

**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)



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March 15, 2005

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:01 a.m. on March 15, 2005 at the Courtyard Marriott in State College, PA. The following Commission members and others were present:

Larry J. Straitiff, Chairman	A. Gary Scicchitano, Advisor (PBPP)
Commissioner Marshall R. Davis	W. Conway Bushey, Advisor (PBPP)
Commissioner William R. Erickson, Jr	Linda J. Laub, Legal Advisor (PBPP)
Commissioner Jim Fox	Erik Christensen (Guest - Erie County)
Commissioner R. Scott Schlechter	Rusty Duncan (Guest)
Commissioner Gregory A. Young	Lee Van Brederode (Administrative Officer)
Honorable Rita Hathaway	Diane Schaeffer (Commission Secretary)
Chester A. Kope, Executive Director	

**I. REVIEW OF THE PREVIOUS MEETING MINUTES**

Chairman Straitiff opened the meeting with the Pledge of Allegiance. Chairman Straitiff notified the Commission members that the March 15, 2005 minutes sent to them were revised.

**MOTION:** A motion made by Commissioner Davis to accept the revised February 15, 2005 minutes. Motion seconded by Commissioner Fox to except the update. A vote was taken and the Commission approved the motion.

**II. NORTHEAST COUNTERDRUG TRAINING CENTER** – Chairman Straitiff advised that Ms. Marci Pesta could not attend due to other obligations.

**III. EXECUTIVE SESSION** - Chairman Straitiff called for an Executive Session to discuss contracting the In-Service Training programs and requests the public members to exit the meeting. (The Executive Session began at 9:05 AM ended at 9:52 AM)

**MOTION:** Commissioner Davis made a motion to direct legal counsel to move forward on the development of a Memorandum of Understanding between the Commission and NCTC in the Department of Military Affairs. The Motion seconded by Commissioner Fox. A vote was taken and the Commission approved the motion.

**MOTION:** Commissioner Davis made a motion to empower Commissioner Young to work with the Institute for Law Enforcement Education to review the proposed "Critical Incident Report Writing Curriculum" and to make recommended changes and present it for approval at the May 17, 2005 Commission meeting. The Motion seconded by Commissioner Fox. A vote was taken and the Commission approved the motion.

#### **IV. SUB-COMMITTEE REPORTS**

- **POLICY SUB-COMMITTEE**

Chairman Straitiff did not meet and had nothing to report.

- **CURRICULUM SUB-COMMITTEE**

Commissioner Young presented information regarding courses that was discussed utilizing three modules; 1.) Psychological shooting, 2.) Legal Aspects, 3.) Report Writing. Each of these modules are two hours in length. Commissioner Fox stated that he believes that these courses are more for a police response. Commissioner Young advises that these courses could be revised and be of benefit for the Commission's training program.

#### **V. ADMINISTRATIVE OFFICERS REPORT**

- Mr. Van Brederode said that the mass mailing of the Firearms Commission Training Management System (FCTMS) Users Manuals were mailed to all probation and parole departments.
- Mr. Van Brederode said that the Simunition Instructor Training is scheduled be conducted June 21-24, 2005 for 26 officers at the Shoot House in Fort Indiantown Gap. In addition, the Simunition Company also agreed to conduct Simunition requalification course for our 13 instructors on June 22-24, 205 at the Shoot House.

#### **EXECUTIVE DIRECTOR'S UPDATE**

- Mr. Kope gave the Commissioners a copy of the Draft Incident Report Update that he prepared. The Commissioners discussed current proposed federal and state regarding incident reporting.
- Mr. Kope gave the Commissioners a copy of the February 2005 financial statement showing a balance of 1, 226, 782.

#### **VI. OLD BUSINESS**

- Ms. Lind Laub asked about the status of the vacancies on Commission. Mr. Kope stated as of this date the Governor's office has not made any appointments.

#### **VII. NEW BUSINESS**

- Mr. Conway Bushey last meeting due to retirement in May 2005.

#### **VIII. PUBLIC COMMENT AND QUESTIONS**

- There was no public Comment

#### **IX. ADJOURN MEETING**

**MOTION** Commissioner Fox made a motion to adjourn the meeting. Commissioner Hathaway seconded the motion. A vote was taken and the meeting was adjourned.