



POLICE DEPARTMENT

**New Braunfels Police Department  
Contractual Training Board Annual Meeting and Agenda  
2016**

**MEETING LOCATION**

**NBPD Training Room  
New Braunfels Police Department Headquarters  
1488 S. Seguin, New Braunfels 78130  
December 7, 2016, at 12:00 p.m.**

**1. Introductions**

- New Training Coordinator: Officer Michael Burton
  
- New Civilian Board Members:  
Larry Nichols: accepted 6/02/2016 to 6/02/2021  
Lisa Brooks: accepted 6/02/2016 to 6/02/2021
  
- Current Civilian Board Members:  
Kathleen Krueger: accepted 5/08/2012 to 5/08/2017  
Ronald Heulitt: accepted 10/01/2012 to 10/01/2017  
Randy Loper: accepted 11/06/2014 to 11/06/2019
  
- Current NBPD Staff Members:  
(*ex-officio*): Chief of Police Tom Wibert  
(*ex-officio*): Training Coordinator Michael Burton  
(*voting member*): Assistant Chief of Police Joe Vargas  
(*voting member*): Administrative Captain Michael Peshorn (Chairman)  
(*voting member*): Operations Captain Michael Rutherford

**2. Purpose**

- NBPD is contracted with the Texas Commission on Law Enforcement (TCOLE) as a “Contractual Training Provider”. (*explain what that means*)
- All training providers approved by TCOLE must establish and maintain an “advisory board” as required by Texas Occupations Code 1701.252.
- The Board must have at least (3) members who are appointed by the Agency.
- 1/3 of the Board Members must be public (civilian) members.
- Board Members are required to successfully complete the TCOLE’s developed Advisory Board Training Course within one year of appointment to the Board.
- The Board MUST meet at least once each calendar year.

- The Board is generally responsible for advising on the development of curricula and any other related duty that may be required by TCOLE.

### **3. Member's Information & Update**

- Review current information on file and work with members to update their file/information.
- Have each member complete a new form with personal information and validating requirements to be members of the Board.

4. Chairperson Peshorn called the meeting to order. Roll was called and a quorum was present.

5. Approval of the minutes of the December 18 2015 annual NBPD-CATB Meeting.

### **6. Training Coordinator's Report**

- 2016 Training Calendar Review:
- (previous note): the TCOLE Contractual Training License renewal was approved and is still valid through 2020.
- (previous note): a TCOLE Training Audit was conducted on December 11, 2015 with no deficiencies. (was this the last one?)
- Explanation of the (4) year training cycle and the two built in training units within each four year cycle.
- Explanation of the levels of Peace Officer Proficiencies and the requirements of each.
- Explanation of the mandated courses versus courses required for a peace officer proficiency
- Discuss the proposed Training Calendar for 2017.

7. Receive public comment on any topic, without action.

8. Any recommendations for new changes or discussions to be added to the Agenda for next meeting.  
Suggest possibility of having a meeting in May or June.

9. Adjourn

### **CERTIFICATION**

I hereby certify that the above Public Notice of Meeting was posted on the bulletin board at the New Braunfels City hall on November 29, 2016, at 3:30 p.m.

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Patrick Aten, City Secretary

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 830-221-4010 at least (2) work days prior to the meeting so that appropriate arrangements can be made.