

Members:

Larry J. Straitiff, Chairman
Hon. Richard P. Campbell
Jon E. Clark
Marshall R. Davis
William R. Erickson Jr.
Hon. Jolene Grubb Kopriva
R. Scott Schlechter
Hon. William F. Ward
(Vacant)



Chester A. Kope
Executive Director
3101 North Street
P.O. Box 1661
Harrisburg, PA 17105-1661
(717) 783-4692
FAX (717) 772-4375

March 17, 1998

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 am on March 17, 1998. The following members were present: Chairman Larry Straitiff, Jolene Grubb Kopriva, R. Scott Schlechter, William R. Erickson Jr., Richard Campbell, Chester A. Kope, Executive Director, Ronald Copenhaver, Administrative Advisor, and K. Scott Roy, Esq., Legal Advisor. The following guests were also present: Paula Vitz, Director of Boards and Commissions, Terry Davis, Chief Probation Officer in Dauphin County, and Robert Daugherty, Director of Intermediate Punishment Department, Venango County.

- I.** Chairman Straitiff called the meeting to order. A quorum of members was established. Commissioner Kopriva moved to approve the minutes of January 20, 1998, with the addition of the discussion by Commissioner Schlechter regarding the continued use of the Waiver Range and Written Exams as an alternative to the Basic Firearms Training Academy, under Unfinished Business. Commissioner Schlechter seconded the motion. A vote was taken to accept the minutes as written and were unanimously approved by the Commissioners.

II. EXECUTIVE DIRECTOR'S REPORT

Mr. Kope presented the Commission with a listing of the students that are scheduled for the Basic Firearms Training Classes in May, June, and July, 1998. The Commission decided to schedule another Basic Firearms Training Class in September, 1998. After a brief discussion, a motion was made by Commissioner Kopriva to use larger ranges to accommodate the students, and not use two separate lines during range training.

MOTION: I so move that we conduct a Basic Firearms Training class in September, and that it will be held at a larger range to accommodate more students. Commissioner Schlechter seconded the motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope presented the Commission with proposed changes in the "Course of Fire" for Basic Training students. Even though the new times had not been shot, Commissioners Erickson and Schlechter agreed that it should be ample time. Commissioner Schlechter made a motion to accept the revised changes.

MOTION: I so move that we accept the "Course of Fire" as written, with the revised changes. The motion was seconded by Commissioner Kopriva. A vote was taken and unanimously approved by the Commissioners.

A Draft Budget composed by Mr. Kope was discussed. Mr. Kope explained the different components of the budget to the Commission, and explained that for the fiscal year 1997-1998 it was partly estimated. The Budget was intended to show the Commission the financial situation for the next several years. Mr. Kope said that the expenditures for the next fiscal year could be considerably higher, because of the increase in Lodging and Ammunition Reimbursements.

Chairman Straitiff expressed concern that the Commission was not receiving the five dollar fee from District Justices. He gave Mr. Kope a copy of a fax, dated 9/6/96, directing the District Justices to collect the five dollar fee. Administrative Advisor Copenhaver and Mr. Kope will follow up on this issue.

Full time staff was again discussed by the Commission. Chairman Straitiff maintained that the Commission must take action to obtain full-time staff, including a Clerk Typist and Report Writer.

A copy of the second proof of the Annual Report was given to the Commissioners. Mr. Kope informed the Commission that the cost to print the annual report would be approximately \$2,000. Chairman Straitiff expressed concern that the Annual Report was late in being distributed. Due to this, Chairman Straitiff gave Mr. Kope total discretion with changes in order to expedite the process.

The Commission discussed giving awards to the top shooters at Basic Training, a hat for the instructors, and plaques to past Commissioners. The Commission discussed whether to give the Basic Firearms Instructors a windbreaker, shirt, or hat. Legal Advisor Roy advised that if the Commission gave out windbreakers or shirts, it would be hard to draw a line as when to stop. After discussion, the Commission decided a hat for instructors would be the best. Chairman Straitiff directed Mr. Kope to look into acquiring hats for the firearm instructors. After a lengthy discussion, Commissioner Schlechter made a motion to purchase hats for the instructors, plaques for previous members of the Commission, and awards for the top shooters at each training session.

MOTION: I so move that we purchase hats for the firearms instructors, plaques for previous members of the Commission, and awards for the top shooters at each training session. Commissioner Kopriva seconded the motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope informed the Commission that he had looked into purchasing fanny packs for students attending the Basic Firearms Training. Fanny packs were going to be given to the students to carry ammunition, because the Student Workbook stated that carrying ammunition in pockets is deemed unsafe. After a lengthy discussion, the Commission decided that carrying ammunition in pockets is acceptable for training purposes. Commissioner Kopriva made a motion to change the Student Workbook.

MOTION: I so move that we change the Student Workbook to say that carrying ammunition in pockets is acceptable for training purposes, but not for duty purposes. Commissioner Campbell seconded the motion. A vote was taken and unanimously approved by the Commissioners.

III. UNFINISHED BUSINESS

Legal Advisor Roy presented a draft agreement that would facilitate the Commission to provide training to the Intermediate Punishment Officers in Venango County. It was decided that the agreement would be renewed on a yearly basis, that two more signatures should be added for county commissioners, and that the Chairman and Executive Director would have the authority to sign on behalf of the Commission. Robert Daugherty, Director of Intermediate Punishment Department in Venango County, addressed the Commission with some questions he had about the program. Mr. Daugherty was informed of the costs that the Commission would cover and that there would be additional training in September. Mr. Daugherty thanked the Commission for their cooperation in the matter. Commissioner Kopriva made a motion to accept the agreement that would be renewed on a yearly basis, have two more signatures for county commissioners, and that the Chairman and Executive Director would have the authority to sign on behalf of the Commission.

MOTION: I so move that we accept the agreement. The agreement would be renewed on a yearly basis, that two more signatures would be added for county commissioners, and the Chairman and Executive

Director would have the authority to sign on behalf of the Commission. Commissioner Campbell seconded the motion. A vote was taken and unanimously approved by the Commissioners.

The Commission discussed the Instructor Scholarship Program. Mr. Kope informed the Commission that he had contacted the State Police, and that they would be willing to accommodate the Commission with a special program. The training would not be held until 1999 and Mr. Kope explained the requirements that the recipients should possess.

The Commissioners reviewed a draft copy of the Commission's Newsletter. Legal Advisor Roy suggested that Mr. Kope contact the Board's Communications Office to obtain a copy of their software (Microsoft Publisher) to produce Newsletters. Chairman Straitiff and Legal Advisor Roy will review the draft Newsletters.

Chairman Straitiff asked if the Commission could be listed on the Board's web site page. Legal Advisor Roy said he would make inquiries.

Chairman Straitiff opened the discussion of Requalifications. Ms. Paula Vitz asked for a summary of the requalification standards and what other Commissions were doing in regard to this situation. Ms. Vitz then suggested that the Commission should reexamine their position in monitoring the requalifications in one year, to see if it is a workable solution. Legal Advisor Roy agreed with Ms. Vitz, saying that to do so otherwise could question the liability of the Commission. Chairman Straitiff addressed her questions and then opened the discussion to Terry Davis, Chief Probation Officer in Dauphin County. Mr. Davis expressed his concern that this issue would not be addressed in one year, and even if it was, that policies are hard to change. He encouraged the Commission to do random monitoring now, and not later. Chairman Straitiff assured Mr. Davis that in one year the issue would be readdressed. Commissioner Kopriva made a motion to reconsider the monitoring process in one year.

MOTION: I so move that in one year the Commission will readdress the monitoring process for requalifications. Commissioner Schlechter seconded the motion. A vote was taken and unanimously approved by the Commissioners.

IV. COMMITTEE REPORTS

A. CURRICULUM

Commissioner Schlechter informed the Commission that they had made basic changes to the Instructor and Student Study Guide, and will soon work on the Student Tests. Legal Advisor Roy suggested that Mr. Kope contact Mr. Reiber to get a copy of the Board's training manual. Chairman Straitiff invested authority in the Curriculum Committee to make minor changes, so that the manual may be ready by the May training dates. Commissioner Kopriva made a motion to accept the changes of the Curriculum Committee.

MOTION: I so move that the Curriculum Committee continue to work on the manuals and that the Commission accept the minor changes that they propose. Commissioner Campbell seconded the motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope then moved the discussion to the RFP for In-Service Training in calendar year 1999. Mr. Kope explained that if the RFP was ready today, it would probably be at least one year before the vendor could start the training. It was Chairman Straitiff's opinion that the training should include classroom, and range, i.e.: tactical, dim light, night shooting, etc. Mr. Kope explained that adding range work for approximately 500 officers would significantly increase the costs and the budget estimate would need to be increased. Chairman Straitiff directed Mr. Kope to continue to work on the RFP for In-Service Training.

B. POLICY

Chairman Straitiff informed the Commission that he and Marshall Davis had drafted a policy. He gave copies to the Commissioners and asked that they read it in preparation for the next meeting. Chairman Straitiff briefly went over the content of the draft policy. Mr. Kope raised the question of what happens when an officer fails the range requalification. Chairman Straitiff pointed out that this issue was covered in the draft policy under 2 d. and 2 e. After a brief discussion, Commissioner Kopriva made a motion to adopt this part of the policy.

MOTION: I so move that the Commission accepts part 2 d. and 2 e. of the draft policy. Commissioner Schlechter seconded the motion. A vote was taken and unanimously approved by the Commissioners.

C. FINANCE

Mr. Kope presented the latest financial report to the Commissioners. The report disclosed a balance of \$305,000.00.

V. NEW BUSINESS

There was no new business.

VI. LEGAL ISSUES

There were no legal issues.

VII. PUBLIC COMMENT AND QUESTIONS

There were no public comment and questions.

There being no further business the meeting was adjourned.