

Commissioners:

Larry J. Straitiff, Chairman
Marshall R. Davis.
William R. Erickson, Jr.
Jim Fox
Hon. Janet Lewis
Hon. Benjamin A. Martinez
R. Scott Schlechter
Gregory A. Young
(Vacant)



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A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 AM on January 13, 2004 at the Ramada Inn, State College, PA. The following Commission members and guests were present:

Larry Straitiff, Chairman	Linda Laub, PBPP
Benjamin Martinez	Gary Scicchitano, PBPP
Janet Lewis	Conway Bushey, PBPP
R. Scott Schlechter	Rusty Duncan (Guest - Westmoreland Co.)
Gregory A. Young	Paul Foltz (Guest-Erie Co.)
William Erickson	Gene Stull (Guest - ILEE)
Chester A. Kope, Executive Director	Jim Hawkins (Guest - ILEE)
Mary Williams, Secretary	

- I.** Chairman Straitiff opened the meeting with the Pledge of Allegiance. Since there were no corrections to the November 18, 2003 minutes he asked for a motion to accept the minutes.

MOTION: A motion was made by Commissioner Schlechter to accept the November 18, 2003 Commission meeting minutes. Commissioner Martinez seconded the motion. A vote was taken and the motion was approved.

II. COSTS TO CONDUCT IN-SERVICE TRAINING AND BASIC TRAINING IN 2004

Executive Director Kope reported that he had met with Mr. Rick Varner and Mr. Gene Stull on December 12, 2003 regarding the Institute for Law Enforcement Education's (ILEE) cost to conduct the In-Service and Basic Firearms training classes in 2004. Director Kope distributed copies of the Basic Firearms Training Academy 2002 Expenses he had prepared for comparison of cost, however as of January 12, 2004 ILEE had not provided their cost. Director Kope summarized the cost for the Commission to conduct seven Basic Firearms Training Academy classes for fiscal year 2002: For training at the Allegheny Police Academy it cost \$302.32 per student; at FTIG the cost was \$239.72 (26th BFTA), \$193.34 (28th BFTA), and \$297.28 (29th BFTA) per students; Delaware County Emergency Services Range was the most expensive because of the lodging and the cost of the range was \$899.38 and the total expenditures were \$369.20 per student. Director Kope explained that the cost included reimbursement for the instructors (lodging and travel) and administrative costs. The cost per student does not include the costs for ammunition or lodging for the students.

III. INSTITUTE FOR LAW ENFORCEMENT EDUCATION

Chairman Straitiff asked Mr. Eugene Stull if he had prepared information on the cost to the Commission for the ILEE to conduct the Basic Firearms Training Academy and the Continuing Education Classes. Mr. Stull explained that he did not have the opportunity to put the figures together and said that Mr. John Anderson, Vice President of the Educational Resources Group (ERG), will be taking over all financial matters. He stated that they would be able to provide the Commission with cost data in about two weeks. The Commission and Mr. Stull had a lengthy discussion regarding the trainings.

Commissioner Schlechter reported that the Curriculum Sub-Committee reviewed the findings on the two In-Service Firearms Training Courses that the ILEE gave the Commission for review and approval at the November 18, 2003 Commission meeting. There was a lengthy discussion regarding the proposed training programs.

Chairman Straitiff said that the Commission wants the ILEE to revise the two training programs that they developed. The revisions should be given to Director Kope and he will distribute them to the Curriculum Sub-Committee for review so the Commissioners can approve them at the March 9, 2004 Commission.

Commissioner Schlechter said the Curriculum Sub-Committee plans to meet in Grantville on February 18, 2004 and that would give the ILEE an opportunity to get feedback from the Curriculum Sub-Committee before the March 9, 2004 Commission meeting.

Chairman Straitiff asked if there were any other input or comments from ILEE. Mr. Stull reported that he now thinks he has a better understanding of what the Commission wants.

IV. COMMITTEE REPORTS

A. Curriculum Sub-Committee

Commissioner Schlechter reported that the Curriculum Sub-Committee met on January 12, 2004 and they were disappointed in the training programs that the ILEE prepared. The Commission held a lengthy discussion regarding the ILEE.

Chairman Straitiff asked the Commissioners if they wanted him to send a letter to the Educational Resources Group explaining their dissatisfaction with the ILEE. Mr. Scicchitano suggested that they schedule a conference call between Chairman Straitiff, Mr. Kim Coons, Mr. Rick Mr. Varner and Director Kope. Chairman Straitiff said he would like to include Commissioner Schlechter or someone from the Curriculum Sub-Committee in the conference call and asked Director Kope to set up the call.

Commissioner Martinez asked what would happen in the worst-case scenario and the ILEE says, we're out of here. Commissioner Schlechter said the Curriculum Sub-Committee could clean the Wounded Officer Survival course up within a day, but he did not know who would present the training.

Commissioner Schlechter reported that the Curriculum Sub-Committee finished the Power Point presentation for the Simunition training and plans to conduct a pilot Simunition Training Class in April 2004.

He said they plan to hold a meeting on February 18, 2004 in Harrisburg. They will do a walk through the GAP Shoot House on the 18th and inventory and organize the Simunition equipment on the 19th. Director Kope said he would schedule the training room on the 19th so they could inventory the equipment.

Commissioner Schlechter mentioned that Rusty Duncan brings his personal laptop to all of the meetings and is the typist for the committee and asked if the Commission would purchase a laptop and a portable printer for the Curriculum Sub-Committee. Chairman Straitiff directed Director Kope to purchase the equipment.

Commissioner Schlechter said that the Curriculum Sub-Committee is recommending that the Officer Mindset course be revised and the Commission should take out the qualification course of fire if they do not plan to require the officers to pass it. He said they could eliminate approximately one off the course.

Chairman Straitiff asked if was the Commissioners consensus that they do away with the qualification course of fire, since it does not count. Commissioner Schlechter said that the Curriculum Sub-Committee would review the drills and replace the current requalification course of fire drill with some movement type drills.

Chairman Straitiff said that the Commission would need to get the revisions to the ILEE since they will need to offer the training at least three or four times this year.

B. Policy Sub-Committee

Chairman Straitiff reported the results of a December 23, 2004 telephone conference call to revise the Proposed Commission Regulations that was held with Director Kope, Commissioner Davis, Linda Laub and himself. He anticipates it will probably take at least two more sessions to get through it.

Ms. Laub said that the revised regulations would be sent to Ms. Lauren Taylor, Parole Board Legislative Office for review.

C. Range Acquisition Sub-Committee

Chairman Straitiff reported that the Committee held a meeting with the Game Commission on January 7, 2004 at the Scotia Range to discuss expanding that range to 30 positions. He said they seemed positive and have some need to expand the range for their own use and as long as the Commission is paying they are happy. It was decided that they were going to take the proposal back to the Game Commission. Director Kope said that the Regional Director for Land Development plans to meet with the Committee following the Commission meeting today and they are bringing a copy of the map of the Scotia Range.

The Commission held a lengthy discussion regarding the Scotia Game Commission range and it was the general consensus of the Commissioners that they would put any development of a range at Fort Indiantown Gap on hold.

D. Strategic Planning Sub Committee

Commissioner Young reported that he sent an e-mail to the Committee members to schedule the first meeting. He has developed a form that was e-mailed to the Chairman, Mr. Conway Bushey, and sent an e-mail asking Commissioners for their thoughts. He also developed a two and five year goal outline for the Committee to look at. The different areas are personnel (Executive Director, Administrative Officer and Clerk Typist), training (Basic and In-Service), Committees (Curriculum, Range Acquisition, Strategic Planning and Policy), technical assistant and consulting (newsletter), professional organization membership, professional networking and legislative initiative and interest are the first areas the Committee will look at when they meet.

V. EXECUTIVE DIRECTOR'S UPDATE

Director Kope reported that he held a meeting with the Parole Board's Bureau of Information Technology (BIT) and was informed that they had prepared a Request For Quotation for the development of a database.

At a second meeting with BIT Director Kope asked them to prepare a proposal that could give the Commissioners to review. Director Kope distributed copies of a Power Point presentation that TATA Consulting Services prepared for him. The Proposal included two different solutions for software development. Director Kope provided the Commissioners with a detailed description of each Solution. The estimated cost to develop Solution 1 is \$69,600 and for Solution 2 is \$98,400. He said he did not know if the Board's Help Desk would be available to correct any problems or if it would be necessary to develop a maintenance contract with TATA.

Commissioner Young stated that TATA had developed the juvenile case management system for the Juvenile Court Judges Commission and people have raved about their work.

Chairman Straitiff said the Commission has been debating this issue for a long time and is in need of a software package. Right now all of the student and instructor information is kept on spreadsheets, which is not at all acceptable with relation to being able to extract information and reports. He asked the Commissioners if they wanted to proceed with the development of the software package.

Commissioner Martinez asked for an explanation of where the funds come from. Director Kope said the Commission has a restricted receipt account for funds to pay for the software package.

Commissioner Martinez said the Commission needs more details about maintenance before they make a decision.

Next Director Kope addressed the May 16-19, 2003 PAPPC Conference and distributed copies of their proposal form to conduct a training class.

Chairman Straitiff said if the Commission is going to participate he wanted a good quality presentation that is going to speak well for the Commission and put the Commission out in a positive light.

Commissioner Schlechter said that the Curriculum Sub-Committee would present a class on Simunition at the PAPPC Conference. Director Kope asked how many people did he plan to do the presentation. Commissioner Schlechter said that the presenters would include him, Erik Christensen, and Rusty Duncan. Director Kope said that he would need a copy of the Instructors biographies and a description of the training so he can complete the proposal.

MOTION: Commissioner Martinez made a motion to have the Curriculum Committee prepare a presentation for the PAPPC Conference. He stated that the Commission will pay solely for the night lodging prior to the Commission meeting and anyone who attends beyond that is liable for their own costs. Commissioner Lewis seconded the motion and the motion was carried.

Director Kope pointed out that they could not reserve a meeting room for the Curriculum Committee last year and said that he would contact the PAPPC to reserve a meeting room for the Curriculum Committee and Commission meeting.

Director Kope asked the Commissioners and the Curriculum Sub-Committee to fill out the Non-Commonwealth Travel Reimbursement form, which will be placed on the Imagine PA system for all non-Commonwealth employees.

Director Kope said an application from he received from Officer Christopher Colondrillo in Cumberland County to become a Certified Firearms Instructor was in the packet of information that was mailed to the Commissioners. Director Kope said that Officer Colondrillo met all Commission mandates and recommended that they approve him to become a Commission Certified Firearms Instructor.

MOTION: Commissioner Martinez made the motion to approve Christopher Colondrillo as a Certified Firearms Instructor by the Commission. Commissioner Lewis seconded the motion. A vote was taken and the motion was carried.

Director Kope discussed the survey that was conducted with the counties. The survey indicated that approximately 153 officers plan to attend to Basic Firearms Training this year. He also mentioned that two new counties, Berks and Clearfield, plan to begin carrying firearms.

Director Kope gave the Commissioners a copy of the financial report. The Commissioners held a brief discussion.

VI. EXECUTIVE SESSION

Chairman Straitiff adjourned the meeting and went into an Executive Session at 11:50 a.m. to discuss personnel matters. Director Kope and Mary Williams were asked to leave the meeting. The regular Commission meeting resumed at 12:28 a.m.

VII. NEW BUSINESS

Mr. Conway Bushey reported that in November 2003 that Representative William Keller from Philadelphia sent a memo to all of the House members and a copy went to Ms. Lauren Taylor, Legislative Affairs, saying "in the near future he planned to introduce legislation which amends the Act of August 6, 1963 permitting Warrant Officer of the Pre-trial Services of the Court of Common Pleas of Philadelphia County the same powers as police officers in the performance of their duties. He said that his concern was that they are not probation officers and do not fall within the definition of Act 158.

Mr. Bushey asked if the Commission trains officers in Mercer and Venango Counties because the Board provides probation services in those two counties. Director Kope said the Commission developed an agreement to train the Venango County Intermediate Punishment Officers, but does not do any training for Mercer County.

Mr. Bushey said that if Representative Keller introduces legislation there might be a request in to the Commission to provide training.

Director Kope said that they are currently attending a federal firearms training program. He said that the Director of the Warrant Unit contacted him a couple of years ago and the President Judge wanted him find out if his Warrant Unit Officers could attend the Commission's training. Director Kope said that he sent a letter to the President Judge in Philadelphia County requesting that they meet with him and/or his staff to discuss training officers in his Warrant Unit.

Commissioner Erickson asked if there would be any interest in sending people to the Annual Training Conference being held in Cincinnati. Chairman Straitiff said he is not familiar with the organization and asked Commissioner Erickson to present some information about the organization so the Commission knows what it is about and if it will benefit the Commission.

VIII. OLD BUSINESS

There was no old business.

IX. LEGAL ISSUES

Ms. Linda Laub said that there is a change in the legal portion of the Basic Training tape. Chairman Straitiff said that the Commonwealth Media Services should be contacted to see if the current tape could be edited or if a short addendum tape could be done.

X. PUBLIC COMMENTS OR QUESTIONS

There were no public comments or questions.

The meeting was adjourned at 1:15 PM