

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE  
MEETING NOTES**

**June 17, 2017, 10:00 AM - 3:00 PM**

**Washington Cattleman's Association, 1301 W. Dolarway Rd., Ellensburg**

⊙ **Welcome & General Interest Announcements**

- ⊕ Presented the Terry Hoffer Award winner shirt to Cathy Lynch from HERO.
- ⊕ IAC Member Roundtable
  - Cathy Lynch
    - Cathy went to Oregon and attended the IHEA-USA conference as well as to accept the IHEA Instructor of the Year award.
    - She also went to Olympia to get supplies for class.
    - Cathy was selected as the 2017 Terry Hoffer Memorial Award winner.
  - Sam Grubbs
    - Sam was the chief HEI for the first time last month.
    - He also had five Vietnamese students show up to the class and had to work with a couple of them for interpretation.
  - Jonathan Barr
    - Jon has had no classes to date but he is working on scheduling classes soon.
  - Ken Hageman
    - Ken has been teaching online classes.
  - Eric Lauver
    - Eric participated in one traditional class and only had two no shows.
  - Jim Sevier
    - Jim worked with Dan Boes and Steve Mills at the Kingsway school in Vancouver to get teach a traditional class during the school day.
    - Currently the school wants to continue the program next year.
    - Jim also has had a couple traditional classes so far this year.
  - Randy Absolon
    - Randy has had a couple of online courses so far.
    - He also started teaching a traditional course last week.
  - Bob Palmer
    - Bob has taught in one traditional and three online classes so far.
    - He has had several inquiries on different items about:
      - What if the HEI doesn't supply their SSN for the recurring background check?
        - The instructor is subject to possible termination
      - The Maddison videos are getting old, are there any updates?
        - During research it did not appear so.
      - Is using a tree as a backstop ok?

- Per CFR 261.6 it is possible to get a ticket when shooting and damaging a tree.
  - In hunting situations the department feels that it is still ok to use as a backstop.
- Marty Kotzke
  - Marty has taught a class each month since the last meeting.
  - July his team is only going to be offering online classes.
  - He helped certify new HEI at a class at the Tacoma Sportsman Club.
- Ray Boone
  - Ray has held a few classes, but he has noticed there has been a significant shift to traditional class being 12 and under and online classes 13 and over.
  - He also went to the IST in Region 1 and wanted to bring a comment back to IAC about Incentive permits are more heavily weighed on online classes and not traditional.
  - Ray met Rick Braziel at the IST and registered as a mentor with the First Hunt Foundation.
  - He also relayed that the HEI were wondering if we could post proposed notes before they are approved.
    - Can the notes be posted as draft or pending approval before formal notes are approved.
- John Malek
  - John has held two or three online courses so far this year.
  - He has had to cancel two online courses due to health issues.
  - His team is planning on having at least two online courses per month from now through September scheduled
- Butch Buffaloe
  - Butch has had a couple traditional classes.
  - There was an April class where they had 19 students and all passed the class and this hasn't happened in 15 years.
  - Butch is has classes coming up in August and September
- Larry Lufkin
  - Larry had to go to a gun range to help explain clean up procedures to HEI that were using the club to keep the club happy.
  - He also offered to be involved in WDFW website update.
  - Larry has been trying to contact HEI in his area and has had a bunch of kick back emails.
    - There were four or five responses from 65 or so emailed.
  - He was lucky enough to draw a HEI Incentive permit.

## ⊙ WDFW Updates

### ⊕ Student statistics

- For January – May 2016:

- Total classes 273
- Capacity 6,532
- Registered 4,916 (75%)
- Total Pass 4,007
- Total fail 120 (1.2%)
- Total incomplete 85
- Total no Show 704 (14.3%)
- For January – May 2017
  - Total classes 288
  - Capacity 6,881
  - Registered 5191 (75%)
  - Total Pass 4235
  - Total fail 166 (3.7%)
  - Total incomplete 104
  - Total no Show 686 (13.2%)
- 2017 student statistics show we are meeting public demand.
- No shows for 2017 are down, however fails are slightly up.
- Deferral numbers have increased significantly from 41 to 115.
- Military exemptions are also up from 189 to 255.
- Question from Butch
  - What is the issue on instructor hours being down will do to the PR match?
- Question from Ray
  - Is there a way to show full classes with waitlists against not full classes?
- No shows suggestions
  - Post classes but don't open registration until close to the date.
- ⊕ Instructors & Instructor Applicants
  - New instructors are down from 64 in 2016 to 41 in 2017
- ⊕ Brief Regional Field Coordinator Updates
  - Chuck Ray
    - Chuck being a 40% full time employee is taking some time off in the near future to ensure more hours to work during the busy time of the year.
    - He helped at all eastside ISTs.
  - Aaron Garcia
    - Aaron is working with Reds Fly Shop to hold one online class each month.
    - Cabela's in Union Gap has started doing classes.
    - There is a lot of online course coverage in Region 3.
    - Aaron has slowed his certification of new instructors to allow him to get more newly certified HEI into existing teams.
    - He is also working with First Hunt Foundation to get mentors for mentored hunts.

- Aaron visited the Diamond K ranch and they committed to youth mentoring hunts.
- Steve Dazey
  - Currently Region 4 has 260 HEI.
  - Steve has two upcoming PSTs.
  - He has one deer clinic and one elk clinic scheduled in October.
  - Region 4 is currently running one month ahead of last year's student statistics.
  - Region 4 is currently only at 60% student rate of the available capacity.
- Dan Boes
  - The new Region 5 office in Ridgefield is opening soon but there is currently no space for Dan to have an office there.
  - He had an instructor pass away that had a class the following weekend and the students didn't know the class was canceled.
  - He was able to get 13 of the 15 in the next Thursday class in the area.
  - Dan is planning a Waterfowl clinic in Vancouver in August.
- Bill Montgomery
  - Bill collected some orange guns from Neah bay and delivered them to a Puyallup team.
  - He is working on getting HEI in the school for a creditable class in Puyallup.
  - Bill is also working on scheduling several PSTs in the next few months.

⊕ Update on clinics

- In 2016 we had 169 clinic attendees and held 13 clinics.
- In 2017 to date we have held 10 clinics and had 97 participants sign up through the web. There were several courses where there were a fair number of attendees that showed up and didn't sign in.
- We are planning on a deer and elk clinic in Region 4 in October.
- Aaron is working on planning upland bird clinics in Region 3 again this season.
- During turkey season, Aaron worked with the First Hunt Foundation and got 29 novice hunters out hunting turkey with Hunter Education Instructors, Master Hunters, and other mentors.
- Region 2 will be holding clinics on upland birds and turkeys this year.
- Region 6 will be doing an upland bird clinic with Chris White from the Bob Oke game farm as well as a waterfowl clinic in August.

⊙ **Classroom video discussion**

- ⊕ Currently there are 12 audio/visual aids available for HEI to use in class.
- ⊕ WDFW is looking into purchasing more DVDs to meet HEI demand.

- ⊕ The policy manual states, “Instructors are limited to a maximum of three (full-length) videos in a 10 hour program. Instructors teaching longer classes may use one additional video for each 3.5 hours of instruction. Short, WDFW-produced spots need not be counted toward these totals.”
- ⊕ According to John from the warehouse, *The Lost Shot* and *Understanding Ammunition* are the most requested video from HEI.
- ⊕ Bob heard from an instructor about the Alan Madison Hunter Ed Videos:
  - Are there updated versions available?
    - There are no new versions available on his website.
  - If not are they in the works?
    - There was no information on updating the videos on the website.
  - Instructor feels they are outdated.
    - Does the IAC feel they are outdated?
- ⊕ HE Tools are now free and can be downloaded online and has good information within it.
- ⊕ Which other videos does the IAC think WDFW should continue to offer?
  - Ray uses USFWS video on North American Wildlife.
- ⊕ Sam G. Believes that the survival video could be removed.
  - Butch believes the video might be outdated but instructors shouldn't short change survival.
  - The suggestion was made that WDFW might want to go to other survival videos and replace the current video.
- ⊕ Kris proposed communication to each IAC members HEI on what they would like offered and what they would like to see.

### ⊙ 2018 Statewide IST topics

- ⊕ The 2018 IST is coming up and the department wanted to solicit more ideas from the IAC on topics that could be covered.
- ⊕ The IAC members supplied the below suggestions:
  - A basic driver's course on the Kalkomey interface.
  - IST informational presentations like the cougar, hoof disease, and waterfowl presentations.
  - A baseline presentation on wolves.
  - Updates on what effect 594 had on the public.
  - Copper Bullets presentation that was given at the IHEA workshop.
  - State of the art hunting equipment demonstrations and descriptions.
  - Hold clinics
  - A CORT class
  - Talk about the advantage of listing the classes early.
  - Generation X vs Generation Z presentation for IHEA.
  - See previous notes for other ideas.

### ⊙ Downloads page update

- ⊕ Kris heard that the “downloads page” is difficult to navigate and sometimes HEI cannot find what they are looking for right away.

- ⊕ Since the last meeting, Kris reorganized the “downloads page” in a draft form and is wondering what IAC thinks of the reorganization.
- ⊕ Don’t try to put all items under one page. Break out the pages to different pages or have a drop down menu with the forms.

### ⊙ **National Hunting and Fishing Day Update**

- ⊕ Going to be in Monroe this year.
- ⊕ Will have an online class in the morning at the longhouse.
- ⊕ In the afternoon the Stillaguamish tribe in the longhouse doing tribal demonstrations and information.
- ⊕ A lot of non-government organizations will be there to provide a fun day for the participants.
- ⊕ All participants will get a grab bag with safety gear and other department giveaways.
- ⊕ There will be prize drawings.
- ⊕ If any HEI would like to participate, contact Steve Dazey at 425-775-1311 ext. 106.

### ⊙ **Kalkomey suggestions**

- ⊕ Currently email updates about the Kalkomey interface are not being distributed to HEI.
- ⊕ The current email program in Kalkomey is not really effective because it only sends one email to each participant and you can’t see who the email was sent to.
- ⊕ HEI are unable to send attachments in emails through Kalkomey.
- ⊕ Make a way to suspend duplication of multiple seats at one time.
- ⊕ Have the ability to move wait list students to active class if there are drop outs instead of having to reenter the information.
- ⊕ Don’t allow classes to expire so HEI can see the wait list/class list in the future.
- ⊕ Cancelled class disappeared and the HEI wasn’t able to re-contact registrants for a follow up class.
- ⊕ Make classes printable after the class is closed.
- ⊕ When a FC deletes a HEI the HEI still has a user profile and their name doesn’t disappear from the CHEI list and could be added to a class.

### ⊙ **Update to Volunteer Hours**

- ⊕ For federal PR grants, USFWS is requiring states to do a better job at volunteer hour reporting.
- ⊕ The key is that volunteers are acting on behalf of the agency & therefore should be treated the same as paid employees in terms of their time accounting practices.
- ⊕ Dave talked with the USFWS & received some clarity on a couple questions:
  - The USFWS does not require hours in travel to be reported. In fact, most states do not report those hours.

- Individual HEIs will need to enter their hours, however, chief instructors will be able to enter hours on behalf of individuals HEIs, but individual HEIs will need to “approve”.
- There is no firm deadline to implement this, but the department wants to make steady progress.
- We understand this is an additional work item for instructors; however we don’t want to jeopardize our federal funding. Our goal is to make it as easy as possible for instructors, and we’re looking at all options to accomplish that.

⊕ The next step is that Jan will work w/ Kalkomey to:

- Understand what their capabilities are for electronic reporting of hours, & electronic signatures
- Minimize or negate any changes to our existing database to accommodate reporting of hours

⊙ **YHEC background and discussion**

- ⊕ There is a NRA program called Youth Hunter Education Challenge (YHEC).
- ⊕ Bill is the state chair and he is looking to involve other areas around the state to grow the program.
- ⊕ To grow the program, he would like to get some more regional events around the state.
- ⊕ There was a suggestion to possibly put a link onto the HEI Downloads page to YHEC. (yhec.nra.org)

⊙ **IAC role discussion**

- ⊕ The department posed the question, “Is the communication effective currently?”
  - Generally it is a quiet environment.
  - There is not a lot of return contact.
  - Biggest response they have seen is on the point’s issue.
  - Got information back from HEI on the incident reports.
  - Bob has asked what is going right and heard nothing in response.
- ⊕ The department posed the question, “Are there any improvements we can make?”
  - More communication.

⊙ **Adjourn @2:49**