

Members:

Larry J. Straitiff, Chairman
Hon. Robert Billingsley
Hon. Lawrence F. Clark Jr.
Marshall R. Davis
William R. Erickson Jr.
R. Scott Schlechter
Keith B. Snyder
Hon. William F. Ward
Lt. David Howells



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September 21, 1999

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 AM on September 21, 1999 at the Sheraton Inn Harrisburg, PA. The following Commission members and guests were present:

Larry J. Straitiff, Chairman	Chester A. Kope, Executive Director
Hon. Robert Billingsley	Ron Copenhaver (Administrative Advisor)
Hon. Lawrence F. Clark	Scott Roy (Legal Advisor)
Marshall Davis	Rusty Duncan, (Guest from Westmoreland County)
William Erickson	Rob Repard, (Guest from Tioga County)
Lt. David Howells	Erik Christensen (Guest from Erie County)
Scott Schlechter	
Keith Snyder	

I. Chairman Straitiff called the meeting to order. Chairman Straitiff requested that a motion be made to accept the minutes from the July 20, 1999 meeting.

MOTION: A motion was made by Commissioner Billingsley to accept the minutes of July 20, 1999 with a name correction on page 2. Commissioner Erickson seconded the motion. A vote was taken and the minutes, with corrections, were approved by the Commission.

II. EXECUTIVE DIRECTOR'S UPDATE

Mr. Kope gave the Commissioners a copy of the letter he sent to Mr. Robert Lewis, Director of Adult Probation in Erie County, thanking him and Mr. Erik Christensen and Mr. Paul Foltz for their assistance in conducting two Basic Firearms Training classes. He also gave the Commissioners a copy of the letter he sent to Major Robert Einsel, Director of the Bureau of Training and Education at the Pennsylvania State Police Academy, thanking him and his staff for their assistance in conducting a firearms instructor school for the Commission.

Next Mr. Kope handed out a list of the 40 officers that are scheduled to attend the November Basic Firearms Training in Pittsburgh, PA including a list of 26 alternates. He also handed out an overview of the previous 11 Basic Firearms Training classes that were held from 1997 to present. The list compared the number of officers that attended the 11 training classes to the number of training slots that were available. Out of the 405 available Basic Firearms Training slots, 305 officers took the Basic Training. Mr. Kope indicated that the reason the 75 training slots that were not filled was mainly due to last minute cancellations. There was a brief discussion regarding the difficulties of securing instructors for Basic Training.

Due to the number of officers that are on the alternate training list, Mr. Straitiff suggested conducting a Basic Firearms Training class this year at an outdoor range. There was a brief discussion regarding the expense of holding a Basic Firearms Training Class at the indoor range in Philadelphia, Pa. Commissioner Clark informed the Commission he may make some inquiries regarding using the Pennsylvania State Police training Academy (PSPTA) to conduct a Basic Firearms Range Training; however, we would need to conduct them on two consecutive weekends. There was a lengthy discussion regarding the rescheduling of officers that are scheduled to take the 12th Basic Firearms training class in Pittsburgh, PA and moving some of them and other officers to the proposed weekend training at the PSPTA in Hershey, Pa. There was also a lengthy discussion regarding the pros and cons of scheduling Basic firearms Training classes on weekends. Commissioner Clark stated that if he could arrange the weekend training classes with the PSPTA, that he would get both the adult and juvenile certified firearms instructors in Dauphin County to assist in conducting the weekend training classes.

MOTION: A motion was made by commissioners Billingsley that the Commission direct the executive Director to arrange to conduct the weekend Basic Firearms Training classes as outlined by Commissioner Clark. Commissioner Snyder seconded the motion. A vote was taken and unanimously approved by the Commission.

The Commissioners discussed calendar year 2000 Basic Firearms Training needs, the number of officers that would need training, and costs associated with the training. The Commissioners also discussed the means of providing the training that included developing a Basic Firearms Training RFP, contracting with Act 120 and Act 235 schools, permitting individual counties to provide the Basic Training, and continuing with the way we are currently conducting the training. It was decided that the Commission would form a Capacity Planning Committee and the Executive Director would prepare a survey to send to the counties. Chairman Straitiff asked for volunteers for the Capacity Planning Committee. Commissioners Clark, Erickson, Howell, and Schlechter volunteered to serve on the Committee. Chairman Straitiff asked the committee members to present the results of their findings at the next Commission meeting scheduled on November 23, 1999.

Mr. Kope gave the Commissioners a new list of certified firearm instructors and proposed that the Commission certify the following instructors:

Charles Locke	Michael Varner
Kenneth Reid	Michael Finkenbinder
Keith Stambaugh	Michael Shrauder
Brian Thoman	Gregory Young
Steve Calderone	James Kovacs
Matthew Dunio	Shane Mowery
Patrick Himes	Michael Hays
Cornell Thompson	Lester Custer
Thomas Schuster	John Kristoff
Brian Miller	Paul Short
George Stiles	Seth Hendershot
Bruce Althouse	Troy Freeman

MOTION: A motion was made by Commissioner Clark to accept the new list of officers as certified firearms instructors. Commissioner Davis seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope handed out a Petition for extension letter submitted by Mr. William J. Mancino, Director of Lawrence County Probation department, requesting a medical extension for Ms. Shelly D. Carlo until September of 2000.

MOTION: Commissioner Billingsley made a motion to grant the extension for Ms. Carlo until October 31, 2000. Commissioner Clark seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope discussed the sole source contract that the Commission has with Protective Safety Systems (PSS) to provide training to 20 certified firearms instructors. He and Mr. John Desmedt from PSS made arrangements to conduct the training sometime in March of 2000. The exact dates of the training will be finalized in January 2000. Mr. Kope also discussed the RFP and stated that he will submit it for processing in the next few days.

III. COMMITTEE REPORTS:

- **CURRICULUM**

Mr. Kope stated the Basic Firearms Training written examinations are basically the same examinations that we have been using since 1997 and should be revised. In addition, Part Five of the instructors manual does not show daily range drills and should be updated to include recommended daily range activities and drills. He said that Erie County, Dauphin County, and the Board have developed lists of daily range activities when they conduct our Basic Firearms Training. He has copies of the drills and will give them to the Curriculum Committee for review. He recommended that the committee update the written examinations and prepare daily range activities for inclusion in the instructor's manual.

Mr. Kope stated that he was informed by Commonwealth Payroll Operations that we could pay the travel expenditures for county officers who volunteer their time to assist the curriculum committee. He recommended that the Commission make a motion to authorize him to pay the travel expenditures for the following county volunteers.

Mike Guido	Cumberland County
Greg Young	Dauphin County
Erik Christensen	Erie County
Paul Foltz	Erie County
Robert Repard	Tioga County
Rusty Duncan	Westmoreland County

MOTION: Commissioner Billingsley made a motion to authorize the Executive Director to submit to the Commonwealth Payroll Operations the names of participants who will be working on the Curriculum Committee. Commissioner Schlechter seconded the motion. A vote was taken and unanimously approved.

- **POLICY**

The Policy Committee reported that the policy for the suspension of an officer's certification will be included in the Commission Operational policy.

- **FINANCIAL**

Mr. Kope handed out the PA Department of Revenue Report revenues received by the Commission from July 1998 to June 1999. He also handed out a copy of the Commission budget that he prepared for submission with the Board's budget for Fiscal year 2000-2001. He stated that the Commission only has a three-year budget history, so the operating expenditures are estimated, including the \$125,000 expenditure for the In-Service Firearms Training Contract. He also did not include any personnel costs for an additional staff person.

Mr. Kope also gave the Commissioners a copy of the letter he submitted to the Comptroller's Office requesting that they reimburse the counties listed a total of \$12,886.26 for the cost of ammunition they used. Mr. Kope then handed out the Commission's monthly financial statement showing a balance of \$555,086.11.

Mr. Kope stated that as of this date the Commission has only processed about ¼ of the counties' reimbursement claims for ammunition. In addition, he estimates that it will cost the Commission approximately \$21,000 to pay for lodging for November 1999 Basic Firearms Training Class. There was a lengthy discussion regarding reimbursing the counties for ammunition and lodging costs, including commission's policies, types of ammunition that the counties use, and the possibility of reducing or eliminating ammunition and lodging reimbursement costs.

IV. UNFINISHED BUSINESS

Mr. Kope stated that after the last Commission meeting he held a meeting with Mr. Gary Scicchitano, Director of the Bureau of Human resources, to discuss an additional position for the Commission. They discussed what Mr. Kope needed to do and, as per Mr. Scicchitano's instructions he prepared a draft of a justification for a new position and submitted it to him for review and comment. Mr. Scicchitano held another meeting to discuss his concerns and sent them to r. Kope in a memorandum dated September 14, 1999.

Mr. Kope gave the Commissioners a copy of the memorandum he received from Mr. Scicchitano for review and discussion. The Commissioners discussed the three areas of concern that Mr. Scicchitano outlined regarding funding, duties and responsibilities and security approval from the Office of the Budget and the Office of Administration. Commissioner Clark was adamant in hiring additional help for the Executive Director due to the Commission's increasing demands, the Executive Director's workload, and the possibility that there would be nobody to take over the Executive Director's duties in the event that something would happen to him. There was a lengthy discussion regarding funding and job duties of a new position.

MOTION: A motion was made by Commissioner Clark to “pass a resolution that we are, as a Commission, desirous of obtaining an administrative level assistant for the Executive Director. The Commission has determined that it has sufficient resources and are prepared to fund the position with our capital reserves for the foreseeable future and we want to begin the process by which we can accomplish that and get a person on board.” Commissioner Howells seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope was directed by the Commission to prepare a written response to Mr. Scicchitano’s memorandum stating the above and that we would like his assistance in determining the proper classification of a position for the Commission.

Mr. Kope said that he met with Ms. Jen Hitz, the person in charge of the web site for the Board, and she stated that we must wait until the manner in which the information is presented on the web site is updated. They will then include all the information that we requested. However, we can at this time put the Commissioners’ addresses and meeting minutes on the web site.

V. NEW BUSINESS

There was no new business.

VI. LEGAL ISSUES

There were no legal issues.

VII. PUBLIC COMMENT AND QUESTION

Mr. Robert Repard commented on the Ammunition Reimbursement policy. He suggested that the Commission should not reimburse the counties for the cost duty ammunition.

Mr. Rusty Duncan suggested the counties be made aware that they should use their discretion if they want to shoot a practice round during the annual range requalifications.

VIII. ADJOURN MEETING

Commissioner Clark made a motion to adjourn the meeting. Commissioner Erickson seconded the motion. The meeting was adjourned.