



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

REGULAR COMMISSION MEETING MINUTES

January 12, 2017, 9:00 am

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 Russell Shurtleff

Joe MacLaughlin, FETC Executive Director
Tom Dougherty, Advisor (PBPP)
John Manning, Legal Advisor (PBPP)
Robert McCullough, Advisor
Greg Young, Advisor (PBPP)
Ian Rowles, Recorder (PBPP)
Eric Burkholder, Curriculum Committee
Chairman

- 1. Call to Order and the Pledge of Allegiance**
- 2. Review and approval of the Minutes of the previous meeting**

MOTION: 1701:01

Commissioner Shurtleff made a motion to approve the minutes from the November 9, 2016 Firearms Education and Training Commission meeting.
Commissioner Christensen seconded.
Motion passed by unanimous voice vote.

- 3. Announcements**

Chairman

- Chairman Graybill mentioned there has been no action taken by the office of public liason to make any reappointments or new appointments to the vacancies to fill the Commissioner spots. Chairman Graybill said he has initiated contact with Mary Topper, Director of Officer of Public Liason, and has a tentative date and time for a meeting to discuss these matters at 1:00pm on January 20, 2017. They will talk about reappointments for the Commission. Chairman Graybill also said Commission members are all welcome to join if they can make it, including Executive Director MacLaughlin.
- Chairman Graybill reminded that all the Commissioners terms will be up by the end of November with the exception of Chairman Dunn.

- The November meeting will have to be changed due to a conflict of schedules with other conferences. Chairman Graybill proposed meeting earlier in the month so it doesn't become a problem. November 2, 2017 looks to be the possible meeting date.
- Chairman Graybill also proposed to move the May meeting location and date to be in conjunction with the Pennsylvania Association of Probation/Parole and Corrections. They will have their meeting in the Poconos on May 23, 2017.

Executive Director MacLaughlin

- Executive Director MacLaughlin mentioned he met with the Chiefs at their respective Adult and Juvenile general membership meetings and discussed the proposed changes to what will be happening with the Course of Fire. He has also emailed the Chiefs, CFI's and AA's about the new Basic Training Academy starting on Monday now, as well as for Master Instructor Evaluations, the evaluators can't be from the same county as the officer going for their MI.
- Executive Director MacLaughlin let the Commission know that FETC went to Lycoming County for a site evaluation during their Simunitions training. Executive Director MacLaughlin mentioned they were very dedicated to training as well as safety. He wanted the Commission to know Lycoming County did an outstanding job with their training.
- Executive Director MacLaughlin discussed the modifications on the "Top Gun" award for Basic Training Academies. FETC will now issue a challenge coin to the shooter with the highest score at each BTA as their reward. The challenge coin will also be given to certain individuals who step up and help out FETC when they need last minute help.
- The setup price will eventually even out due to the challenge coins only being 4 dollars to produce, it will make fiscal sense in the long run.

Fiscal Report

- Executive Director MacLaughlin mentioned that FETC sat down with the Budget division for clarification on how the money is being spent.
- Executive Director MacLaughlin prepared a projected cost matrix on how much money will be spent during the Con Ed and BTAs for the 2017 calendar year. As well as the manuals for the courses, and the hotel rooms for the instructors.
- It was also mentioned by Executive Director MacLaughlin that if a continuing education class gets cancelled and can't even fill up we won't be charged for it, so the cost matrix is more of a max amount of dollars spent.

4. Reports of Officers and Standing Committees

- The Curriculum Committee Chairman Eric Burkholder represented the Curriculum Committee at the meeting to discuss with the commission what was mentioned at their meeting.
- Committee Chairman Burkholder mentioned fellow committee member, Vanessa Adler, worked on updating different courses. Those updates being:
 - Course 4 stats on Slide numbers 9 through 12 were updated to reflect the current FBI crime reports. They look to update the stats on a regular semi-annual basis to

keep them up to date. That change also brings new changes in the test questions to reflect those new stats.

- Instructor manuals for Course 4, that currently state a start time at 9:00am, will need to be changed due to the actual start time being 8:00am.
- Requesting Approval for one additional instructor to be added on Day 3 of the Basic Training Academy. Day 3 being practical excersies where officers are manipulating their firearms, more eyes means more likely of a chance to help the students.
- BTA Powerpoint presentation on slide 22 and the stats on slides 6 and 7 were updated to reflect the newer UCR status. Plan to be updated every other year.
- The committee added notes to the BTA Range Drills, for more clarity for the instructors running the lines.
- The syllabus to the student manuals will need changed to say on the first day of the range they are to report at noon and they will be ready to go by 1:00pm. It gives them an opportunity to show up, hand in paperwork before the start time.
- Round count checklist for the instructors to keep track while they are running the drills due to the new Course of Fire.
- The Curriculum Committee proposed forgoing their meetings in May, July, September, and November to work with counties and conduct a two day instructor development course to go out regionally and help certain counties instructors get up to speed.
- Commissioner Christensen proposed it would be a course where they instruct the CFI's who are attending, and then the next day the CFI's would train the Curriculum Committee members. It would be a way to improve the teaching methods of CFI's, which will in turn help them teach their counties.
- Commissioner Christensen said they wouldn't ask for reimbursment for hotel, mileage and overnight subsistence.
- Commissioner Christensen assured Chairman Graybill that every committee member would be expected to have a role in the trainings. The trainings would be much deeper than normal trainings, would ideally like a one-on-one training ratio for each student.
- Commissioner Shurtleff volunteered his own county as the first training spot for the Curriculum Committee to offer to train the CFI's in the northeast region of the state in May.
- Executive Director MacLaughlin said he would send out emails and getting the interest from the counties to see where the following trainings can be run at.
- Committee Chairman Burkholder also mentioned there is a Course 10 being in development involving an adverse light shooting.
- Further action was continued pending a review of voting procedures.

Break: Fifteen Minute Break (10:00 – 10:15)

5. New Business

New Course of Fire

- Executive Director MacLaughlin wanted to discuss his concerns that himself, and various Cheifs had, with the new Course of Fire. He informed the Cheifs the plan to test out the new Course of Fire in 2017, but qualify with the old Course of Fire. That way each county can send feedback whether it needs possible modifications or not.

- Executive Director MacLaughlin mentioned the biggest hurdle to get a positive remark is from the 75% passing on each phase.
- Executive Director MacLaughlin estimated, around the 75% passing for each phase score total from last years BTA, that roughly a third of new students would fail the Basic Training Academy. According to Executive Director MacLaughlin, roughly 26% of the shooters in the state would fail an annual requalification on the new Course of Fire, which concerns him.
- Committee Chairman Burkholder stated how the math can't be added the way it currently is. Scores would need to be collected from each line they shoot at. He mentioned that in his county, Berks, they shot it this year to test it out and and score average was 280. The old Course of Fire average score for Berks county was 281.
- Committee Chairman mentioned his committee met with the Chiefs and have made the changes the Chiefs originally wanted. The committee has continuously tried to make the new Course of Fire appealing to the Chiefs since the beginning.
Committee Chairman stated that everyone needs to look at the facts about the Course of Fire, those being:
 - We currently use a target that is 30% larger than MOPEC, Constables, Sheriffs Academy and PSP.
 - We are the only agency that uses a 3 tier scoring system of 5 – 4 – 3. Other agencies use 5 – 3, 2 – 1, 3 – 1, or 3 – 2.
 - We are the only agency that offers more chances to score higher scores. The scoring system of 150/150 independatly of each other is the same scoring system that is used on a smaller target on a 2 – 1 scoring system that is used by PSP, Constables, MOPEC and Sheriffs Academy.
- Committee Chairman Burkholder said at this point if an officer shoots 150/150 on phase one, all they need to pass is 75/150 for phase two.
- Committee Chairman Burkholder stated the Curricular Committee has made the new Course of Fire realistic and up to par with other agencies.
- Advisor Young stated that for the Boards qualifcaiton they shoot 40 times, and they count holes, not scores. The target has a bottle on it, and they are required to get 34 shots inside the bottle to pass.
- Committee Chairman Burkholder suggested that the FETC collect the date for the 2017 year to provide to the Chiefs at their meeting near the end of the 2017 to show them how it will impact their counties.
- Advisor McCullough first commended the Curriculum Committee on their work to update the Course of Fire with the best of their abilities to make everbody happy. He then mentioned that Chiefs have expressed their concerns over counties that have a mandatory carry of a firearm policy. If the new Course of Fire gets changed people could lose their jobs because of it.
- Committee Chirman Burkholder stated that if they can do their train the instructor courses that were previously mentioned, they will make sure that the CFI's can teach their own counties on how to successfully shoot the new Course of Fire so a problem like that shouldn't occur.
- Commissioner Christensen stated he believes the FETC Course of Fire has fallen far behind other agencies and he doesn't want people to get stuck in the mindset that all change is bad.

- Executive Director MacLaughlin suggested a possibility of using 2017 to collect data for the new Course of Fire and see how it looks, in 2018 shoot the new Course of Fire without the 75% passing rate on both phases, and in 2019 impose the 75% passing for both phases.
- Commissioner Shurtleff wanted to entertain the idea of a motion, where we would have 2017 as a test period for new shooters at the Basic Training Academy using the new Course of Fire. Commissioner Shurtleff stated it would be best because it is a controlled environment.
- Commissioner Christensen stated he would second such a motion made off that, but wanted to bring up the possibility of asking the other counties if they wanted to shoot the New Course of Fire and provide the data to us.
- Commissioner Beaver and Advisor McCullough both stated they haven't heard any negative comments about the new Course of Fire from any Chief since Executive Director MacLaughlin's meeting with them in December.

MOTION: 1701:02

Commissioner Shurtleff made a motion stating that all Basic Training Academy students and any In-House Basics for 2017 the students shall shoot both the old and the new Course of Fire. With the old Course of Fire being the score for passing or failing, and with both scores being presented to the Commission for review. Commissioner Christensen seconded.

Advisor Dougherty asked for confirmation that the round count won't increase from 1,200. Executive Director MacLaughlin confirmed it won't change the round count and it will stay at 1,200.

Motion passed by unanimous voice vote.

Continuing Education Courses Update

- Executive Director MacLaughlin showed the Commission the new continuing education update with the classes and how they are filling up. He is proud to say some of the classes are already full, and many counties are happy they can schedule them months in advance to fit their schedules.
- Executive Director MacLaughlin also wanted to recognize Luzerne county and Bedford county as counties that now carry, as of 2016. He was also recently contacted by Huntingdon county to hopefully carry starting in 2017.

Certification Expiration Dates

- Executive Director MacLaughlin stated that FETC fixed the FCTMS website certification problems. Counties had their annual requalifications and continuing education classes done, but they weren't added to the system. The FCTMS website was indicating their certifications were invalid, but after discussing about it with each county they are all caught up to date in the system.
- FETC was realigned to remove shooters who no longer work at their departments to give each county an accurate up to date roster heading into the 2017 calendar year.

- Executive Director MacLaughlin also wanted to bring to the attention of the Commission that Potter county has had their certifications revoked. They were unable to have an annual requalification and a continuing education in 2016.

Petition for Extension/Waiver

Phillip Yurt – Allegheny County Adult Probation. Phillip completed his annual requalification but then switched from Westmoreland County to Allegheny County and as a result missed out on a continuing education chance.

MOTION: 1701:03

Commissioner Christensen made a motion to honor the extension for Phillip Yurt, Allegheny County Adult Probation, until May 31, 2017.

Commissioner Shurtleff seconded.

Motion passed by unanimous voice vote.

The following Officers have requested an extension due to medical reasons. They have all provided the Commission with medical documentation backing up this claim.

Sally McQuinn-Barry – Lebanon County Adult and Juvenile Probation

Sarah Drehoble – Lancaster County Adult Probation

Steven Arms – Berks County Adult and Juvenile Probation

Timothy Kennedy – Allegheny County Adult Probation

Todd Skoczynski – Dauphin County Adult and Juvenile Probation

MOTION: 1701:04

Commissioner Shurtleff made a motion to approve the petitions for extension/waiver for the dates they requested for Sally McQuinn-Barry, Sarah Drehoble, Steven Arms, Timothy Kennedy, and Todd Skoczynski.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

Request for Initial CFI Status

Brandon Rigel – Dauphin County Adult and Juvenile Probation

MOTION: 1701:05

Commissioner Beaver made a motion to approve the initial CFI status for Brandon Rigel, Dauphin County Adult and Juvenile Probation.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

Request for Renewal of CFI Status

Raymond Bauer Jr. – Allegheny County Juvenile Probation

Jerry Spiegel – Lackawanna County Adult Probation

MOTION: 1701:06

Commissioner Shurtleff made a motion to approve the request for renewal of CFI status for Raymond Bauer Jr., and Jerry Spiegel.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

Request for Initial MI Status

David Kratz – Bucks County Adult Probation

MOTION: 1701:07

Commissioner Beaver made a motion to approve the request for initial MI status for David Kratz of Bucks County.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

6. Executive Session

There was not an executive session during this meeting.

Reports of Officers and Standing Committees (continued)

- Commissioner Christensen made a recommendation for a motion to approve an instructor development course based on the information developed in Course 9, to assist instructors throughout the state and helping them learn more skills to help their students. The dates of the trainings would be in conjunction with the Curriculum Committee meetings throughout the rest of the year.

MOTION: 1701:08

Commissioner Shurtleff made a motion to approve an instructor development course based off of the information developed in Course 9, to assist instructors throughout the state and helping them learn more skills to help their students and that the committee members that will assist in the training will be reimbursed for two days worth of training.

Commissioner Beaver seconded.

Commissioner Christensen abstained.

Motion passed by voice vote.

- Commissioner Shurtleff volunteered his county as the test county in May, where the county will be paying for the range and the instructors hotel rooms on the trips.

7. Election of Officers

- Chairman Graybill then turned the meeting over to the Teller Committee, which is made up by Advisors Greg Young, Tom Dougherty and Robert McCullough to proceed with the elections.
- Ballots for the nomination of Chairman were distributed, collected and tallied. Advisor Young announced that Chairman Graybill was the only nominee for the Chairman position.

- Chairman Graybill accepted the nomination. 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 the Commissioners, collected and tallied. Advisor Young announced that Commissioner Christensen was the only nominee for the Vice-Chairman position.
- Commissioner Christensen accepted the nomination. Ballots for the election of Vice-Chairman were distributed, then collected and tallied. Advisor Young announced that Commissioner Christensen was re-elected as Vice-Chairman of the Commission.

8. Public Comment and Questions

No public attendance.

9. Adjournment

MOTION: 1701:09

Commissioner Beaver made a motion to adjourn.

Commissioner Shurleff seconded

Motion carries by unanimous voice vote.

Meeting adjourned at 11:45 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on January 8, 2017.

Minutes submitted by Ian Rowles, Recorder, PBPP