

Commissioners:

Larry J. Straitiff, Chairman
Marshall R. Davis.
Jim Fox
Hon. Rita D. Hathaway
Hon. Janet F. Lewis
Gregory A. Young
Hon. Michael L. Green (Acting)
(Vacancy)
(Vacancy)



Chester A. Kope Jr.
Executive Director
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
(717) 787-5699 Ext. 389
Fax (717) 772-4185
E-mail [ckope@state.pa.us]

February 15, 2005

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:04 a.m. on February 15, 2005 at the Courtyard Marriott in State College, PA. The following Commission members and other persons were present:

Larry Straitiff, Chairman	Marcie Pesta (NCTC)
Commissioner Marshall R. Davis	Debra Littleton (PBPP)
Commissioner Jim Fox	Jesse Larrimer (PBPP)
Commissioner Greg Young	Fred R. Smith (Cambria Co.)
Honorable Janet F. Lewis	Barb Leap (Cambria Co.)
Chester A. Kope, Executive Director	Commissioner Milan Gjurich (Cambria Co.)
Lee Van Brederode (Admin. Officer)	Diane Schaeffer (Commission Secretary)

I. REVIEW OF THE PREVIOUS MEETING MINUTES

Chairman Straitiff opened the meeting with the Pledge of Allegiance. Chairman Straitiff requested a motion to accept the minutes of the November 16, 2004 Commission meeting.

MOTION: A motion was made by Commissioner Lewis to accept the November 16, 2004 meeting minutes. Commissioner Davis seconded the motion. A vote was taken and the Commission approved the motion.

II. MS. DEBRA LITTLETON – FCTMS LICENSING FEES

Chairman Straitiff introduced Ms. Debra Littleton from the Pa. Board of Probation and Parole, Bureau of Information Technology. Ms. Littleton explained the extra cost regarding the license fees to implement FCTMS. Ms. Littleton's presentation explained several issues that created the extra costs and why the extra costs were needed to complete the process of fielding the Firearm Commission Training Management System. The Commissioners held a brief discussion and moved to the next agenda.

III. INITIAL USER TRAINING FOR THE FIREARM COMMISSION TRAINING MANAGEMENT SYSTEM (FCTMS)

Mr. Van Brederode reported to the Commission the outcome of the initial user training on the FCTMS presented by TATA Consultancy on January 27-28, 2005 in Harrisburg. He advised the system is scheduled to be available "live" beginning February 22, 2005. This will give the counties access to input applications and complete other actions online. One user training was called for in the contract with TATA. Mr. Van Brederode suggested that the Commission allow the field an opportunity to work with the system and then assess what additional user training might be necessary. Commissioner Fox asked if there were manuals to send out to all the users in the counties? Mr. Van Brederode explained no hard copies were sent to the Counties however the help screen should be able to assist most of the users in the field.

IV. HONORABLE MILAN GJURICH AND MR. FRED R. SMITH - PRESENTATION FOR MONETARY ASSISTANCE FROM THE COMMISSION TO BUILD A 30-POSITION RANGE

A presentation was given by Mr. Fred R. Smith and Honorable Milan Gjurich, representatives from Cambria County to gain monetary assistance from the Commission to create and build a 30 position range that would estimate a cost of \$800,000. Chairman Straitiff advised the representatives there would be a need for the Commission to look into this further.

V. MS. MARCIE PESTA – NCTC

Ms. Marcie Pesta promoted services and costs NCTC could provide for the Commission's upcoming training. The topics of liability insurance for instructors, training courses the Commission has tentatively scheduled for calendar year 2005 and the range availability throughout the state. Mr. Kope did make attempts to find the coverage through associations the Commission is looking for; however, Mr. Kope did not get accurate responses for the needs of the Commission. The Commission held a discussion to contract with NCTC and move forward on the liability insurance needs to buy a policy to cover all that applies in order to establish a blanket insurance coverage for Firearms Instructors. Mr. Kope and Ms. Pesta will meet to discuss details of this presentation. Chairman Straitiff called for a motion to engage a M.O.U. between NCTC and FETC.

MOTION: Motion made by Commissioner Davis to solidify an M.O.U. between the Commission and NCTC to provide training for FETC Courses 2, Course 3 and Course 4 for a specified number of times and would be determined after negotiations between the Executive Director and NCTC. Course 3 costs to be determined at next Commission meeting. Motion seconded by Commissioner Young. A vote was taken and the Commission approved the motion.

Chairman Straitiff called for a motion to mandate officers be required to attend one of the advanced training courses offered by the Commission for calendar year 2005. If the officer has already attended Course 3 (Officer Survival Mindset Course), it will then be required to attend either Course 2 (Critical Incident / Report Writing) or Course 4 (Wounded Officer–One Handed Weapon Operations). This information will be incorporated into a letter drafted by the Executive Director informing Counties about FCTMS and registering to access the system.

MOTION: Commissioner Davis made a motion that for the 2005 training year it will be required that Certified Officers attend and complete either FETC Course 2, 3, or 5 (Simunition Training). All officers that were certified in calendar year 2004 will be required to attend and complete FETC Course 3. Commissioner Young seconded the motion. A vote was taken and the Commission approved the motion.

VI. EXECUTIVE DIRECTOR'S UPDATE

Executive Director Kope presented the Commissioners with a letter that he received from Chief Elliott in Butler County requesting an extension of time to shoot the requalification course of fire to requalify Officer Erika McNany. Mr. Kope advised the Commission Officer McNaney failed to complete the requalification requirement by December 31, 2004 which led to the correspondence of revocation of her certification. Correspondence received by Chief Elliott explained the extenuating circumstances and is requesting an extension. The Commissioners held a brief discussion. The following motion was made.

MOTION: Commissioner Davis made a motion to permit Officer Erika McNany an extension to requalify. However, she will be required to take the two written examinations and shoot the qualification course of fire. All requalification requirements must be completed by March 31, 2005. Commissioner Young seconded the motion. A vote was taken and the Commission approved the motion.

Mr. Kope described his attendance at the American Society for Law Enforcement Training Annual International Training Seminar and Exposition held in January 2005.

Mr. Kope presented a tentative list of Commission planned activities and estimated timetable to accomplish the Commission mandates in calendar year 2005.

VII. ADMINISTRATIVE OFFICER REPORT

Mr. Van Brederode discussed the status of the Commission "Update in the Field" Conference. After a brief discussion with the Commissioners the following motion was made.

MOTION: A motion was made by Commission Fox to proceed with the Updated to the Field using September 14, 2005 as a target date to hold this event. The motion seconded by Commissioner Davis. A vote was taken and approved by the Commissioners.

Mr. Van Brederode advised the Commission of the tentatively arrangement to conduct a Simunition instructor School at Fort Indiantown Gap the week of June 20-24, 2005.

MOTION: A motion was made by Commissioner Davis to give authority to Executive Director Chet Kope to oversee and execute transactions between NCTC and FETC to set up Simunition Certifications and re-certifications. Commissioner Lewis seconded the motion. A vote was taken and the Commission approved the motion.

VIII. COMMITTEE REPORTS

- **Curriculum Sub-Committee:** Nothing to report.
- **Policy Sub-Committee:** Brief discussion of the Revision 5. Legal is in the process of the completion.
- **Strategic Planning Sub Committee:** – Nothing to report. Commissioner Young resigned as Chairman of the Strategic Planning Committee to devote more time to the Curriculum Sub-Committee.

Note: Commissioner Fox departed from the Commission Meeting (12:43 PM)

IX. OLD BUSINESS – NONE

X1 NEW BUSINESS – NONE

XII LEGAL ISSUES – NONE

XIII PUBLIC COMMENTS AND QUESTIONS - NONE

MOTION: A motion was made by Commissioner Young to adjourn meeting and was seconded by Commissioner Lewis. The motion to adjourn was approved by the Commission.

MEETING WAS ADJOURNED AT 12:53 PM.