

**MEETING NOTES
INSTRUCTOR ADVISORY COMMITTEE
JANUARY 11, 2014**

- **The following IAC members attended the 1/11/2014 meeting:** Bill Vincent, Richard Mason, Butch Buffalo, Steve Mills, Catherine Weed, Jeff Bull, Marty Kotzke. It was noted that Bob Cromwell, Harold Costa, and George Coulbourn have recently resigned from the IAC.
- **The following WDFW staff attended the 1/11/2014 meeting:** Dave Whipple, Mike Kuttel, Sergeant Carl Klein, Dan Boes, Steve Daisy, Chuck Ray, Mike Whorton, and John Wisner.
- **Region Four Hunter Education Field Coordinator**
 - Steve Dazey was introduced as the new Region Four Hunter Education Field Coordinator. His official start date is January 16, 2014. His responsibilities will include 50% Hunter Education Field Coordination and 50% general WDFW volunteer coordination focusing on wildlife related activities.
- **Hunter Education Instructor Policy Manual Discussion/Comment Draft**
 - Based upon WDFW discussions with the Attorney General's Office and input from the IAC the following draft language changes to the Policy Manual will be made:
 - It will be clarified that the Parent Agreement must be submitted at the beginning of a Hunter Education course. It will also be reflected that Instructors should always bring a supply of Parent Agreement waiver forms to the classroom and that Instructors should always reinforce with all registered students prior to the actual class that those under the age of 18 must submit a Parent Agreement in order to attend. Instructors are also encouraged to include the form in emails they send to students prior to classes.
 - The proposed clarification that snap caps are not considered live ammunition was accepted by the IAC and will be reflected in draft language changes.
 - It will also be clarified that the Chief Instructor has the authority(not sure if they "authority" in the legal sense of the word; maybe use "ability" instead?) to require parents/guardians to attend the entire Hunter education course for students younger than 17 years of age.
 - The Pre-Service-Training (PST) training procedures will be clarified regarding the steps that a newly certified Instructor should follow before acting as the Chief Instructor for a traditional course.
 - The phrase "volunteer employee" will also no longer be used in the Policy Manual.
 - The IAC supported changes that have been made by WDFW in the Classroom-Safe Verification Form.
 - The Hunter Education Instructor Policy Manual Discussion/Comment Draft will be posted on the Hunter Education Instructor webpage for a 45 day comment period by the Instructor Corps. The target posting date will be February 3, 2014 and comments will be accepted through March 19, 2014. Possible changes to the Policy Manual based upon Instructor input will be considered at that time.
 - Following the 2014 Washington State Legislative Session, further modifications to the Policy Manual will be made to bring it into compliance with State law. Direction regarding: minimum age; registration fees; juvenile accompaniment requirements,

military exemption criteria regarding On-Line Field Skills Evaluation Course; Hunter Education deferral; and other subjects may be forthcoming.

- It is anticipated that the final updates to the Hunter Education Policy Manual will be implemented by July 1, 2014, necessitating all Instructors to again sign and submit Hunter Education Instructor Agreement Forms.
- **Firearms Transfer of Ownership**
 - The Hunter Education Division will be creating a special inventory system for WDFW owned firearms issued to Hunter Education Instructors.
 - Some Instructors have already followed the new Policy Manual implemented in September 2012 requiring the reporting of any firearms obtained through donations/grants for Hunter Education purposes. Those complying did so through a variety of means including the Chief Instructor Annual Financial Report.
 - Because a supplemental inventory system will be developed, all Instructors will be required to submit or re-submit Donated/Granted Equipment Transfer of Ownership Forms. Division Manager Whipple will be sending a written notice to all Instructors in the near future.
- **Instructor Communications**
 - IAC members are very supportive of WDFW continuing Instructor News Letters as frequently as feasible.
 - IAC members Steve Mills and Jeff Bull volunteered to take on the role of reviewing the Hunter Education Instructor webpage and working with the IAC Liaison and Division Manager to update, and improve content.
- **Modifications to the Hunter Education Instructor Incentives Permit Program**
 - The conceptual revisions to the Hunter Education Instructor Incentives Permit program were endorsed by the IAC.
 - There will be no additional permits at this time.
 - The new system will outline the required teaching activities in calendar year 2014 for incentive hunts awarded in 2015.
 - The new system will focus on three general categories of Instructor incentives;
 - Hunter Education Instructor seniority/longevity. Qualifying Instructors must have been active for three consecutive years including the prior year. This category will include: 1) Hunter Education Instructor Incentive Permits (18 permits)---the 10-year waiting period will be dropped for any Instructor previously accepting one of these permits; 2) Wild Turkey Hunter Education Instructor Incentive Permits (2 permits)---wild turkey permits were split from the other permits to simplify drawing logistics; and 3) Multi-season elk tags (25) and Multi-season deer tags (50).
 - On-line Field Skills Evaluation Course Incentive Permits (3). Qualifying Instructors must have participated in at least two On-line Field Skills Evaluation Courses in August, or in September, or in October and can turn in an application for each of those months that they do participate in at least two such classes up to a maximum of three applications. Classes must be advertised with a minimum number of 10 students each.

- Chief Instructor Incentive Permits (4). Qualifying Hunter Education Instructors must have served as the Chief Instructor for at least 5 Hunter Education courses during 2014 with a minimum advertised class size of 10 students each.
 - The goal will be to have the Background Information for the new Hunter Education Instructor Incentives Permit Program posted on the Hunter Education Instructor webpage on February 3, 2014.
- **Hunter Education Instructor Student Manual**
 - The critical flaws recently corrected in the Student Manual were reviewed.
 - The new Student Manual cover was distributed. It depicts two hunters, one woman and one youth wearing hunter orange and also indicates “Updated 2014”.
 - An overhaul of the Student Manual that might incorporate major portions of Kalkomey’s Today’s Hunter will not be pursued at this time. However consideration of providing further material from an informational perspective will be considered such as tree stand and ground blind use and safety.
- **New Hunter Education Student Tests**
 - The decision has been made to finalize and put into service the two new Hunter Education Student Examinations developed in concert with the IAC in 2013. John Wisner will need to make sufficient copies of the two new tests, produce and make copies of the common grading key for the two new tests, and produce new student answer sheets.
 - It is anticipated that by July 1, 2014, the two new tests can be put into service and the existing four student tests (green, yellow, white, and salmon) can be destroyed.
 - The two new tests will be two different colors other than green, yellow, white, or salmon. To recap:
 - New Test A is an assimilation of the current white and yellow tests.
 - New Test B is an assimilation of the current green and salmon tests.
 - New Tests A and B do have some of the same questions.
 - New Tests A and B will use a common grading key (the existing yellow test version)
 - New Tests A and B will be different colors and not green, yellow, white, or salmon. Respective answer sheets will likely also be a different color.
 - There will be no match questions or story problem questions on either version. The focus will be on multiple choice and true/false.
- **On-line Field Skills Evaluation Course Flip Chart Initiative**
 - The updated On-line Field Skills Evaluation Course Power Point presentation was discussed and thumb drives circulated.
 - Next step in the flip-chart initiative is to have DOT scan four charts dealing with ammunition so they can be added. There will be a total of 43 charts in each set.
 - At least 25 sets of the back-to-back charts will be produced and laminated and distributed to interested Instructors on a pilot basis. Flip chart sets will be distributed to those Instructors that do not have access to Power Point projectors or that sometimes teach On-Line Field Skills Evaluation Course classes in venues without electric power.
 - Input from the IAC on remaining critical flaws to the flip charts was to be provided to Mike Kuttel on Monday, January 13, 2014.

- **Instructor Advisory Committee Operating Procedures**
 - IAC members were provided copies of the draft Operating Procedures for the Master Hunter Advisory Group (MHAG) to help stimulate future discussions about possible Operating Procedures for the IAC.
 - WDFW will further refine the draft MHAG Operating Procedures to conform more closely to the IAC for discussion at the next IAC meeting.
 - Input from the IAC on Operating Procedures was to be submitted to Manager Whipple by February 3, 2014.

- **Junior Instructor Concept**
 - While the Junior Instructor concept is good, it was agreed that a current priority was to do a more efficient job certifying individuals wanting to become Hunter Education Instructors by conducting more PST sessions, especially on the Westside.
 - The existing Hunter Education Instructor Policy Manual allows for the use of registered volunteers including youth to assist with Hunter Education classes.
 - WDFW will begin the process of designing and creating an “Assistant Instructor” patch which can be applied to the Hunter Education Instructor vest for registered volunteers assisting with Hunter Education courses.

- **Expanding of Official Duties of Certified Hunter Education Instructors and Registered Volunteers that Assist with Hunter Education Training**
 - Recent consultations with the Attorney General’s Office have confirmed that WDFW may expand the official duties of Instructors to conduct optional Hunter Training Clinics/Continuing Education Sessions after the formal conclusion of Hunter Education Training classes. The same level of liability that exists for Hunter Education training courses would apply.
 - Future discussions with the IAC will include the development of optional continuing education sessions/Hunter Training clinics including subject matter, context, policies, and procedures.
 - Once specific policies and procedures for optional continuing education sessions have been developed, any certified Hunter Education Instructor will be able to become involved.
 - Future discussions with the IAC will also include involvement with other WDFW initiatives dealing with hunter recruitment and retention. It is anticipated that up to four members of the IAC will be asked to become part of a Stakeholders Committee on Hunter Recruitment and Retention in the near future.

- **Legislative Update**
 - Manager Whipple discussed two possible amendments under consideration by legislators for WDFW agency request legislation regarding Hunter Education:
 - Regarding the 14 years of age of below required adult accompaniment legislation, there is a desire to stipulate that the qualifying adult if born before January 1, 1972, does not have to have successfully passed Hunter Education training.
 - Regarding the military exemption from the On-line Field Skills Evaluation course, there is a desire to have the exemption apply to active duty and honorably discharged former members of the military.

- **Topics for Legal Advice**
 - The Attorney General’s Office continues to evaluate clarification about felons handling of inert firearms and pellet guns.

- **Pilot Hunter Training Clinic**
 - WDFW will be working in cooperation with the Inland Northwest Wildlife Council to provide one or two, one-hour turkey hunting clinics during the March Big Horn Show in Spokane. Agency staff will likely provide the bulk of informational material and presentations.

- **2015 Statewide IST**
 - The 2015 Statewide IST will take place on March 27-29 and will be held at the Wenatchee Convention Center.
 - Jan Ulijohn has been assigned to be Division staff lead on the 2015 Statewide IST.
 - A major discussion item at the next IAC meeting will be planning for the 2015 Statewide IST including training topics and subject matter.
 - One suggestion that was floated was to select a major theme around which to build the event. An example might be “The Role of Hunting in the 21st Century”.

- **Instructor Cross-Training/Best Practices**
 - Instructor Cross-Training/Best Practices will be discussed at the next IAC meeting
 - Cross-Training/Best Practices could be a priority element of the 2015 Statewide IST.
 - Instructor cross-training/best practices could also become a focus of the Hunter Education Instructor webpage.

- **Records Collection, Maintenance, and Storage**
 - A new State focus is records maintenance and retention. Related policies and procedures will have an impact on the Hunter Education Division and all Hunter Education Instructors
 - Hunter Education Division staff will begin the process of identifying all information currently collected and make an initial determination of the relative level of importance.
 - At the next IAC meeting, members will review the list of information types being collected and provide recommendations on whether such information should continue to be collected.

- **Next Meeting of the IAC**
 - The next meeting of the IAC will be at the Rodeo City BBQ, on Saturday, May 31, 2014, beginning at 10:00 AM.

- **Potential Agenda Items for the Next Meeting**
 - Status of launching of two new Hunter Education Student Examinations
 - Status of On-line Field Skills Evaluation course flip-chart pilot
 - Legislative update
 - Status of Instructor input on Hunter Education Instructor Policy Manual Discussion/Comment Draft
 - Response to Firearms Transfer of Ownership request sent to Instructors

- Review and discussion of potential IAC Operating Procedures
- Status on development and production of “Assistant Instructor” patches
- Development of optional continuing education/hunter training sessions that Instructors may provide following formal Hunter Education certification training (content, focus, policies, procedures)
- Results of pilot Turkey Hunter Training Clinic presented at the Big Horn Show in March.
- Hunter Education records/information collection, maintenance, and related importance
- 2015 Statewide IST Planning
- Instructor cross-training/best practices
- Legal advice on felons handling inert firearms and pellet guns.
- Kalkomey class report simplifications