

Members:

Larry J. Straitiff, Chairman
Hon. Richard P. Campbell
Jon E. Clark
Marshall R. Davis
John D. Holt
Clay R. Yeager
Hon. William F. Ward
Hon Jolene Grubb Kopriva
(Vacant)



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November 18, 1997

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. on November 18, 1997. The following members were present: Chairman Larry Straitiff, Jon E. Clark, Richard P. Campbell, Marshall R. Davis, John Holt, Jolene Grubb Kopriva, Clay Yeager, and Chester A. Kope, Executive Director. The following guests were also present: Ronald Copenhaver, K. Scott Roy, Esq., William Erickson and Paula Vitz, Director of Boards and Commissions.

I. Chairman Straitiff called the meeting to order. A quorum of members was established. Commissioner Davis moved to approve the minutes of October 21, 1997. Commissioner Campbell seconded the motion.

Commissioner Holt had some concerns regarding the first motion that was made under Unfinished Business regarding requalifications. He thought the approved motion would not be accepted by the County Adult and Juvenile Chiefs and the Commission should get their approval prior to implementing the motion. Bill Erickson asked if the passage of this motion would mean that the Commission assumes full liability. Scott Roy stated that the Commission is only certifying that the officers have completed the education and training requirements established by the Commission and that liability remains with the counties. After a lengthy discussion the Commission decided that it will inform the Chiefs, but would not seek their approval of the motion.

Commissioner Clark stated that the motion he made under Unfinished business regarding instructor eligibility to conduct range requalifications did not contain all the information as stated when the motion was made and should be revised to include the information.

Commissioner Kopriva made a motion to accept the minutes as written with the revision to Commissioner Clark's motion. The motion was seconded by Commissioner Davis. The Commissioners approved the minute with Commissioner Holt abstaining.

II. COMMITTEE REPORTS

A. CURRICULUM

Commissioner Clark gave an overview of the outline that was prepared by the Curriculum Committee titled, "Administration of a Firearm Program". The training program is planned to be presented in 1998. The training program would be held for county probation and parole staff, i.e. Chiefs, Deputy Chiefs, Certified Firearms Instructors, and other qualified county staff. After

a brief discussion, Commissioner Davis made a motion to give the Curriculum Committee approval to move forward in developing the training program.

MOTION: I so move that the Commission give the Curriculum Committee approval to move forward in the development and implementation of the training program as presented by Commissioner Clark. Commissioner Straitiff seconded the motion. The motion was unanimously approved by the Commission.

Commissioner Clark began to discuss continuing education that is being planned for the county line staff beginning in 1999. He stated that MPOTEC and the Deputy Sheriffs have full time staff to develop and write training programs and the Commission should consider hiring a full time person to develop and write the training curriculums. This person would also assist Mr. Kope in the administration of the firearms program. If the Commission cannot hire a full time person at the current time, it will be necessary to develop a Request for Proposal for training curriculum development. After a brief discussion, the Commission decided that it would develop a RFP for 1999 and would contact the Board regarding hiring a full time person for future training years.

Commissioner Clark gave the Commissioners a copy of a recertification matrix and asked the Commissioners to review the matrix for further discussion at the next Commission meeting scheduled for January 20, 1998.

Chairman Straitiff asked Ms. Paula Vitz, Director of Boards and Commissions if she had any comments. Ms Vitz wanted to thank the Commissioners and said they have done a very good job. In addition, she stated that she was going to hold a meeting for Boards and Commissions and wanted the Commissioners to keep April 21, 1998 open for that meeting.

B. POLICY

Chairman Straitiff gave an overview of the policies that his Committee had developed. He asked the Commissioners to review the policies and provide him with any comments by December 30, 1997.

C. FINANCE

Mr. Kope provided a copy of the financial report dated November 13, 1997. The report disclosed a current balance of \$264,867.10. After a brief discussion regarding budgeting, Chairman Straitiff asked for volunteers to form a Budget Committee. Commissioner Yeager and Mr. Kope volunteered. They will begin to prepare a budget for Commission approval.

Mr. Copenhaver said that he would find out if the Commission's financial records are audited. If they are not, the Commission would need to be in compliance with Commonwealth regulations.

III. UNFINISHED BUSINESS

The Commission discussed Senator White's draft proposal to amend Act 158 of 1994 to include Intermediate Punishment Officers in a county of the sixth class. After a lengthy discussion, Commissioner Yeager made a motion to oppose the draft legislation.

MOTION: I so move that the Commission write a letter to Senator White opposing the legislation and that the letter state that the Commission believes that this is an administrative issue, that it would redefine the duties and powers as articulated in the Act, and the amendment could open the Commission to a plethora of requests from other counties to train their intermediate punishment officers. Commissioner Davis seconded the motion. A vote was taken and unanimously approved by the Commissioners. Mr. Roy was requested to write the letter for the Commission.

The Commission decided that they would fund 10 scholarships in calendar 1998 to train full-time county probation officers as firearms instructors, with the provision that they must attend the State Police Training Academy and when the training is completed they would assist the Commission.

Mr. Kope stated that based on the survey data he is receiving, the Basic Firearms Training planned to be held in April 1998 will not be adequate to handle the number of officers requesting training. He is going to attempt to schedule a Basic Firearms Training Session in May and June 1998 and possibly one in August.

Mr. Kope informed the Commission that the temporary Clerk Typist found a full time position and is leaving in two weeks. After a lengthy discussion Commissioner Davis made a motion to hire a full time person.

MOTION: I so move that the Commission give their approval to hire a full time person to assist Mr. Kope and that Chairman Straitiff prepare a letter to the Board of Probation and Parole requesting approval to hire a full time assistant for Mr. Kope. The motion was seconded by Commissioner Kopriva. A vote was taken and unanimously approved by the Commission.

The Commission completed a page by page review of the Annual Report. Mr. Kope will make the necessary changes and send it to the Commissioners for final approval.

Chairman Straitiff directed Mr. Kope to review both commercial and other computer software that the Commission could use to track officer certification and report back to the Commission at the next meeting.

IV. NEW BUSINESS

The Commission established their 1998 meeting schedule.

Commissioner Holt stated that this would be his last meeting and thanked the Commission. He also said that since he will no longer be a Commissioner he would like to volunteer to be a firearms instructor.

MOTION: Commissioner Clark made a motion to add John Holt to the Certified Firearms Instructor list. The motion was seconded by Commissioner Kopriva. A vote was taken and unanimously approved by the Commission.

IV. LEGAL ISSUES

There were no legal issues.

There being no further business the meeting was adjourned.