



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

**REGULAR COMMISSION MEETING MINUTES**

**November 9, 2016, 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 Chad Libby

Joe MacLaughlin, FETC Executive Director  
Tom Dougherty, Advisor (PBPP)  
John Manning, Legal Advisor (PBPP)  
Robert McCullough  
Greg Young, Advisor (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**

**MOTION: 1611:01**

Commissioner Christensen made a motion to approve the minutes from the September 21, 2016 Firearms Education and Training Commission meeting.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

- 3. Announcements**

**Chairman**

- Chairman Graybill mentioned that there have been no reappointments. The Commission still has a vacancy for a director who is qualified under MOPEC, a vacancy for a county adult parole officer firearms instructor who is a member of the Adult Chiefs Association, a vacancy representing the county commissioners association and the pending vacancy representing JCJC.
- Chairman Graybill noted his letter from his Executive Director asking for him to be reappointed was delivered to the Governors Officer of Public Liason by Chairman Dunn.
- Chairman Graybill announced that his term will be up in April, if not reappointed by then, which would leave the Commission with only 5 Commissioners.

- Legal Advisor Manning reminded everybody that unless a quorum, at least 4 Commissioners attending, was available the Commissioners would not be allowed to meet.
- Chairman Graybill mentioned creating a plan ahead of schedule in case we enter a period where the Commissioners can't meet. Chairman Graybill also said he had discussions with Legal Advisor Manning on what could be allowed going forward.
- Legal Advisor Manning said the solution is to have some form of delegation structure in place for the Executive Director to make the decisions regarding petition for extension, CFI Applications, CFI and MI Renewals.
- Commissioner Christensen asked if not being able to hold Commission meetings could affect other committees, such as the Curriculum Committee. Legal Advisor Manning said they could still meet but they wouldn't be able to bring anything to the Commission until the Commission can eventually meet.
- Commissioners Christensen and Libby discussed potential options and what can be done, whether it is meet with local Senators or draft a letter.
- Advisor Young brought up the option of having a special advisory committee to discuss potential plans in the future with Executive Director MacLaughlin. There wouldn't be any votes involved with the committee, it would be only advisory.
- Legal Advisor Manning reminded everybody that the special committee would need to have three or less Commissioners.
- Chairman Graybill appointed a special committee on special operations to include the FETC Commission Chairman, Vice Chairman, John Manning and Eric Christensen. There were no opposing views so the committee became valid.
- All Commission members discussed the option of giving the Executive Director the power to approve Petitions, CFI new and renewal applications, as well as MI renewal applications without being voted on by the Commission, based off of the possibility of not having a quorum.
- While discussing if the Executive Director can approve events, Legal Advisor Manning stated that if it was new course that it would have to be approved by the Commission, as per regulations.

### **MOTION 1611:02**

Commissioner Libby made a motion that the Executive Director has the authority to approve extensions, CFI and MI renewals and certifications until the Commission is able to meet with a full quorum.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

- Executive Director MacLaughlin mentioned that he has discussed the possibility of having two CFI Courses this upcoming year and wanted to know how it would financially work. Advisor Young informed Executive Director MacLaughlin that if there is a range fee, the Commission pays but the County would pick up the expenses for their individual officers.
- Chairman Graybill also created a Teller Committee, which would include Advisors Daugherty, McCullough, and Young.

- Chairman Graybill and the other Commissioners also discussed tentative Commission meeting dates for 2017, which were January 12<sup>th</sup>, March 16<sup>th</sup>, May 18<sup>th</sup>, July 20<sup>th</sup>, September 20<sup>th</sup>, and November 16<sup>th</sup>.

### **Executive Director MacLaughlin**

- Executive Director MacLaughlin let the Commission know that he has emailed all of the Chiefs and let them know about the new course of fire and the new round count that will be starting next year.
- Executive Director MacLaughlin was pleased to announce that the last two Basic Trainings were completed and everybody who attended the training passed.
- Commissioner Libby wanted to make sure that there was good, open communication with the Chiefs when decisions are being made so problems don't possibly occur in the future. Said Executive Director MacLaughlin did a good job reaching out to the Chiefs.

### **Fiscal Report**

- Executive Director mentioned the Fiscal Report looks the way it does because FETC has had to mass print student and instructor manuals to hand out at the Con Ed courses run by HACC and PWT.

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

- The Curriculum Committee did not meet since the previous Commission Meeting.
- Executive Director MacLaughlin stated that we weren't able to get 50 percent of the Curriculum Committee this month, and he doesn't want to run a meeting with less than 50 percent.

## **5. Reports of Special Committees**

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

## **6. New Business**

### **Continuing Education Courses Update**

- Executive Director MacLaughlin announced the purchase order for the contracts has awarded 58 total courses to be run by the end of the fiscal year in July 2017.
- Executive Director MacLaughlin also stated that some classes are not being filled and those classes have been cancelled. Classes are normally cancelled two weeks to a week before the class runs to provide the vendor time to cancel everything as well as provide potential students, if signed up, a chance to sign up for another class that has more attendees and will run.
- Commissioner Christensen mentioned that counties can still take advantage of the Course 2 DVD to fulfill their Continuing Education credit if their class gets cancelled.

- Executive Director MacLaughlin was happy to announce the PWT Train the Trainer was run successfully for them and can run the courses they bid on, which were Courses 3, 4 and 8.

### **Course of Fire**

- Executive Director MacLaughlin showed the Commission the new Course of Fire sheet, that will be emailed to all the Chiefs, CFI's and AA's, that was provided to him by the Chairman of the Curriculum Committee.
- Executive Director MacLaughlin mentioned he participated in the new Course of Fire after the last Basic Training Academy. He stated he had problems with the dummy rounds, but it could be due to bad dummy rounds since the casings were damaged.
- Executive Director MacLaughlin mentioned he will be up at the December Adult Chiefs meeting to discuss the new Course of Fire personally with the Chiefs who will be in attendance.

**Break:** Fifteen Minute Break (10:35 – 10:50)

### **York County New Con Ed.**

- Executive Director MacLaughlin stated that since the Curriculum Committee couldn't meet, he would like the Commission's decision on a Continuing Education Course that York County created in hopes that it will count as their Con Ed for this year.
- Commissioner Christensen mentioned that the York County Con Ed was missing some information, such as details in between certain objectives.

### **MOTION 1611:03**

Commissioner Christensen made a motion to approve the York County Con Ed. spring tactical course provisionally upon receiving clarifying information concerning safety issues and how they are addressed, explanation on each drill, and documentation on any qualification scores that may be obtained by December 31, 2016.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

### **Bedford County BTA Extension**

- Executive Director MacLaughlin wanted to let the Commission know about something that happened at the last Basic Training Academy. A shooter ended up having a conflict with their schedule and couldn't attend the range portion of the basic, but completed and passed their test.
- Executive Director MacLaughlin stated that regulations show that they have up to a calendar year to complete their range portion.

### **2017 BTA Schedule Discussion**

- Executive Director MacLaughlin announced the 2017 Basic Training Academy schedule was finalized. The classroom portions will be held at HACC and the range portions will

be held at Palmyra Sportsmans Association.

***Petition for Extension/Waiver***

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

**Lisa Colavecchia** – Allegheny County Adult Probation.  
**Candise Dallas (Kovalchuk)** – Allegheny County Juvenile Probation.  
**Shannon Gabos** – Allegheny County Juvenile Probation.  
**Kelly Glatfelter** – York County Adult Probation.  
**Erin King (Nicholson)** – Allegheny County Adult Probation.  
**Jonathan McLister** – Butler County Adult and Juvenile Probation.  
**Ramon Rosario** – Allegheny County Adult Probation.  
**Alfred Strouse** – Monroe County Combined.

**MOTION: 1611:04**

Commissioner Christensen made a motion to approve the petitions for extension/waiver for Lisa Colavecchia, Candise Dallas (Kovalchuk), Shannon Gabos, Kelly Glatfelter, Erin King (Nicholson), Jonathan McLister, Ramon Rosario, Alfred Strouse .  
 Commissioner Libby seconded.  
 Motion passed by unanimous voice vote.

***Request for Initial CFI Status***

**Maura McDevitt** – Pike County Combined

**MOTION: 1611:05**

Commissioner Beaver made a motion to approve the initial CFI status for Maura McDevitt of Pike County.  
 Commissioner Libby seconded.  
 Motion passed by unanimous voice vote.

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

**Jeffrey Baker** – Pike County Combined  
**Brian Dunbar** – Allegheny County Adult Probation  
**David Eckert** – Franklin County Adult Probation  
**Aaron Harvey** – Dauphin County Adult and Juvenile Probation  
**Travis Hock** – Dauphin County Work Release  
**Eric Leydig** – Westmoreland County Adult Probation  
**Gary Miscovich** – Westmoreland County Adult Probation  
**Kassi Morgart** – Dauphin County Adult and Juvenile Probation  
**Jason Politowski** – Pike County Combined  
**Andrea Sandt** – Lehigh County Adult Probation  
**Michael Sedun** – Dauphin County Work Release  
**Russell Stubock** – Westmoreland County Adult Probation

**MOTION: 1611:06**

Commissioner Christensen made a motion to approve the request for renewal of CFI status for Jeffrey Baker, Brian Dunbar, David Eckert, Eric Leydig, Gary Miscovich, Jason Politowski, Andrea Sandt, and Russell Stubock.

Commissioner Beaver seconded.

Motion passed by unanimous voice vote.

**MOTION: 1611:07**

Commissioner Christensen made a motion to approve the request for renewal of CFI status for Aaron Harvey, Travis Hock, Kassi Morgart, and Michael Sedun.

Commissioner Beaver seconded.

Commissioner Libby abstained.

Motion passed by voice vote.

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

**Seth Reeser** – Dauphin County Adult and Juvenile Probation

**MOTION: 1611:08**

Commissioner Beaver made a motion to approve the request for renewal of MI status for Seth Reeser of Dauphin County.

Commissioner Christensen seconded.

Commissioner Libby abstained.

Motion passed by voice vote.

**7. Executive Session**

There was an executive session to discuss personnel matters between 11:12am - 11:37am. Chairman Graybill, Commissioners Beaver, Christensen, and Libby as well as Advisor Young, Legal Advisor Manning and Executive Director MacLaughlin all attended.

**8. Public Comment and Questions**

No public attendance.

- Executive Director MacLaughlin announced he has scheduled the 2017 Basic Training Academy to be run five days, including Monday. Executive Director MacLaughlin also stated that the Monday will be a half day, starting at 1:00pm.
- Commissioner Libby suggested emailing the information to the Chiefs and explain why the process has changed, so they know what is going on.

**9. Adjournment****MOTION: 1611:09**

Commissioner Libby made a motion to adjourn.

Chairman Graybill 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 November 6, 2016.

Minutes submitted by Ian Rowles, Recorder, PBPP