

**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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March 9, 2004

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

Larry Straitiff, Chairman	Linda Laub, PBPP
Marshall Davis	Gary Scicchitano, PBPP
Janet Lewis	Conway Bushey, PBPP
R. Scott Schlechter	Niraj Deo (Guest - TATA)
Gregory A. Young	Jagdish Laddha (Guest – TATA)
William Erickson	Debra Littleton (Guest – PBPP)
Jim Fox	Chad Libby (Guest – DCJPO)
Rick Varner (Guest – ILEE)	Jonathan Flynn (Guest – DCJPO)
Jim Hawkins (Guest - ILEE)	Ted Mellons (Guest – Penn State, Fayette)
Chester A. Kope, Executive Director	Kirk Hessler (Guest – Penn State, Fayette)
Lee Van Brederode (Administrative Officer)	Mary Williams, Secretary

- I.** Chairman Straitiff opened the meeting with the Pledge of Allegiance. Since there were no corrections to the January 13, 2004 minutes he asked for a motion to accept the minutes.

**MOTION:** A motion was made by Commissioner Schlechter to accept the January 13, 2004 Commission meeting minutes. Commissioner Young seconded the motion. A vote was taken and the motion was approved.

**II. TATA CONSULTING SERVICES**

Debra Littleton opened TATA's presentation with a brief overview of the two options for the development of a database for Central Office Only use and a database for End-to-End use. The representatives from TATA provided a Power Point presentation that included a brief overview of their organization and outlined the process of the two proposed solutions. Several Commissioners asked questions about how the database would track students, if the system would require additional software or server and how does the application generate reports. TATA responded since the database is a web-based application the only requirement is to have access to the Internet, the application would not require additional software, and hardware nor an additional server and reports would automatically be generated. Following a lengthy discussion of the proposal and some of the options available the Commission agreed to enter into a contract with TATA.

MOTION: Commissioner Young made a motion to proceed with the automation project not to exceed \$99,999.99 and give the Executive Director the authority choose the vendor for this project. Commissioner Davis seconded the motion. A vote was taken and the motion was carried.

### III. PENN STATE FAYETTE CAMPUS

Mr. Ted Mellors, Director for Community and Public Safety, Penn State Fayette Campus, open his presentation by thanking the Commission for an opportunity to present some of the potential enhancements to law enforcement training in western Pennsylvania. He gave a brief description of Fayette Campus location and how long they have been providing public safety education. He also described the site that will be used for law enforcement education and his responsibility to find partners willing to help develop the site. Kirk Hessler described the features of the SIMM house they plan to develop. Chairman Straitiff asked if they have preliminary cost for how much it would cost to develop the facility. Mr. Mellors responded they estimate it would cost about \$20,000 initially and if a partnership were developed with the Commission the Commission's cost would be \$10,000. Following a lengthy discussion it was decided that any proposal should be worked through the Executive Director.

### IV. INSTITUTE FOR LAW ENFORCEMENT EDUCATION

Rick Varner reported the progress of the development of the training manuals and stated that they have been having some problems because of a lack of communication. Chairman Straitiff said that he was a little disappointed that the training manuals are not completed. He also said that he mentioned in the January 27 conference call his dissatisfaction and he thought that ERG would take the input given and present a finished product. Rick Varner said he anticipated that both training manuals would be completed by March 17, 2004. Following a lengthy discussion regarding ERG's training cost, the Commission presented ERG with a counter cost proposal. The Commission's counter cost proposal is as follows:

Cover Course	\$175 per student, minimum of 15 students per class (\$2,625 per class)
Wounded Officer	\$150 per student, minimum of 30 students per class. Officer to student Ratio of (1 to 6) (\$4,500 per class)
Critical Incident	\$90 per student, minimum of 30 students per class (\$2,700 per class) \$50 per student, over 30 students minimum
Basic Training	\$700 per student, minimum of 25 students per class (\$17,500 per class) \$650 per student, over 25 students minimum

MOTION: Commissioner Davis made a motion that upon receipt of responses on the 17 of March on the proposed that the Chairman is authorized to sign a MOU and if there should be further negotiation that Chairman, Commissioner Schlechter and Executive Director Kope should complete negotiations with ERG. Commissioner Young seconded the motion. A vote was taken and the motion was passed.

### V. DAUPHIN COUNTY JUVENILE PROBATION DEPARTMENT

Chad Libby and Jonathan Flynn of the Dauphin County Juvenile Probation Department presented a detailed description of the simulation training conducted by Dauphin County at Ft. Indiantown Gap in order for the participants to receive training hours credit. Following a lengthy discussion the Commission decided to chair their decision.

## **VI. COMMITTEE REPORTS**

### **A. Curriculum Sub-Committee**

Commissioner Schlechter reported that the Curriculum Sub-Committee toured the Ft. Indiantown Gap simulation facility on February 17 and that it is possible to do four scenarios simultaneously. The Sub-Committee will schedule the pilot training for about 25 student on August 17-18.

Commissioner Schlechter also requested a letter from the Commission to members of the Sub-Committee's Chief thanking the members for their assistance to the Commission throughout the year in whatever capacity that they serve – training or as a member of the Curriculum Committee – letting the Chief know that they are valuable assets to the Commission and thanking the Chief for allowing them to participate and requesting continued cooperation from the counties to allow them to continue to participate. He said that he believes the letters should be done on a yearly basis.

### **B. Policy Sub-Committee**

Chairman Straitiff reported that he tried several times to arrange a telephone conference call to revise the Proposed Commission Regulations, however, he was unable to coordinate a convenient time for Director Kope, Commissioner Davis, Linda Laub and himself.

### **C. Range Acquisition Sub-Committee**

Commissioner Young reported that he spoke with Mr. Hixson from the Game Commission who said that they have measured the burm distance and that there is more than enough distance for the Commission to have a 30-space range and for the Game Commission to utilize their tactical range. Commissioner Young also called the representative from Caswell and Advance Training Systems to ask them to resubmit their quotes for turning targets systems. Advance Training Systems has agreed to provide estimates for their permanent turning targets, which are more cost effective. Commissioner Young also said he would find out more information about how to collect the lead.

### **D. Strategic Planning Sub Committee**

The Strategic Planning Sub-Committee meeting will be rescheduled.

## **V. EXECUTIVE DIRECTOR'S UPDATE**

Director Kope reported that the Annual Report is completed and asked the Commissioners if there were any additions or corrections

He reported that two of the Basic Firearm Training Academies have been cancelled due to the lack of applications. The consensus of the Commission was that Mr. Kope contact Chief of the students scheduled to attend the 33<sup>rd</sup> and request that the students attend the 32<sup>nd</sup> class and cancel the 33<sup>rd</sup> because it is not cost effective to conduct a class for four students.

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

**MOTION:** Commissioner Davis made the motion to approve Keith Van Louvender as a Certified Firearms Instructor by the Commission. Commissioner Young seconded the motion. A vote was taken and the motion was carried

Executive Director Kope also reported that he had received an extension letter from Blair County requesting that Officer William G. Decker be released from firearm training/requalification until April 1, 2004.

**MOTION:** Commissioner Schlechter made a motion to grant Officer Decker an extension to complete his annual requalifications. Commissioner Erickson seconded the motion and the motion was carried.

Executive Director Kope reported he has strengthened the language of Schedules with ERG to include a designated point of contact. He also said that the Newsletter will include pictures of the new Commissioners and should be distributed within the next couple of weeks. He said that the Service Request to purchase of a laptop computer and a portable printer for the Curriculum Committee is still pending approval of BIT. Next, Mr. Kope reviewed the financial report.

## **VII. NEW BUSINESS**

The Commission's position regarding borrowing simulation equipment is that since the Commission has not run the course yet, it was agreed that no one should borrow the equipment.

## **VIII. OLD BUSINESS**

Conway Bushey reported that the House Bill which 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 has been introduced and because the Warrant Officers will be authorized to carry firearms and they will come under the Probation Board and be considered Probation Officers and the Commission might get a request to conduct Basic Firearm Training for these officers.

Executive Director Kope reported that there are still problems with processing the travel vouchers and the vouchers cannot be processed until the non-Commonwealth employee identification number is received. He asked the members to please be patient if they have not received their travel reimbursement.

## **IX. LEGAL ISSUES**

Ms. Linda Laub said that she would like to change the Use of Force portion of the training video to include several court cases

**MOTION:** Commissioner Fox made a motion to research how much it would cost to change the Use of Force portion of the training video and authorizing the Executive Director to purchase the services to change the video. Commissioner Young seconded the motion and the motion was carried.

## **X. PUBLIC COMMENTS OR QUESTIONS**

There were no public comments or questions.

The meeting was adjourned at 2:45 PM