

**WDFW HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE
MEETING NOTES
MAY 31, 2014**

The following IAC members attended the 5/31/14 meeting: Jeff Bull, Butch Buffaloe, Marty Kotzke, Steve Mills, Jim Sevier, Mike Iyall, Catherine Weed.

The following WDFW staff attended the 5/31/14 meeting: Dave Whipple, Dan Boes, Steve Dazey, Chuck Ray, Sergeant Carl Klein.

General Interest Announcements

- Steve Mills demonstrated WDFW's Go Hunt interactive mapping tool. It has changed rather drastically from the initial version, and contains a lot of valuable information to help answer the question "Where Can We Hunt?". The Go Hunt tool was demonstrated at WDFW In-Service Trainings this year.

Hunter Education Division Staffing Announcements

- It was announced that Mike Kuttel retired last month, and that Chuck Ray will be retiring June 30.
- WDFW will recruit for Mike's position at some point. It will likely be made into a full time position, and will include management of the IAC as well as MHAG, help address policy issues, and may also be involved with hunter recruitment and retention efforts.
- WDFW will recruit for Chuck's position, & also possibly a Region 3 Hunter Education Field Coordinator
- WDFW may also add a Field Coordinator position to the Westside, depending on budget. This position would take over either Region 5 or 6 from Dan Boes.

Terry Hoffer Memorial Firearm Safety Award

- The 2013 nominees, finalists & award recipient were discussed. There is a 2-page summary on the Instructor webpage. Congratulations were given to all, with a round of applause for Steve Mills, 2013 Terry Hoffer award recipient (and IAC member).
- Butch Buffaloe announced that HERO had a special Terry Hoffer Award Recipient shirt made, and presented it to Steve Mills on behalf of HERO.
- Possible changes for 2014 were discussed in terms of a more rigorous process to ensure nominations are thorough. Currently, many nominations do not include enough information to make an adequate assessment of the nominees. The committee voiced the following points relative to the nomination form & scoring system:

- Regarding assigning points related to the number of classes taught, the point was made that in outlying areas, instructors may not teach large numbers of students due to the lower population, but they are filling a very important need. It's important to consider relative contributions.
 - Mentoring of senior instructors, in addition to new instructors, is important and shouldn't be overlooked.
 - The committee recognized a very structured approach to scoring nominees is very difficult. They recommended 8-10 questions in the major categories, making the nomination form general, and allow scoring on a more subjective basis.
 - Nomination forms could be reviewed & refined by Chief Instructors before submitting them the WDFW. If the Chief Instructor is a nominee, somebody else would need to supply the info.
 - Need to capture the current year accomplishments as well as those contributions that make a LASTING difference.
 - Assistance may be needed for the nominators, and they may need to be asked for additional info as per the nomination form (perhaps via a phone interview of nominator). For example:
 - Please describe the nominee
 - Was the instructor a Chief Instructor?
 - How much is done outside the classroom, in terms of Hunter Education?
 - Does the instructor open up land, facilities, etc. to HE classes?
 - Has the instructor assisted in HE events outside classes?
 - A bonus point(s) could be awarded for going above & beyond, outside HE (such as game check stations, picking up road kills, etc.).
 - WDFW will revise the nomination form & scoring matrix for review by IAC
- **Terry Hoffer Fund**
 - Jeff Bull stated that the WHEIA Terry Hoffer fund balance is high, and the dollar amount that can go towards a firearm could be increased.
 - \$450 for a firearm in mid-1980s was good.
 - Jeff Bull committed to finding out how much annual interest is earned on the account & make a recommendation on how much the award should be.
 - WDFW will develop a proposal & get IAC input on the dollar value
 - A suggestion was made that the value could also go towards other items besides firearms
 - WDFW could announce at the 2015 IST that donations for the fund are accepted and how to make donations.

On -Line Field Skills Flip-Charts

- Steve Mills provided a demonstration on how the flip charts can be used
- WDFW purchased 25 sets of flip charts w/easels & carrying bags for approximately \$11,000. The printing and lamination process is expensive.
- IAC discussed how to distribute these to instructors that need them.
- Instructors will be able to request flipcharts through their Field Coordinators, and they may also be checked-out to instructors who teach a smaller number of classes.
- WDFW will assess whether to purchase additional sets, based on demand.
- Steve Mill's vendor can produce them for cheaper, but WDFW may have contracting or State Printer considerations.

Club Recognition:

- Developing an "accreditation" system to recognize clubs that hold HE classes was discussed. This is important, as clubs/ranges are critical to the success of HE, and many clubs do not charge HE classes. The clubs could have sign of accreditation they could hang on their wall.

Regional Trailers for Traveling Hunter Education Teams

- The IAC was briefed on the list of equipment each of the 4 new trailers has been equipped with.
 - The purpose of the trailers is to go to a classroom facility, not necessarily to be stand-alone facility. However, instructors could use the trailers to do an online class right at the range.
 - Other equipment needs were discussed, such as laptops & projectors that could be checked-out from Field Coordinators, a set of flipcharts, possibly chairs for students, and possibly target stands targets (e.g. whiffle ball targets, balloons, etc.)
 - Field Coordinators or instructors will be responsible for trailers, depending on available/willing instructors. Check with your Field Coordinator if you're interested in utilizing a trailer.
 - WDFW to develop procedures/policies for checking out, maintaining inventory, security, etc.

Richard Rudberg Fall Class Proposal

- Richard Rudberg will be on a sabbatical during Sept/Oct/Nov, and wants to use part of it to help HE by touring the state in camper and coordinating On-Line field skills evaluations.
- WDFW will help coordinate instructors and training sites, but is looking for help also
- This will be a good test of the traveling trailers

Recent Purchases for Instructors, Students

- WDFW has been making some major purchases/investments to equip instructors:
 - Trailer equipment/gear
 - Flip charts, easels, bags: \$11,000
 - Student tests, answer sheets, grading keys: \$8,500
 - Student manuals: \$38,000
 - Decoys: \$3,000
 - Student vests: \$61,000
 - HEI vests: \$3,000
 - HEI & Assistant patches: \$1,700
 - Thumb drives: \$800
 - Regional ISTs: \$10,000
 - Projectors: \$8,500 (for instructors to check-out from Field Coordinators)
 - Firearms (.223s): \$53,000
 - Ammo (.22, .223, .243, .410,): \$42,000 (have stock of 20 gauge, some 12 gauge)
 - Instructor plaques & certificates
 - 2015 IST items
 - GPS, cameras, etc. for WDFW Field Coordinators

Firearms

- Transfer of ownership of existing firearms
 - WDFW will develop specific request & send to instructors
 - Field Coordinators will likely check inventory/serial #s
- IAC input on new firearms: makes/models/actions to favor or avoid, for purchase of .22, .223, .410, 20 ga, and .177 pellet guns:
 - Don't use break-action .410s; recommend Mossberg pump
 - .243s should be sunset
 - The Ruger American .22 is a good, dependable firearm
 - No detachable magazines (will lose them)
 - Shotguns
 - Mossberg/Savage 20 gauge pump
 - Semi-auto; less recoil, but heavier, & require maintenance
 - Possibly cut a few down for disabled students
 - Rifles:
 - No semi-auto
 - Bolt .22, .223

2013 Legislative Session Recap

- WDFW's agency request bill didn't pass.
 - Summary of what the bill contained:
 - Min. age of 8 for taking Hunter Ed & buying a hunting license
 - Hunters would have had to be at least 14 to hunt unaccompanied (with some exceptions)
 - Deferral License:
 - Eliminate 3 yr. license requirement for accompanying hunter
 - Current fee authority clarified re: Program Income
 - Military Exemption clarification
 - Proposed "active" military only
 - Senator Hewitt & WDFW crafted amendment to include honorably discharged
 - Explicit authority to charge fee for duplicate Hunter Ed card, & increase the fee from \$8 to \$10
 - \$20 Course Registration Fee:
 - Net revenue would be from Traditional Course only
 - Would have increased public transparency, helped address no-shows, helped pay for hunter clinics, youth events, etc.
- There was a bill dealing w/ live-fire from Senator Pam Roach, which didn't pass:
 - Would have allowed instructor discretion to require live fire for students <18 unless they had proof of similar training
 - Would have allowed students to use personal firearms
 - WDFW worked w/ Sen. Roach on an amendment that we both agreed.
- WDFW will implement some items via policy/procedure & will revise the Draft Policy Manual accordingly
 - Military exemptions will be provided for honorably discharged as well as active members.
 - Live fire can be required at the class level, but needs to be included in the class notes on Kalkomey so students know before registering. The topics to be covered at beginning of class may need to be modified.

Hunter Education Instructor Policy Manual

- The latest changes were reviewed; all were supported by the IAC:
 - Fees vs. donations: because the legislature did not pass WDFW's bill that included a registration fee, the Legislature in effect does not support charging a fee for classes. Instructors will no longer be able to charge the \$5 fee. Instead, instructors will be able to charge a registration deposit to address the no-show issue. Instructors will still be able to collect donations. If a deposit is made and the student does not attend, the deposit will become a donation.
 - Live-fire: see Legislative Recap, above.
 - Military Exemption: see Legislative Recap, above.
- IAC recommended that the Draft Policy Manual be distributed for a 30-day review period, and that it should go into effect January 1, 2015.
- Because there are many non-substantive wording modifications, etc., IAC recommended characterizing all minor changes as "housekeeping changes", and only highlighting the major policy changes. This will reduce confusion as to what's changed, and make the revise draft much easier to review.
- A question was raised whether instructors could use an email signature for the policy agreement form, or whether instructors could submit their agreement with the Policy Agreement Form online.

Kalkomey Reports Simplification

- Simplification of the class reporting was discussed. IAC wants to keep the check boxes for knowledge, skills, and attitude.
 - The rationale is that WDFW needs to know where to focus efforts to improve the curriculum, and keeping the elements above will allow assessment of teaching teams
 - Retaining the 3 above would still simplify reporting requirements
- The decision was made to retain knowledge, skills, & attitude for now, and assess later if needed.
- Parental Agreement Form:
 - It was suggested that WDFW change title to Student (or Student/Parent) Agreement Form, then have parent signature block at bottom for students <18 years of age. This way, every student fills one out; it was confusing as to whether

students >18 need parent's signature, because they some instructors have ALL students sign the form.

- The other option would be to tweak the form, and then instructors would have the option to require all students to sign it, vs. just parents.

In-Service Trainings

- A general recap of the 2014 Regional ISTs was provided by WDFW Field Coordinators. The ISTs were well attended, and some follow-up ISTs will be provided to meet needs of instructors who could not attend.
- The 2015 Statewide IST will be March 27-29 at the Wenatchee Convention Center
 - WDFW distributed a draft list of seminar topics & speakers, which IAC provided input on. Many other ideas for topics were offered by IAC, & WDFW will take those into consideration.
 - WDFW proposed holding a BBQ / shoot on Friday, for those who can make it. WHEIA & HERO are interested in participating
 - Butch Buffaloe is interested in providing a 1st Aid training. The training would be about 4 hours and would be limited to 12 participants. If he has an assistant, he could handle 24 students. Jeff Bull offered that he can likely get additional instructors to help. Butch would donate his time, but WDFW would need to pay for the student manuals (\$10 each). This could be held Friday morning, before the range shoot & BBQ.

IAC Operating Procedures

- The draft operating procedures were previously distributed to IAC members to obtain input; none was received.
- Discussions during this meeting centered around:
 - WHEIA & HERO; the recommendation was made to use WHEIA & HERO as at-large positions w/ no term limits. Representatives to the IAC from those organizations could be the president or a delegated member representing the organizations. That would mean that those organizations could conceivably have 2 members on the IAC; the president (representing the organization) and an instructor who happens to belong to the organization (this person would represent instructors, not the organization).

- The initial terms of the IAC members needs to be finalized, so that the staggering of terms is created.
- Terms should start in January 2015

Shooting Ranges & Grant Program

- WDFW Lands: \$200,000 of PR to develop ranges on WDFW lands in FY 2015.
- Grant Program: \$50,000 has been allocated for range grants ranges on WDFW lands in FY 2015. The thought is to have an arrangement w/ Recreation & Conservation Office (RCO) to administer grants for WDFW. This may take on one several different forms, depending on RCO's process & what fits WDFW best.

New Student Manuals, Tests, Answer Sheets, Grading Key

- These items were disused, and July 1 will be the implementation date.
- There is a message posted to the instructor website corrections to downloads
- The revised instructor supply request form was shared w/ IAC. The form was updated to include the tests, answer keys & grading key, and also reorganized.

Hunter Recruitment & Retention

- The pilot hunting clinic WDFW hosted at the Spokane Bighorn Show was summarized.
 - WDFW's Joey McKenna did a good job presenting a seminar on turkey hunting & Go-Hunt, although the attendance was relatively low.
 - Planning future clinics will be challenging in terms of having good attendance, and will depend on timing, location, subject matter & advertising.
- Hunter Recruitment, Retention & Reengagement &R Committee
 - New advisory committee initiated by WDFW
 - Members include IAC, MHAG, GMAC, others:
 - **Mike Iyall** Darrell Moore
 - **Jim Sevier** Jake Weise
 - Chris Brong Kevin Frankenberger
 - Carissa Craghead Bob Cromwell
 - Additional members may be possible, with backgrounds in sociology, marketing expertise, etc.
 - Initial task is to develop strategies to include in the 3-year package, but also strategies that go beyond that timeframe.

Instructor & IAC Webpage

- There will be some structural changes to WDFW's public website, which will list all advisory committees, what their role is, etc.
- Some items on the instructor's web page may better fit on the public web page, and may help educate the public on Hunter Education and also possibly result in some interest from the public in becoming an instructor.
- The IAC or certain members could help WDFW w/ assessing what content, if any, could go onto the IAC web page the public will be able to see.
- Dave will advise on next steps when appropriate