

Members:

Larry J. Straitiff, Chairman
Jon E. Clark
Marshall R. Davis
William R. Erickson, Jr.
R. Scott Schlechter
Keith B. Snyder
Hon. William F. Ward
(Vacant)
(Vacant)



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September 22, 1998

A meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:00 AM on September 22, 1998 at the Doubletree Club Hotel in Middletown, PA. The following members were present:

Larry Straitiff, Chairman
Jon E. Clark
Marshall R. Davis
William R. Erickson, Jr.
R. Scott Schlechter
Keith B. Snyder

Chester A. Kope, Executive Director
Ronald E. Copenhaver, Administrative Advisor
K. Scott Roy, Legal Advisor
Janine Specter, Clerk Typist

- I.** Chairman Straitiff called the meeting to order. Chairman Straitiff requested that a motion be made to accept the minutes from the June 23, 1998 meeting. There were no corrections or additions.

MOTION: A motion was made by Chairman Straitiff to accept the minutes of June 23, 1998. Commissioner Schlechter seconded the motion. A vote was taken and the minutes were unanimously approved by the Commission.

- II.** Chairman Straitiff presented an award to previous Commissioner James Gunderman for his service to the Commission. Previous Commissioners Nicholas Muller and Clay Yeager were not present to receive their awards. Mr. Gunderman made several comments to the Commissioners and suggested that the Commission consider purchasing a FATS machine. There was a discussion regarding this matter, but no decision was made at this time.

Chairman Straitiff officially announced the resignation of Commissioner Kopriva and Commissioner Clark's decision to not seek reappointment in December 1998. Executive Director Kope handed out copies of correspondence he received pertaining to the

resignation of Commissioner Kopriva and Commissioner Clark's to letter Ms. Paula Vitz. The Commissioners discussed the vacant positions.

III. COMMITTEE REPORTS

- **CURRICULUM**

A discussion was held regarding the letter that Mr. Kope prepared to send to all the county probation and parole departments announcing the November training class and the syllabus prepared by Commissioner Clark.

The Commissioners also had a lengthy discussion about future training needs. It was suggested that the Commissioners plan for the next two years at the November Commission meeting. Chairman Straitiff delegated this task to Commissioner Clark.

- **POLICY**

The Commissioners reviewed the Operational Policy prepared by Commissioners Straitiff and Davis. Commissioner Davis informed the Commissioners that all corrections and changes proposed at the June 23, 1998 Commission meeting had been incorporated into the document. Scott Roy, Legal Advisor, made additional changes which were also incorporated into the document. Chairman Straitiff requested that a motion be made to adopt this document.

MOTION: Commissioner Marshall Davis made a motion to adopt Sections 1 through 8 of the Operational Policy as amended. The motion was seconded by Commissioner Clark. A vote was taken and was unanimously approved.

- **FINANCE**

Mr. Kope reviewed the latest financial report with the Commissioners. The report disclosed a balance of \$388,221.00. Mr. Kope provided the Commissioners with a copy of the Department of Revenue's Reconciliation Report. The report showed that the counties collected a total of \$291,557.45 from July 1997 to June 1998.

Mr. Kope also gave the Commissioners a copy of the Commission's budget that he prepared in response to the attached memorandum from Mr. David Ogurkis, Director of the Fiscal Management Division requesting anticipated expenses for the fiscal Years 1999 through 2003. Mr. Kope stated that he prepared the budget through the year 2003/04 to show a regression, if revenues collected stay at the same level. He explained that the budget included the salary for a Clerk Typist for the 1998/99 Fiscal Year and the addition of an Administrative Officer for the 1999/00 Fiscal Year.

IV. EXECUTIVE DIRECTOR'S UPDATE

Mr. Kope provided the Commissioners with a revised Commissioner list and list of counties that currently carry firearms. Mr. Kope also gave the Commissioners requests for exemptions he received from Ms. Jessica Mayer to take a second attempt to requalify and from Ms. Stephanie Schindel for a medical requalification exemption.

There was a lengthy discussion regarding the 60 day deadline to take the second attempt to requalify after failing the first attempt to requalify.

MOTION: Commissioner Davis made a motion to notify Ms. Mayer in writing that her request for an exemption was denied and she must attend the successfully complete the next Basic Training Program. No Commissioner seconded the motion so it was declared defunct by Chairman Straitiff.

MOTION: Chairman Straitiff made a motion to grant Ms. Mayer permission to take the second range requalification. The motion was seconded by Commissioner Erickson. The motion was approved by the Commission.

The Commissioners also reviewed Ms. Stephanie Schindel's request for an exemption from taking the range requalifications for medical reasons. The Commissioners agreed to grant her request for exemption and extend it until October 31, 1999.

Mr. Kope provided the Commissioners with a copy of Page 7 from the Instructors Guide Part 5 that deals with Triggers and Safeties. Mr. Kope explained that this section requires that pistols will be holstered with the safety on. However, if a county has a policy stating that the pistol will be holstered with the safety off, should we require the student to do so during basic training? The consensus of the Commissioners was if the county has a policy that requires them to holster the pistol with the safety off, home rule should apply and the student should be permitted to do it during Basic Training.

Mr. Kope provided the Commissioners with a copy of the student evaluation summary from the 6th Basic Training Academy held in July 1998 at State College, PA and a list of students planning to attend the 7th Basic Training in September/October 1998 at Fort Indiantown Gap in Annville, PA.

Mr. Kope suggested that the Commissioners consider expanding the Certified Instructors list by opening it up to other than county probation and parole Certified Firearms Instructors. The Commissioners discussed the possibility of expanding the Certified Firearms Instructor list, thereby permitting other than probation/parole officers to be Certified Firearms Instructors. The Commissioners generally agreed that they would be willing to open the list. However, prospective instructors would need to attend some type of Commission sponsored instructor training program.

Mr. Kope also suggested that the Commissioners consider waving the independent monitoring requirement during county range requalifications. After some discussion Chairman Straitiff tabled the issue until the November 1998 Commission meeting.

Mr. Kope stated that he would be contacting the State Police in October 1998 regarding the Instructor Scholarship program for probation and parole officers. He is in the process of preparing an instructor scholarship application and will have it ready for the Commissioners' approval at the November Commission meeting.

Mr. Kope gave the Commissioners a copy of a 1999 calendar for review so the Commissioners can plan their 1999 Commission meeting schedule at the November Commission meeting.

V. UNFINISHED BUSINESS

Chairman Straitiff asked Mr. Copenhaver if he had heard if the Commission was going to get a full time secretary since the current limited term Clerk Typist has found another position and will be leaving. Mr. Copenhaver stated that he has had no official word that the Commission had approval to hire a full time secretary.

VI. NEW BUSINESS

VII. LEGAL ISSUES

There were no legal issues.

VIII. PUBLIC COMMENT AND QUESTIONS

There was no public comment or questions.

IX. ADJOURN MEETING

MOTION: There being no further business a motion was made to adjourn the meeting by Chairman Straitiff. The motion was seconded by Commissioner Davis.