissioner Libby made a motion to adjourn.

Commissioner Christensen seconded

Motion carries by unanimous voice vote.

Meeting adjourned at 3:05 pm.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on September 18, 2016.

Minutes submitted by Ian Rowles, Recorder, PBPP