

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE  
MEETING NOTES  
October 10, 2020, 10:00 AM - 3:00 PM  
Teams Meeting**

<b>IAC Members - Representing</b>		<b>WDFW Staff</b>	<b>Guests</b>
Region 1	Hal Sims	<p>Dave Whipple Hunter Education Division Manager</p> <p>Kris Thorson Hunter Education Division Specialist</p> <p>Mike Whorton Region 1 Hunter Education Field Coordinator</p> <p>Aaron Garcia Region 3 Hunter Education Field Coordinator</p> <p>Steve Dazey Region 4 Hunter Education Field Coordinator</p> <p>Amy Elliott Region 5 Hunter Education Field Coordinator</p> <p>Bill Montgomery Region 6 Hunter Education Field Coordinator</p> <p>Jan Ulijohn Hunter Education Administrative Assistant</p>	
	Sam Grubbs		
Region 2	Eric Lauver		
	Jen Syrowicz		
Region 3	James Conway		
	Rich Mann		
	Randy Absolon		
Region 4	John Malek		
	Bob Palmer		
	Mikel Edwards		
Region 5	Steve Mills		
	Jim Sevier		
Region 6	Jim Gleiter		
	Marty Kotzke		
	Larry Lufkin		
HERO	Butch Buffaloe		

## ⊙ **Welcome & General Interest Announcements (60 minutes)**

- ⊕ Introduction of new IAC members
  - Kris introduced new member Jen Syrowicz.
  - Jen shared some information on her background.
  - Kris introduced new member Mikel Edwards.
  - Mikel shared some information on his background.
  - All the members introduced themselves.
- ⊕ IAC Member Roundtable
  - Given cancellation of classes, no members had anything to add.
- ⊕ IAC Member Communications with Regional Instructors
  - Sam Grubbs
    - Sam sent an email out to some instructors regarding COVID and many who responded are all ready to get back to teaching.

## ⊙ **WDFW Updates (30 minutes)**

- ⊕ NEW: Admin Topics
  - General updates
    - Jan thanked the field coordinators for their work on in-person field skills evaluations.
  - Chief Instructor Financial Reports
    - We had 60 chief instructors teach a class before the shutdown in March.
    - These instructors should still fill out and send in the chief financial form and send it in to Jan.
    - About 67 percent of those 60 have sent in their CHEI Financial form as of 10/10/2020.
- ⊕ Email phishing attack
  - Many state agencies have been affected by a coordinated email phishing attack, as well as some federal agencies and some private organizations.
  - Currently only email has been targeted and there has not been a data breach.
  - If the attackers are not stopped, it could expand to a ransomware situation.
  - The phishing emails use valid WDFW names but phony email addresses.
  - Approximately 150 staff computers have been affected.
  - WDFW's Cyber Security unit took steps to safeguard data and have been working very hard, doing a great job, and some have been appointed to the state government oversight group.
- ⊕ COVID-related Updates
  - 2020 instructor teaching requirement
    - WDFW is waiving the teaching requirement for 2020.
    - This was included in an email to all instructors, but some instructors are still expressing concerns about being dropped.
    - IAC members are needed to help spread the word.
  - Current class format & requirement

- Currently we are using the online Kalkomey course and have added in a virtual field day.
- Originally the class and field day were separate.
- The Kalkomey staff integrated the virtual field day into the class for students 9 and older.
- Students 8 and under are directed to a course without the virtual field day.
- Those 8 and under students are required to participate in an in-person field skills evaluation before certification.
- Class outlook; in-person, Virtual Field Day
  - Once the COVID situation allows, WDFW plans to move back to online class and field evaluation as well as traditional classes.
  - Depending on the future COVID situation and our ability to meet public demand, there may be a need to continue the all-online course for some students while also offering in person classes.
- WDFW Special Field Skills Evaluations
  - Hunter Ed Field Coordinators are conducting some limited individual field skills evaluations for students under 9 years of age, and have also completed 55 special in-person field skills evaluations to certify students under 8 years old.
  - At this point, administering this relatively small number of field skills evaluations using staff is much easier than implementing the training, attestations, and proving PPE to instructors.
- Hunter Ed cards, duplicate cards, deferrals, etc.
  - Jan is running records about three times each week.
  - She is also sending duplicate cards as a postcard for free instead of the hard card for \$8.
  - The number of deferrals is down from previous years, likely due to the availability of the all-online course.
- 2021 In-service Trainings
  - As we know, the regional in-service trainings were not able to proceed this year due to COVID-19.
  - As previously announced, the 2021 statewide IST has been cancelled due to budget reductions.
  - The department is researching how to hold virtual in-service trainings in 2021.

#### ⊕ Student statistics

- Traditional and online field skills evaluations
  - Traditional student stats prior to the shutdown were:
    - Classes: 35
    - Capacity: 894
    - Registered: 679
    - Pass: 559
    - Fail: 22 (3.6%)

- Incomplete: 37
  - No Show: 61 (9.0%)
- Online Field Skills Evaluation student stats prior to the shutdown were:
  - Classes: 64
  - Capacity: 1,321
  - Registered: 1,148
  - Pass: 960
  - Fail: 13 (1.3%)
  - Incomplete: 3
  - No Show: 172 (15.0%)
- Total student stats prior to the shutdown were:
  - Classes: 98
  - Capacity: 2,215
  - Registered: 1,827 (82.5%)
  - Pass: 1,519 (83.1%)
  - Fail: 35 (2.2%)
  - Incomplete: 40
  - No Show: 233 (12.8%)
- Online + Virtual Field Day
  - As of 10/09/2020 there were 15,748 online only certifications.
- The total 2020 certifications as of 10/09/2020 were 17,267.
- Through October in 2019 9,096 students were certified.
- The certifications for 2020 are 8,171 more than in 2019.
- WDFW will be focusing on retention of that slug of new hunter education graduates.
- Jen asked how gender is recorded, and whether WDFW or Kalkomey controls that part of the user interface.
  - WDFW will work on this and discuss options for changes at a future meeting.
- ⊕ Instructors & Instructor Applicants
  - Kris has received several inquiries via CERVIS about hunter education volunteer opportunities.
  - Since the shutdown, the field coordinators have kept in contact with the instructor applicants to keep them interested.
- ⊕ Brief Regional Field Coordinator Updates
  - Mike Whorton – Region 1 coordinator
    - Mike has held several in-person field skills evaluations.
    - Mike is trying to stay in touch with the instructors and applicants.
  - Aaron Garcia – Region 3 coordinator
    - Aaron went to Wyoming to participate in a meeting on how to create good mentors.

- He brought back a lot of good information on how WDFW can enhance the mentorship program and hopefully increase mentorship.
- Steve Dazey – Region 4 coordinator
  - Steve has been working with Aaron on the special field skills evaluations.
  - He is getting about a 50 percent response rate from the students under 9 for field skills evaluations.
  - Steve has been training and qualifying conflict section staff to be able to handle and use firearms for their positions.
  - He has also assisted with inventory checks on some instructors.
- Amy Elliott – Region 5 coordinator
  - Amy has held several in-person field skills evaluations.
  - She has been working on getting the chief hunter education instructor financial forms in region 5 completed.
  - Amy is also working with some instructors on their inventory as well as completing her own inventory.
  - She has been working on the student manual with Kris.
  - Amy has been helping Jan with deferrals as well.
  - She is also helping a region 5 wildlife area manager because the wildlife area does not currently have an assistant wildlife area manager.
- Bill Montgomery – Region 6 coordinator
  - Bill has been making a lot of contacts with his instructors.
  - He has worked with local biologists on the grouse wing barrel project.
  - Bill helped out with a bear hair capture study to help get a better idea of what Master Hunters can expect when volunteering.

⊙ **WDFW Budget and Legislative Update (15 minutes)**

- ⊕ Not much is new since the last IAC meeting. Please review those meeting notes for more information if necessary:  
<https://wdfw.wa.gov/about/advisory/heiac#meeting-calendar>.
- ⊕ The projected state budget deficit over the next three years has been reduced by around half from \$9 billion to \$4.5 billion.
- ⊕ There are no changes to the agency reduction proposals WDFW submitted to the Office of Financial Management.
- ⊕ WDFW will request funding for fire recovery, habitat restoration, and fence building.
- ⊕ Additional state employee furloughs are possible.
- ⊕ Employee unions have all agreed during negotiations to more furloughs in the coming biennium.
- ⊕ The legislature will need to pass legislation to enact the furloughs, therefore nothing is final at this point.

⦿ **WDFW Target Shooting Rule Update (15 minutes)**

- ⊕ There was an error in the rule language previously filed with the Code Revisor.
- ⊕ The definitions section was inadvertently omitted.
- ⊕ This delayed the timeline for rule adoption.
- ⊕ The Fish and Wildlife Commission will be briefed Oct. 23 on the definitions and will be asked for a decision on the rule update.
- ⊕ Please see the notes from the July 25 IAC meeting for more information on the rule <https://wdfw.wa.gov/about/advisory/heiac#meeting-calendar>.

⦿ **Instructor Incentive Permits Discussion (30 minutes)**

- ⊕ WDFW has decided to change the requirements for the incentive permits for 2021 due to the COVID-19 pandemic.
- ⊕ Table one requirements did not change; Instructors must have been certified and active for the previous three years to apply.
- ⊕ Tables 2 and 3 were merged into Table 2-3.
- ⊕ Table 2-3 is open for all certified instructors.
- ⊕ Table 4 requirements have not changed.
- ⊕ For those instructors who do not use computers, WDFW staff can send hard copy applications for those instructors to fill out and return.
- ⊕ We will have 25 multi-season elk and 50 multi-season deer tags available in 2021.
- ⊕ The permit drawing process may be impacted this year for incentive permits because in the past we have had an instructor come and view the entire drawing process.

⦿ **Draft Student Manual Discussion (60 minutes)**

- ⊕ There were several comments submitted to WDFW after the last review.
- ⊕ All but two suggestion was added to the manual.
- ⊕ The only suggestions that were not added to the manual were:
  - Under the picture of the deer species. can we add something to differentiate the Columbian White-Tailed Deer, the words are exactly the same as the White Tail Deer.
  - Since we are teaching this course to mostly younger students, using terminology such as “projectile” could be confusing to them. Why not call a bullet, since that is what leaves the cartridge and travels out of the barrel. Keep it simple.
- ⊕ Are there any other fatal flaws in the manual draft?
  - No glaring issues were identified.

⦿ **Terry Hoffer Firearm Safety Award and Field Coordinators Awards Update (15 minutes)**

- ⊕ Dave wanted to discuss the awards and inform IAC who won the awards.
  - The Terry Hoffer Firearm Memorial Safety Award recipient for 2019 is Marty Kotzke! Marty is incredibly deserving of the award, and the following is only a brief snapshot of his contributions:

- During 2019, Marty taught seventeen hunter education courses, most of which as the chief instructor, which resulted in the certification of over 300 students.
  - Marty also assisted WDFW in training 27 new hunter education instructors and continued his many years of service on WDFW's Instructor Advisory Committee.
  - Beyond instructing, Marty is integrally involved in other WDFW education and conservation efforts.
  - In 2019 he again volunteered at the annual National Hunting and Fishing Day event, introducing hundreds of youth to archery and shotguns, and assisting with all aspects of event planning and logistics.
  - He also staffed the hunter education table at multiple public events throughout the year and served as the lead volunteer for WDFW's annual small game survey processing.
  - Marty's passion for helping means he's always there when help is needed, and he's always tireless, gracious and generous with his time, knowledge and experience and has left an indelible mark on the Hunter Education program.
  - Congratulations to Marty!!
- Normally, recipients are recognized at the in-person citizen and agency awards ceremony in Olympia. Due to COVID, the citizen awards will be announced by the Director and Deputy Director at the Oct. 23 Fish and Wildlife Commission meeting.
  - While the virtual meeting format definitely has its disadvantages, it also means many people who couldn't attend the in-person awards ceremony can watch on a computer, smart TV, or other device. WDFW will email the FWC meeting web link to all instructors so they can watch.
  - A few Hunter Ed staff will watch the award announcement with Marty and some teaching team members on a big screen at Paul Bunyan Rifle and Sportman's Club, using all required COVID SOPs, PPE, and attestations.
- ⊕ The field coordinators discussed their award winners and why they won the field coordinators award. (We should include the names of the recipients). The winners will be notified by the coordinators soon.

⊙ **Adjourn**