

HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
MEETING AGENDA
December 9, 2023, 10:00 AM - 3:00 PM
Teams Meeting

IAC Members – Representing		WDFW Staff	Guests
Region 1	John Cushman	David Whipple Hunter Education Division Manager Kris Thorson Hunter Education Division Specialist Steve Dazey Region 1 Hunter Education Field Coordinator Nick Montanari Region 2 Hunter Education Field Coordinator Aaron Garcia Region 3 Hunter Education Field Coordinator Jackie McBride Region 4 Hunter Education Field Coordinator Amy Elliott Region 5 Hunter Education Field Coordinator Bill Montgomery Region 6 Hunter Education Field Coordinator	Bob Hester Region 3 Instructor Patrick Hollister Region 4 Instructor
	Yolanda Lanting		
Region 2	Wanda Chrisman (absent)		
	Bob Hunt		
	Eric Lauver		
Region 3	Randy Absolon		
	Sam Grubbs		
Region 4	Liz Crain		
	Mikel Edwards		
	Evan Windom		
Region 5	Herb Jessen		
	Jim Sevier		
Region 6	Jim Fitzgerald		
	Blayde Fry		
	Tani Iwashita		
HERO	Butch Buffaloe		
WHEIA	John Malek		

⊙ **Member Introductions (*Kris Thorson, 15 minutes*)**

- ⊕ There was a recent addition to the Hunter Education team on December 1.
- ⊕ The hunter education section recruited for the Region 2 field coordinator earlier this year and hired Nick Montanari.
- ⊕ Nick's first day in his new position was December 1.
- ⊕ He comes to hunter education from the Wells Wildlife Area team.
- ⊕ Kris asked Nick to introduce himself to the group.
- ⊕ Kris then asked each member to introduce themselves.

⊙ **Meeting etiquette discussion (*Kris Thorson, 15 minutes*)**

- ⊕ Recently, WDFW provided the IAC with the WDFW Advisory Group Handbook in their informational binders.
- ⊕ In the handbook, there is a list of expectations of advisory group members.
- ⊕ Keeping the identified expectations in mind, WDFW's internal Diversity Advisory Committee came up with the following ground rules they use in their meetings that the hunter education section is going to use in meetings moving forward:
 - Be present and engaged
 - Minimize digital distractions
 - Respect time
 - Start and end on time
 - Follow the agenda
 - Keep stories relevant to the topic being discussed
 - Model civility
 - Be hard on the issues, not on the people
 - Be open to others' perspectives and new ideas
 - Respect others' privacy
 - Share air time
 - Empower group and facilitators to manage agenda and enforce rules
 - Bring your humor, and have fun
- ⊕ We will also start having a staff member keep track of hands during in-person meetings to ensure that folks can share their opinion/insight on the topic as it is relevant.
- ⊕ Teams has its own built in hand raising function and should be used in Teams meetings to ensure folks have a chance to share.

⊙ **Bob Hester classroom incident discussion (*Kris Thorson, 15 minutes*)**

- ⊕ Bob Hester from Selah joined the meeting to discuss a recent classroom incident.
- ⊕ Bob had a class incident back in July.
- ⊕ In the class, they use dummy ammo and this ammo's primer had been hit by a firing pin many times.
- ⊕ This time, the primer ignited and discharged.
- ⊕ The group, as soon as the incident happened, cleared each firearm being used in the classroom, checked each student to make sure they were not injured, and then dismissed the class.
- ⊕ The instructors then diagramed the area and contacted Aaron Garcia about the incident.

- ⊕ The next day the teaching team had the Selah Police start a case and investigate.
- ⊕ They also rechecked all of their inert ammo for any other possible live-rounds.
- ⊕ They found a couple other rounds with struck primers and removed them from service.
- ⊕ Opening the rounds removed from service they had flour in the case to simulate weight instead of gun powder.
- ⊕ Liz asked how a live round made it into the inert rounds.
 - The round had been used for at least 8 years before this incident and was thought to have flour in the case like the other rounds that had been removed from service.
- ⊕ The department is going to work on purchasing inert ammunition for all the inert firearm calibers and .223 to start.

⊙ **Policy manual updates (Kris Thorson, 60 minutes)**

- ⊕ With the recent issues in classrooms, WDFW has decided to make changes to the policy manual to ensure we do not have these kinds of issues in the future.
- ⊕ The proposed changes were sent to the IAC membership before the meeting so they could review the proposed changes and provide input.
- ⊕ Kris opened the floor to comments on the proposed changes.
- ⊕ Liz suggested adding a sentence to the First Aid Requirements section to inform instructors that they can request a first aid kit from John Wisner or their field coordinator.
- ⊕ Butch suggested that we check in with safety office or L and I to determine the requirements.
- ⊕ There was some discussion on changing the language from egregious to unsafe in the Training Not Pass/Fail, With Exceptions policy.
- ⊕ Dave talked to IAC about the lack of policy agreement forms that WDFW receives after a policy manual update and how we need to increase the response rate for policy agreement forms.
- ⊕ Currently we are about 50 percent return rate on policy agreement forms.
- ⊕ Dave asked the IAC to think about possible incentives for completion and/or consequences for non-completion.
- ⊕ Dave also talked to the IAC about the Chief Financial Reports and how we are only at about 65 percent compliance with those each year.
- ⊕ Dave asked the IAC to think about possible incentives for completion and/or consequences for non-completion of the Chief Financial Reports.
- ⊕ Blayde suggested we have a changes document for the policy manual to direct the instructors to the changes/updates so they don't need to try to find the changes in the policy manual as it is a long document that some folks may not read.
 - Staff discussed at a staff meeting recently about this possibility.
- ⊕ Mikel brought up the idea of initialing that they reviewed the policy manual as a whole and that they read the changes for each changed policy.
- ⊕ Sam suggested we add the ability to have instructors take a photo and send it to WDFW or offering other ways to agree to the policy manual.

⊙ **Spring IST topic discussion (Kris Thorson, 60 minutes)**

- ⊕ The spring in-service trainings are quickly approaching.
- ⊕ The current agenda has the following topics listed:
 - Housekeeping
 - Class statistics and hunting incidents
 - Policy manual updates
 - Recent curriculum updates
 - Awards
- ⊕ What other topics does the IAC think we may want to cover?
 - Information on next steps for students like R3 hunting clinics and mentored hunts.
- ⊙ **Lunch (30 minutes)**
- ⊙ **IAC member roundtable and communications with regional instructors (*Kris Thorson, 15 minutes*)**
 - ⊕ Instructor feedback to IAC re: news/issues/concerns related to teaching, COVID SOP, all-online course, minimum age, etc.
 - ⊕ Liz has heard some concerns from other women instructors about engagement or inclusion of women in hunter education and hunting in general.
- ⊙ **2023 workplan update (*Kris Thorson, 15 minutes*)**
 - ⊕ The group completed two of the seven items identified in the 2023 workplan.
 - ⊕ Items one and three were moved to the 2024 plan because of extenuating circumstances.
 - ⊕ So overall four of the seven items on the workplan were worked on.
 - ⊕ Being that this was the first time the IAC had undertaken a workplan such as this, Kris was happy with the work completed.
 - ⊕ In the workplan, there is a note that if not completed, the topic may move to the next years workplan.
 - ⊕ Does IAC want to move some of the uncompleted workplan items to the 2024 plan?
 - Move the how to effectively deliver the curriculum to 2024.
- ⊙ **2024 workplan discussion (*Kris Thorson, 45 minutes*)**
 - ⊕ One item that WDFW wants to work in on 2024 is the IAC Roles and Responsibilities document update.
 - ⊕ What other topics does the IAC want to work on in 2024?
 - ⊕ There were no other ideas to add to the workplan identified.
 - ⊕ Kris told the IAC to let him know if they thought of something to add moving forward.
- ⊙ **National Hunting and Fishing Day (NHFD) recap (*Kris Thorson and Steve Dazey, 15 minutes*)**
 - ⊕ WDFW, the Kalispel Tribe, Boy Scouts of America Inland Northwest Council, and the Rocky Mountain Elk Foundation sponsored the 2023 National Hunting and Fishing Day (NHFD) celebration on September 30, 2023.
 - ⊕ At the 2023 event, there were 540 youth and at least 355 parents/guardians in attendance.

- ⊕ Youth were surveyed at the event and during pre-registration if they had completed hunter education before and if they had fired a firearm or bow before.
- ⊕ Only 10 percent of the attendees had completed a hunter education class and 65 percent of the youth had fired a firearm or bow before NHFD.
- ⊕ There were 16 non-government organizations that came and had a presenter booth. Those groups are:
 - Inland Empire Bass Club
 - Kalispel Tribe
 - Puget Sound Flint Knappers
 - Spokane Fly Fishers
 - Inland Empire Fly Fishing Club
 - Washington State Falconers Association
 - Northwest Game Hawkers
 - National Wild Turkey Foundation
 - Conservation Northwest
 - Backcountry Horsemen of Washington
 - Ducks Unlimited
 - Delta Waterfowl
 - Washington Waterfowl Association
 - Spokane Walleye Club
 - Inland Northwest Wildlife Council
 - Stonerose Interpretive Center and Eocene Fossil Site
- ⊕ Youth were introduced to the shooting sports by allowing them to shoot .22 rifles, 20-gauge shotguns, air rifles, bb guns, and archery equipment.
- ⊕ They also were able to catch and keep a trout.
- ⊕ After the event, WDFW sent a survey to the attendees to ask about their experience.
- ⊕ We had 38 responses from the 229 people we had valid email address for.
- ⊕ Over 47 percent of the responses indicated that they youth caught their first fish at the event.
- ⊕ The average rating out of 5 stars for the event was 4.53.
- ⊕ We also surveyed the volunteers and the presenters.
- ⊕ This survey was sent to 96 people and only 22 responded.
- ⊕ The volunteers and presenters rated their NHFD experience as a 3.95 out of 5.
- ⊕ We got a lot of good comments from the surveys that we hope to use to make 2024s event better.
- ⊕ Our 2024 event will be held at the Cowlitz Public Shooting Range located at 1000 Toutle Park Rd, Castle Rock, WA 98611 on Saturday, September 28, 2024.

⊙ **Advisory group member compensation and reimbursements (*Kris Thorson, 30 minutes*)**

- ⊕ Second Substitute Senate Bill 5793 was passed in July 2023.
- ⊕ This bill gives Washington state agencies the ability to start compensating advisory group members for their participation if they are not otherwise compensated.

- ⊕ Before this bill's passage, the Department was only able to reimburse advisory group members for lodging and mileage when funding was available.
- ⊕ This bill was designed to remove barriers to participation on advisory groups.
- ⊕ Advisory group members can self-attest that they are eligible for compensation if they align with one of the following:
 - Person has direct personal experience in the subject matter being addressed in the advisory group OR
 - Person is an individual whose income is not more than 400% of the federal poverty level, adjusted for family size.
- ⊕ Advisory group members must complete the [Advisory Group Member Compensation and Reimbursement Eligibility form](#) and submit via email to Kris.
- ⊕ Compensation rates are:
 - Up to and including 1 hour - \$45
 - Between 1 and 2 hours - \$90
 - Between 2 and 3 hours - \$135
 - Between 3 and 4 hours - \$180
 - Over 4 hours - \$200
- ⊕ We need to make sure that we are accurately tracking volunteer hours for advisory group members.
- ⊕ The advisory group will need to start logging their service hours in the departments volunteer program CERVIS if they haven't already.
- ⊕ Kris added the following members to the CERVIS project:
 - John Cushman
 - Jim Sevier
 - Liz Crain
 - Jim Fitzgerald
- ⊕ Everyone else will need to sign up for a CERVIS account and Kris can then add the members to the group for reporting of hours.
- ⊕ To sign up, members will have to go to the WDFW website, select Get Involved in the top right corner, and then find volunteer opportunities in the menu.
- ⊕ On the volunteer opportunities page scroll down to the Get started volunteering section and select the Register using a simple online form.

⊙ **2024 meeting dates**

- ⊕ The 2024 meeting dates are:
 - March 9
 - June 15
 - August 17
 - December 14

⊙ **For the good of the order**

- ⊕ Butch informed IAC that there will be a 50 year instructor who will receive a shotgun this year.
- ⊕ Blayde asked about the amount of instructors that are currently certified and if the 1,067 are currently active.

- No, the instructor roles have not been purged of inactive instructors during the COVID years, however WDFW is going to work on that this coming year.

⊙ **Adjourn**