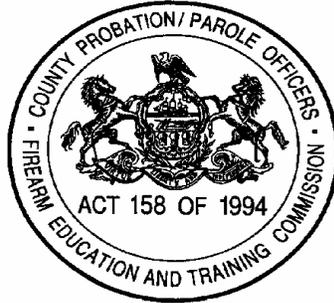


Members:

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



Chester A. Kope
Executive Director
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
(717) 783-4692
Fax (877) 871-4469,,,0401

January 18, 2000

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 AM on January 18, 2000 at the Sheraton Inn, Harrisburg, PA. The following Commission members and guests were present:

Larry J. Straitiff, Chairman
Marshall R. Davis
William R. Erickson Jr.
David Howells
R. Scott Schlechter
Keith B. Snyder
Chester A. Kope, Executive Director
Robin Walker (Commission Secretary)

K. Scott Roy, Legal Advisor
Ron Copenhaver, Administrative Advisor
Gary Scicchitano (PBPP)
Erik Christensen (Guest from Erie County)
Paul Foltz (Guest from Erie County)
Robert Repard (Guest from Tioga County)
Rusty Duncan (Guest from Westmoreland County)

I. Chairman Straitiff called the meeting to order. Chairman Straitiff requested that a motion be made to accept the minutes from the November 23, 1999 meeting.

MOTION: A motion was made by Commissioner Schlechter to accept the minutes of November 23, 1999. Commissioner Erickson seconded the motion. A vote was taken and the Commission approved the minutes.

II. EXECUTIVE DIRECTOR'S UPDATE:

Mr. Kope informed the Commissioners that Ms. Walker, the Commission's secretary, will be taking an extended leave of absence beginning in March 2000 and he will need to hire a temporary clerk typist to cover for her during her leave of absence.

Next Mr. Kope discussed the In-Service Firearms Training RFP. Commissioners Erickson and Schlechter volunteered to be on the RFP Review Committee.

Mr. Kope displayed a sample cover of the 1997-1998 Annual Report. He explained that it has been sent out for printing and expects to receive it in the next couple of weeks. He also discussed design options for future reports and requested that the Commissioners provide him with information by the next Commission meeting for the 1998-1999 Annual Report.

Mr. Kope discussed the Protective Safety Systems Instructor Training that begins on February 29, 2000 and ends on March 8, 2000. The training will be held in Allentown, PA for the 18 county probation officers and the two Board officers.

Mr. Kope gave a brief summary of the information he has received from the county chiefs regarding the Year 2000 Survey. As of this date, the counties have indicated that they plan to send approximately 85 officers to Basic Firearms Training in calendar year 2000. However, that figure will change once all of the county chiefs respond to the survey.

Mr. Kope stated that he made arrangements to hold two Basic Training classes at the Allegheny Police Academy in July and August of 2000 and will schedule three more at Fort Indiantown Gap in Annville, PA. Because he has a problem getting firearms instructors to conduct the classroom portion of the training he is only planning to schedule three classroom sessions. The classroom sessions will be held in April, July, and September 2000. The Commissioners held a lengthy discussion regarding the availability of ranges. Commissioner Schlechter asked Commissioner Howells if there was a possibility that the Commission could use the Allentown Police Academy Range and how much it would cost. Commissioner Howells stated that he would need to check to see if we could use the range and that they currently charge the NRA \$35 per person to use it. Mr. Scicchitano said that he would contact a person he knows at Corrections to inquire about the possibility of using their ranges in Schuylkill County.

Mr. Kope recommended moving the July 18, 2000 Commission meeting that is currently scheduled to be held in State College, PA to Pittsburgh, PA. The recommendation was made so the Commissioners would have the opportunity to observe the Basic Firearms Range Training that is scheduled to begin on that day at the Allegheny Police Academy.

MOTION: A motion was made by Commissioner Schlechter to move the Commission meeting scheduled to be held on July 18, 2000 from State College, PA to Pittsburgh PA. Commissioner Howells seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope gave the Commissioners copies of the Basic Firearms Training Student Evaluation Summaries from the six classes that were held in calendar year 1999. The Commissioners reviewed the evaluations with Mr. Kope. Mr. Kope stated that he has several major concerns regarding the range portion of the firearms training based on his observations, instructors' comments and the student evaluations. After a lengthy discussion it was decided that: 1) on the day before the range training is to begin, the Range Master would hold a mandatory meeting for all the range instructors to discuss expectations, safety concerns and procedures; 2) all range instructors would be required to be at the range one half hour before the training is to begin; 3) the Commission would have an additional instructor that would assist the Range Master and the line instructors; and 4) all students would be required to take a local firearms familiarization training course prior to attending the range portion of the basic firearms training.

Based on the recommendations that Mr. Kope received from the previous Commission meeting, he passed out a copy of the amended Range Safety Rules form. The Commissioners held a lengthy discussion regarding the form and made several additional recommended changes. Chairman Straitiff directed Mr. Kope to make the recommended changes and to meet with Mr. Roy to finalize the wording regarding prescription and non-prescription drugs and present the amended form at the Commission meeting that is scheduled on March 21, 2000.

In response to some Commissioners' concerns, Mr. Kope handed out a copy of the page from the range qualification course of fire regarding the instructions given to the firearms instructors explaining how the aggregate score is to be totaled. The Commission briefly discussed different scoring techniques. The Commissioners agreed that if an officer fails the first qualification

attempt they could shoot the entire qualification course of fire again or only one phase. Mr. Kope will further clarify the wording and present changes at the next Commission meeting.

Mr. Kope handed out a current copy of the Commission's Certified Firearms Instructor list and recommended the Commission approve the list that includes Ms. Kim Nelson, a Probation Officer from Dauphin County.

MOTION: A motion was made by Commissioner Davis to approve the list and Ms. Kim Nelson as a new Commission County Certified Firearms Instructor. Commissioner Erickson seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope handed out the list of officers by county that have been certified by the Commission in 1999 to carry a firearm. Next Mr. Kope also gave the Commissioners a letter he received from Mr. John Moshier, Chief Probation Officer in Potter County, stating that through his oversight they did not take the Use of Force Training and written examination. He requested permission to take the classroom training and the written examination. Commissioner Davis reviewed the Commission Operational Policy and stated that according to the policy he could take the written portion of the annual requalification. However, he must also take the annual range requalifications again. Mr. Kope will send Chief Moshier a letter explaining what he needs to do to requalify.

Mr. Kope handed out a revised copy of the Basic Firearm Training application and discussed the changes that he made. The Commissioners made several additional changes. Mr. Kope will make the changes and send a copy of the application to the counties including the 2000 Basic Firearm Training schedule.

Mr. Kope briefly discussed Commission information that is contained on the Board's Web Site. He explained that the Commission will be able to expand the information that is currently contained on the Web Site.

III. COMMITTEE REPORTS:

- **POLICY**

Mr. Kope handed out a two-page addition that he is proposing that the Commission include in the Commission's Operational Policy. Chairman Straitiff stated that he and Commissioner Davis would review the proposed addition and present their recommendations at the next Commission meeting.

- **CURRICULUM**

Commissioner Schlechter gave the Commission an update of the meeting they held the day before. The Curriculum Committee decided that they would run a pilot of the new range activities that they are developing at the first Basic Firearms Training Academy scheduled in April 2000 at Fort Indiantown Gap. Commissioner Schlechter informed the Commission that the Curriculum Committee would hold meetings on February 17, 2000 and March 20, 2000 in State College, PA.

FINANCIAL

Mr. Kope handed out the monthly financial statement and a Cost Analysis that he prepared outlining the approximate costs of conducting a Basic Firearms Training Academy and the cost of paying for the ammunition that is used during annual requalifications.

The current balance as shown on the monthly financial statement is \$582,496.48. Mr. Kope made a few brief comments regarding the statement and asked the Commissioners to approve the financial statement.

MOTION: A motion was made by Commissioner Schlechter to accept the financial statement. Commissioner Erickson seconded the motion. A vote was taken and unanimously approved by the Commission.

Mr. Kope discussed the Cost Analysis he prepared and explained the different variables that would affect the total cost of conducting a Basic Firearms Training Academy. The Commissioners briefly discussed the various variables and the cost to the Commission for ammunition reimbursement.

MOTION: A motion was made by Commissioner Davis to reimburse the Counties for a total up to 120 rounds of ammunition during annual requalifications. Commissioner Schlechter seconded the motion. A vote was taken and unanimously approved by the Commission.

The Commissioners discussed the cost of training an officer. Commissioner Schlechter stated that the Commission cannot wait until we run out of money and recommended that we should assess a fee for all juvenile officers that attend Commission sponsored training. He also stated that the Commission has not begun to do any annual in-service training and the assessment of juvenile fees would help cover future costs. Commissioner Snyder stated that he could not recommend to his superiors that juvenile officers pay a fee for attending training considering the Commission is showing a balance of \$582, 000 in their revenue account. After a lengthy discussion it was decided that the Commission would wait until they had the cost of the RFP and the cost of adding a new position.

IV. UNFINISHED BUSINESS:

Mr. Kope provided the Commissioners with a brief update regarding the new position.

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 comments or questions.

VIII. ADJOURN MEETING

Commissioner Schlechter made a motion to adjourn the meeting. Commissioner Howells seconded the motion.