

**HUNTER EDUCATION INSTRUCTOR ADVISORY COMMITTEE (IAC) MEETING NOTES**  
**September 20, 2013**  
**9:00 AM - 4:00 PM**  
**Rodeo City Bar-B-Q, Ellensburg**

<b>IAC Members Present</b>	<b>WDFW Representatives Present</b>
Bill Vincent	Dave Whipple, Hunter Education Division Manager
Mike Iyall	Chuck Ray, Hunter Education Field Coordinator
Butch Buffalo	Sergeant Carl Klein, Enforcement Program
Catherine Weed	
Jeff Bull	
Steve Mills	
Jim Sevier	<b>Guests</b>
Marty Kotzke	Steven Dazey, Chief Instructor
Richard Mason	
Richard Rudberg	
Larry Lufkin	

**NOTE:** *The meeting notes below may be incomplete in some areas, as WDFW was not able to have some staff present to help take notes. In addition, WDFW was not able to complete some commitments made at the meeting, and some agenda items from September will move forward to the January and subsequent meetings.*

**1. IAC Structure**

- While IAC structure was discussed in July, IAC attendance was low at that meeting, so additional discussion occurred again. The IAC supports adding structure the group, putting together officers and forming a subcommittee to develop the by-laws, etc. The IAC also supports the concept of ensuring the committee is comprised of representatives from each WDFW Region.
  - WDFW offer some draft goals, purpose, by-laws, etc. for discussion at the next IAC meeting.
- Communication avenues, particularly via the instructor web page were discussed. The webpage doesn't receive a high level of use by instructors, mainly because the content doesn't change very frequently.
  - WDFW will review possible additions & frequency of website updates internally and with the IAC.

**2. Hunter Education Instructor Policy Manual -- 2nd Discussion of Review Draft**

- Should instructor applicants be required to complete and pass a Hunter Education class before being certified?

- There was limited discussion on this topic, although most members seemed to favor certification as a requirement. WDFW and the IAC will be considering this in the future.
- The Hunter Education Policy Manual was adopted in September 2012. Since that time a number of changes have been proposed in draft form, to provide additional clarity and address some issues and concerns. The IAC reviewed these draft changes in July, and again at this September meeting (see below). The draft will be posted on the Instructor Webpage in January, to facilitate gathering comments. The manual will remain a draft until after the 2014 Legislative Session, at which time any necessary modifications will be incorporated. The document will be finalized this coming summer, and instructors will need to read the amended policy and sign an Instructor Agreement Form.
- Specific language in the Policy Manual discussed included:
  - The language regarding what a Chief Instructor is, and how to become one, is ambiguous.
    - WDFW will assess the language, and will bring any modifications back to the IAC when possible at a subsequent meeting.
  - The Parent Agreement Form requires signature and submittal of the form at the beginning of class, while the Policy Manual (pg. 16) leads one to believe that it's required only prior to certification.
    - WDFW will review the issue and bring suggested changes to the IAC at a subsequent meeting.
  - There was lengthy discussion about the language on page 30 pertaining to dummy ammo and snap caps. Snap caps are allowed, but they are totally different from and are not true dummy ammo.
    - It was agreed that the Policy Manual should be changed, and "or snap caps" be inserted, so the manual reads:  
**Policy: Only WDFW provided inert (dummy) ammunition or snap caps shall be used in Hunter Education classroom and field course activities and for demonstrating handling and loading skills by students who opt out of live-fire.**
- There was a discussion on the use of the term "employees" when referring to volunteer instructors. Some feel it is not appropriate to refer to instructors as employees, and because the RCWs require employee evaluations, the question was raised as to whether the teaching evaluations serve this purpose.
  - There was no resolution to this item; WDFW will consult with staff and the Attorney General's Office, and report back at a future meeting.
- Classroom Safe Verification Forms: IAC members agreed that additional lines should be added to the form, to easily allow for multiple class days, such as in the Traditional course.
  - WDFW will make this change.

### **3. Student Manual**

- The status of the quick-fixes and corrections was discussed. The IAC agreed that changing the cover art of the Student Manual, as well as adding the date of the manual to the cover would be helpful in distinguishing the revised manual from the current one.
  - WDFW will move forward with both items.
- The group discussed whether there is a need to conduct a major overhaul of the Student Manual.
  - After some discussion on the possibility of incorporating additional elements into the manual, such as the use of tree stands, ATVs, hand guns, more archery information, etc., it was decided to review this concept after the 2014 Legislative Session and a new contract is negotiated with the vendor. The point was made that if more information is incorporated, the classroom hours should not be increased.
- Because CPR practices and guidance changes over time, the committee discussed whether the current information under “Non-Breathing Victim” should be removed or updated. Some members wanted to remove the language and simply advise students to take a CPR course. Others see benefit in providing basic information, which can be enough to save a life, as well as advising students to take a CPR course.
  - WDFW will pursue modifying the existing language, and will provide an update at the next meeting.

### **4. Agency Request Legislation**

- The IAC was again updated on the draft agency-request legislation, which is very similar the bill from last year. A summary of elements of the proposed bill are captured in the July IAC meeting notes.

### **5. Distribution of IHEA Quarterly Newsletter**

- WDFW pays approximately \$2,400 per year in mailing costs to deliver the IHEA Hunter and Shooting Sports Education Journal to instructors. We discussed whether the IAC felt this is a good expenditure of funds. The point was made that many instructors are already IHEA members and thus receive the quarterly. The IAC recommended that WDFW not continue to mail the “Journal”, unless there’s a possibility of mailing a smaller number on an as-needed basis.
  - WDFW will look into the possibility of mailing only on an as-needed basis.
- The above discussion led to a discussion on WDFW’s quarterly Hunter Education Instructor Newsletter. The last newsletter by WDFW was in May 2010. There was a great deal of IAC support for reconstituting the newsletter, including hunting incident reports staff & policy updates, etc., and putting the newsletter on the website.
  - WDFW agreed to investigate publishing the newsletter again.

## **6. WDFW-Kalkomey Meeting -- update**

- A number of items associated with the Hunter Education Event Manager were discussed. Some changes to Event Manager have been made, and others are still being worked on. WDFW will continue to report on updates at future IAC meetings.
- The IAC identified a need to have a group list feature to allow adding an entire teaching team, instead of entering individual instructors.
  - WDFW will look into the possibility of a group list feature, and report back in January.
- Student no-shows were discussed, and the suggestion was made to explore the possibility of instituting a 3-month penalty for no-shows, where the student would be prevented from registering for 3 months.
  - This is not currently possible, because it's possible for students to register for multiple classes using variations on their name (e.g. Robert, Bob, etc.) as well as by using different email addresses.
- Some instructors are deleting no-shows instead of recording the students as no-shows, and therefore WDFW's estimates of the no-show rate are likely low.
  - WDFW would like a clear picture of the no-show rate, so we encourage instructors to mark those students as no-shows rather than deleting them.
- One IAC member would like to have the option for instructors to call students when there are vacancies, instead of waiting for Kalkomey to notify one student at a time & waiting 24 hours for a response.
  - WDFW can look into this, although it is not likely an option, as that would seem to be a significant modification to Kalkomey's current method. The company serves about 37 states, so make these types of changes can be very difficult.

## **7. Region 4 Field Coordinator – update**

- An update was provided on the status of filling the position in Region 4. The position will be 50% Hunter Education Field Coordinator and 50% Volunteer Coordinator, and will be located in WDFW's Mill Creek office. WDFW's ultimate goal is to have the new person cover Hunter Ed duties in Region 4 (along with volunteer coordination), have John Wisner take most of Region 6, and have Dan Boes take Region 5. This will be a transition over time and our ability to fully achieve this goal will depend on many factors, but hopefully will result in enhanced service to the Westside instructors.

## **8. Instructor Needs**

- The agenda item was asking what WDFW can do to make the jobs of Instructors easier, more productive, and more enjoyable?
  - This item was not specifically discussed, but was included to some extent in other agenda items. This item will be discussed more at subsequent meetings, particularly in the context of development of an annual work plan.

## 9. On-line Field Skills Evaluation Classes

- Use of flip charts & booklets that reflect PowerPoint info (Steve Mills)
  - Steve Mills presented his concept of using durable flip charts to present class material. Steve has put a great deal of effort into developing this tool as an alternative to using a Power Point presentation. There are options for presenting the material, such as easel-style binders that work well for small classes and larger flip-charts suitable for larger classes. Binders can also be produced that can be used by students at their own table, while instructors go through the class material.
    - There was good support for Steve's concept, and WDFW will continue moving forward with determining the most cost-effective way to provide durable materials to instructors on an as-requested basis.
- Chief Instructor training (Steve Mills)
  - Steve also presented binders for Chief Instructors to use in training instructors. The pages in the binders contain the Power Point slides in clear vinyl pages, and also have cross references to the Instructor Policy Manual & Student Manual, so instructors know where to look for the content.
    - There was a great deal of support for this tool, as long as it is used as a training aid secondary to the mentoring process for new instructors.

## 10. Ideas to Increase the Number of Instructors & Classes

- A number of items were discussed relative to ways to increase the number of instructors and classes. One idea was to have Hunter Ed Field Coordinators email instructors to show up & help teach courses, which the IAC though should get good response. Many ideas were offered and discussed related to classes and instructor incentives that will be addressed or discussed at future IAC meetings:
  - Spring Hunter Education classes have had a good response in terms of numbers of students, and should continue to be offered, if not increased.
  - Classes qualifying for incentive permits should have a longer open timeframe; instructors can't teach numerous classes AND use incentive permits; need to offer incentives at a different period of time, other than hunting season.
  - Instructors want bull/buck permits, not cow/doe permits to incentivize more classes.
  - Allow preference points as incentives.
  - Allow graduated incentives for increasing # of classes held; all instructors get some incentive, but the more hours taught could equate to more incentives.
  - Allow fishing licenses as well as hunting licenses as an incentive.

- Not all instructors are big game hunters; need upland bird incentive permits.
- Educating the public is critical; need to develop and implement Public Service Announcements (PSAs), similar to Idaho, which has PSAs on TV that are professionally done & air on a regular basis.
- Provide a calendar of events & classes to newspapers
- ID & pursue non-hunters to be instructors
- Develop a poster to advertise Hunter Education for students & potential instructors, for display at stores such as Walmart, Fred Meyer, sporting goods stores (the clientele is already there, and they'll buy license & equipment from those stores).
- Complete the WDFW Hunter Ed trailers and make them available for teaching teams to use
- Junior/Assistant Hunter Education Instructor Program
  - Jeff Bull presented his research on other states' programs available for junior or assistant Hunter Education instructors, as a way to promote future instructors, and help provide younger instructors that the younger students may relate to well. The concept of pursuing such a program was supported by the IAC, and some specific elements discussed included:
    - A minimum age of 16 years old would be good, since those people would be able to drive and wouldn't be as dependent on their parents to get them to classes.
    - Most high schools have mandatory public service hours, and students may be able to use their instructor hours to meet requirements.
    - Junior/Assistant Instructors would need to go through formal training, and would be restricted on what activities they could do.
    - It would be important to partner with other organizations to build the program, such as the Boy Scouts, etc. This may also be a way to create linkages between Hunter Education and the NRA's Youth Hunter Education Challenge program.
  - WDFW will begin developing a framework, and will likely need to get input from the Attorney General's Office.

#### **11. Promoting Instructor Cross-training - " Best practices" (as per George Coulbourn)**

- There wasn't time to discuss this, so it will be put on next meeting's agenda.

#### **12. Hunter Clinics; Continuing Education Opportunities**

- There wasn't time to discuss this, so it will be put on next meeting's agenda.

### **13. New volunteer mileage expense process**

- The new process was discussed and forms were handed out to IAC members.

### **14. Certificates & Plaques for retiring instructors?**

- There wasn't time to discuss this, so it will be put on next meeting's agenda.

### **15. Instructor Kit Weaver's passing**

- The passing of Kit Weaver as well as Rob Pease was discussed. Both were long-time instructors that contributed enormously to Hunter Education and teaching first-time hunters. Their contributions are greatly appreciated. Ron's wife Patricia sent a thank-you card to all instructors, for their friendship and support over the years.

### **16. Good-of-the-order discussion topics**

### **17. Setting of the next meeting**

- The next meeting will be January 11, 10:00 a.m. to 4:00 p.m., at Rodeo City Bar-B-Q.
  - *Please note the 10 o'clock start time, which was changed at the request of the restaurant.*