



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

REGULAR COMMISSION MEETING MINUTES

July 20, 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 Erik Christensen
Commissioner Tim Heitzman
Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor (PBPP)
Greg Young, Advisor (PBPP)
Helene Placey, Advisor
Craig Christensen
Andrew Stover, Legan Intern (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: 1707:01

Commissioner Shurtleff made a motion to approve the minutes from the May 18, 2017 Firearms Education and Training Commission meeting.
Commissioner Libby seconded.
Motion carries by unanimous voice vote.

3. Announcements and Reports

Chairman Graybill

- Chairman Graybill welcomed Helen Placey as an advisor, who is the new Executive Director of the Adult Chiefs Probation Officers Association.
- Chairman Graybill also welcomed Andrew Stover, who is a legal intern with John Manning. Legal Advisor Manning wanted to mention that he does fantastic work.
- Chairman Graybill stated we're still in the motions with getting recently retired Advisor Robert McCullough a plaque.
- Chairman Graybill discussed getting an annual report for the 2016/2017 fiscal year. Completion planned to be done for the September meeting.

Executive Director MacLaughlin

- Executive Director MacLaughlin informed the Commission that he sent out all of the proper documentation to the Chiefs of the respective shooters who had negligent discharges. Everybody was in agreement on how many remedial hours of training are needed due to their negligent discharge.
- Executive Director MacLaughlin stated that we are currently waiting for the purchase order for the 2017 fiscal year. Since it hasn't been finalized, Con Ed schedules can't be created.
- Executive Director MacLaughlin reported that everybody passed the 88th Basic Training Academy. There was one heat related injury and they weren't able to qualify on the actual date. Executive Director MacLaughlin that he and Commission Staff Rowles are willing to meet with that particular shooter wherever and at their convenience to qualify them.
- Executive Director MacLaughlin informed the Commission that the two instructor development courses went well. They have been provided with good feedback from the instructors who attended the course.
- Executive Director MacLaughlin mentioned how at the last meeting there was a request for possible expenditures on a Course 10 Train-The-Trainer program. The institution Executive Director MacLaughlin looked at was HACC and it would be able to hold 15 shooters on the line. With hotels and meal reimbursements it would come out to an estimate of \$3,000 total to hold a Train-The-Trainer course.
- Commissioner Christensen wanted the Commission to remember that Course 9 is still in limbo and needs to have Train-The-Trainer courses run for that as well.
- Commissioner Libby stated that since it would have to go through a vendor that it won't even be on the docket until next year.
- Commissioner Shurtleff would like to see a 2017/2018 fiscal year projection before moving forward on spending any money on Course 10.
- Commissioner Shurtleff mentioned he is in favor of adding new courses, but he just wants to be careful with spending money.
- Advisor Young mentioned an idea about having Course 10 Train-The-Trainer be infused with the instructor development courses in 2018.
- Commissioner Christensen said they could look into it and try to see if it could work for next year.
- Chairman Graybill mentioned that they can participate in the Train-The-Trainer to at least do the new courses as in-house Con Ed courses since we wouldn't be able to place it on the contract this fiscal year.

MOTION: 1707:02

Commissioner Libby made a motion that Course 10, that was developed by the Curriculum Committee, be approved with the intent that a budgetary proposal be presented at a future meeting.

Commissioner Heitzman seconded.

Commissioner Shurtleff voted to oppose.

Motion carried by voice vote.

- Executive Director MacLaughlin informed the Commission that he and Commission Staff Rowles attended a CGI Training course and learned how it could be implemented into future trainings.
- Executive Director MacLaughlin wanted to inform the Curriculum Committee about the training and invite them to a private training to get their thoughts on it as well.
- Advisor Young informed the Commission on the cost of the CGI equipment and how the yearly subscription would work.

Fiscal Report

- The Commission had no questions or comments on the Fiscal Report.

4. New Business

Continuing Education First Half Numbers

- Executive Director MacLaughlin stated that in the previous fiscal year FETC put out to bid 55 Con Ed classes for HACC (30) and PWT (25) with only 8 being cancelled due to low attendance.
- Executive Director MacLaughlin informed them that 662 officers completed their Con Eds so far, which is under half of the total number of shooters, which doesn't include those who will be receiving constructive credit.
- Executive Director MacLaughlin is hoping that with the new purchase order, FETC can place more classes in geographical locations that have higher concentrations of shooters.

BREAK - Ten minute break (9:57 – 10:07 am)

5. Executive Session

There was an executive session to discuss personnel matters between 10:07am - 11:05am. Chairman Graybill, Commissioners Christensen, Heitzman, Libby and Shurtleff as well as Legal Advisor Manning all attended.

Petition for Extension/Waiver

Robert Snyder – Butler County Adult and Juvenile Probation.

- Executive Director MacLaughlin mentioned all of his proper medical documentation was mailed to FETC.

MOTION: 1707:03

Commissioner Shurtleff made a motion to approve the extension of Robert Snyder, Butler County Adult and Juvenile Probation, until November 30, 2017.

Commissioner Libby seconded.

Motion carries by unanimous voice vote.

- Executive Director MacLaughlin stated that FETC received two additional applications for initial CFI status after the agenda was approved. They handed in all of their proper documentation and completed their mandatory training hours. He asked the commission if an amendment could be made to include them on the list.

MOTION: 1707:04

Commissioner Libby made a motion to amend the agenda to add Joseph Keffer, York County Adult Probation, and Robert Kreider, York County Adult Probation, for request for initial CFI status to the agenda.

Commissioner Heitzman seconded.

Motion carries by unanimous voice vote.

Request for Initial CFI Status

Bradden Altavilla – Luzerne County Adult and Juvenile Probation

Mark Buss – Luzerne County Adult and Juvenile Probation

Joseph Keffer – York County Adult Probation

Robert Kreider – York County Adult Probation

Matthew Mazzara – Centre County Adult and Juvenile Probation

Thomas Nowakowski – Luzerne County Adult and Juvenile Probation

Stephen Phillips – Luzerne County Adult and Juvenile Probation

Matthew Piroth – Allegheny County Juvenile Probation

MOTION: 1707:05

Commissioner Libby made a motion to approve the request for initial CFI status for Bradden Altavilla of Luzerne County, Mark Buss of Luzerne County, Joseph Keffer of York County, Robert Kreider of York County, Matthew Mazzara of York County, Thomas Nowakowski of York County, Stephen Phillips of York County and Matthew Piroth of Allegheny County.

Commissioner Christensen seconded

Motion carries by unanimous voice vote

Request for Renewal of CFI Status

Rocky Hileman – Sullivan County Adult Probation

Christopher Shade – Mifflin County Combined

MOTION: 1707:06

Commissioner Libby made a motion to approve the request for renewal of CFI status for Rocky Hileman of Sullivan County, and Christopher Shade of Mifflin County.

Commissioner Christensen seconded.

Commissioner Shurtleff abstained for Rocky Hileman.

Motion carries by voice vote.

Request for Renewal of MI Status

Eric Burkholder – Berks County Adult and Juvenile Probation

David Mink – Allegheny County Juvenile Probation

MOTION: 1707:07

Commissioner Shurtleff made a motion to approve Eric Burkholder of Berks County and David Mink of Allegheny County for renewal of MI status.

Commissioner Libby seconded.

Motion carries by unanimous voice vote.

6. Public Comment and Questions

No public attendance.

- Commissioner Libby wanted to make sure there's no criteria through the Commission, just that a psychological evaluation needs to be done. Commissioner Christensen confirmed his question.
- Chairman Graybill suggested setting the 2018 meeting schedule in September instead of November.
- Commissioner Shurtleff wanted to announce he received his reappointment to the Commission.

7. Adjournment

MOTION 1707:08

Commissioner Libby made a motion to adjourn.

Commissioner Heitzman seconded.

Motion carries by unanimous voice vote.

Meeting adjourned at 11:16 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on July 16, 2017.

Minutes submitted by Ian Rowles, Recorder, PBPP