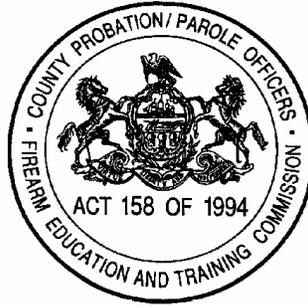


Commissioners

Hon. Catherine C. McVey (Chairman PBPP)
Larry J. Straitiff, Chairman
Gregory A. Young, Vice Chairman
Thomas R. Schuster
Hon. Janet F. Lewis
R. Scott Schlechter
Robert L. Repard
Jim Fox



Executive Director

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September 27, 2005

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:01 a.m. on September 27, 2005 at the Atherton Hotel in State College, Pennsylvania. The following individuals were present:

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| Mr. Larry J. Straitiff, Chairman | Ms. Linda J. Laub (PBPP Advisor) |
| Hon. Catherine C. McVey, Commissioner | Mr. A. Gary Scicchitano (PBPP, Advisor) |
| Mr. Gregory A. Young, Commissioner | Mr. William J. McDevitt, Jr. (PBPP, Advisor) |
| Mr. R. Scott Schlechter, Commissioner | Mr. W. Conway Bushey (Guest) |
| Mr. Robert L. Repard, Commissioner | Mr. Robert W. McCullough, III (Guest) |
| Mr. Thomas R. Schuster, Commissioner | Mr. Michael Allegrucci (Guest) |
| Mr. Henry L. Van Brederode (Executive Dir.) | BG Stanley J. Jaworski (NCTC) |
| Mrs. Diane Schaeffer (Commission Secretary) | Major Gilbert R. Durand (NCTC) |
| | CW4 Patricia Ravegun (NCTC) |

1. CALL TO ORDER AND PLEDGE OF ALLEIGANCE

Following a call to order and the Pledge of Allegiance Chairman Straitiff welcomed all in attendance.

2. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

No corrections, additions or deletions to the Minutes of the previous meeting were noted.

MOTION: Commissioner Schuster offered a motion to approve and accept the Minutes of the July 19, 2005 meeting. The motion seconded Commissioner Young and was approved by unanimous voice vote.

3. ANNOUNCEMENTS

Mr. Van Brederode announced that the representatives from the NCTC were delayed in arriving but were on their way.

NOTE: Commissioner Fox excused himself from the meeting and was not present for any discussion concerning the PA Board of Probation & Parole's Training Administration proposal or actions with the Northeast Counterdrug Training Center (NCTC).

4. PENNSYLVANIA BOARD OF PROBATION & PAROLE TRAINING ADMINISTRATION PROPOSAL

Chairman Straitiff explained the decision to delay September's Commission meeting was to allow the Commissioners to receive input from the annual adult chiefs meeting, which took place from 19-21 September. At the chiefs meeting the Board's Training Administration Proposal was considered and discussed. Chairman Straitiff reported that the chiefs were not in favor of the proposal. He also reported the chiefs discussed a proposal by former Commissioner Jim Gunderman to investigate the possibility of the Commission hiring instructors directly. There was also discussion of using the Chief's Association counsel to make a determination as to whether or not such a course of action would be legal. The meeting was cautioned by Ms. Laub that such advice would need to come from a Commonwealth counsel. Chairman Straitiff reiterated that the adult chiefs strongly desire in-service training be conducted by county personnel.

Commissioner McVey explained that the Board was withdrawing the Training Administration proposal due to the fiscal inability to hire the two additional trainers the proposal would require. Mr. Scicchitano stated that the Board was committed to doing everything within its capabilities to help the Commission achieve its mission and training goals.

NOTE: The meeting recessed for a break from 0921 and reconvened at 0936.

5. NCTC PRESENTATION

Representatives from the NCTC screened a brief video explaining the organization and mission of the NCTC and then provided a power point presentation to the Commissioners showing how an arrangement between the NCTC, Commission and the Harrisburg Area Community College would serve the Commission's intent to offer in-service training.

A discussion followed pertaining to the adequacy of the Memorandum of Understanding that is yet to be formally approved between the parties. Chairman Straitiff asked Mr. Van Brederode to explore the "Gunderman Proposal" to see if the Commission can hire instructors directly.

NOTE: The meeting recessed at 1001 and reconvened at 1025.

MOTION: Commissioner Repard offered a motion to pursue the proposal with Northeast Counterdrug Training Center and with partnership of Department of Military & Veteran Affairs along with Harrisburg Area Community College to provide in-service training utilizing County Certified Firearms Instructors. Commissioner Young seconded the motion and it was passed unanimously by voice vote.

NOTE: Commissioner Fox returned to the Commission meeting.

6. REPORTS OF OFFICERS AND STANDING COMMITTEES

A. CHAIRMAN / SAFETY COMMITTEE

Chairman Straitiff and Mr. Bushey commented on various issues associated with the on-going Probation and Parole Officer Safety Task Force that is operating at the Federal level. With Mr. Bushey's assistance and cooperation the Commission will monitor developments closely for potential impact and trends in training.

Chairman Straitiff reported that Revision 6 of the proposed "Regulation" had been formatted and was ready for a final critical review by the Policy Sub-Committee. He planned to have a subcommittee meeting prior to the November Commission meeting in order to be able to present the regulation for a confirmatory vote at that meeting.

B. EXECUTIVE DIRECTOR

Mr. Van Brederode presented an update of number of participants attending the Firearms Commission Training Management System user training and advised that the status of the FCTMS user proficiency was improving. He also noted that many adjustments and improvements to the system had been developed and would need to be a part of the follow-on upgrade.

Contact was made with the Governor's office for an update on the replacement for Commissioner Hathaway. The action was still pending and the Governor's office was interested in recommendations.

All actions have been taken to fill the Administrative Officer's position and the action is awaiting clearance of background checks before the position can be offered.

Revenue for the first quarter is somewhat less than the same period last year. Commissioners discussed this and agreed that there was a possibility the AOPC system could be the cause of this reduction. (Advisor Linda Laub said that she would make contact with the Attorney regarding the AOPC system). Commissioner Fox suggested waiting until more FY data was available to determine whether or not there was a trend.

C. CURRICULUM COMMITTEE

Commissioner Schlechter reported the content of FETC Course 4 (Wounded Officer, One-handed Weapon Operations) had been completed and the committee was working on the supporting PowerPoint presentation.

Commissioner Schlechter said the committee would be looking at the Basic Training curriculum in the coming months. Commissioner Schuster commented on the need for revolver cleaning to be covered in the curriculum when there were no revolver shooters in the class.

Commissioner Schlechter advised that the Course 2 (Critical Incident/Report Writing) had not been acted on further by the committee since the last meeting. The Commissioners agreed that Ms. Laub should review the legal segment once it had been adjusted.

7. REPORTS OF AD HOC COMMITTEES

No report.

8. OLD BUSINESS

There were no items of Old Business.

9. NEW BUSINESS

- A. Former Commissioner Plaques. Mr. Van Brederode asked if the Commissioners wanted to present a plaque to Judge Hathaway. Discussion followed and the Commissioners decided to give a plaque to former Commissioner Martinez also.

MOTION: Commissioner Young offered a motion to obtain plaques for former Commissioners Hathaway and Martinez. The motion seconded by Commissioner Fox and was passed unanimously by voice vote.

- B. Certified Firearms Instructor Application. Mr. Van Brederode presented an application from Officer Shawn Miller, Adams County Adult Probation, to become a Certified Firearms Instructor.

MOTION: Commissioner Schlechter offered a motion to approve Officer Miller's application to be a Commission Certified Firearms Instructor. Commissioner Young seconded the motion and it was passed unanimously by voice vote.

- C. Clarification of Policy. Mr. Van Brederode asked for the Commissioners to clarify the policy on processing Officer "*Request(s) for Extension of Time*" (under Operational Policy) and "*Extensions*" (under proposed Regulation) for maintenance of certification. He asked for a clear statement on the authority of the Executive Director. Discussion ensued and was concluded by a motion.

MOTION: Commissioner Schuster offered a motion to authorize the Executive Director to act using his own discretion and judgment when considering request (petitions) for extensions of time based on military and medical reasons involving maternity. The motion was to delegate authority to the Executive Director to act on such requests. The motion seconded by Commissioner Repard and was passed unanimously by voice vote.

- D. Officer Michael J. Koscelnak, Susquehanna County Probation/Parole Department, requested an extension due to military deployment.

MOTION: Commissioner Repard offered a motion to approve the request with the requirement that Officer Koscelnak must successfully complete the requalification course of fire not later than 31 October 2006. In accordance with Commission Operational Policy, officer's certification is suspended effective 31 October 2005 and will continue to be so until the officer successfully meets the conditions for requalification. The motion was seconded by Commissioner Young and passed unanimously by voice vote.

E. Mr. Van Brederode presented a request for a medical extension from Officer Rodney A Stackhouse, Dauphin County Adult Probation. Officer Stackhouse last qualified in April 2004. Due to injuries suffered in an accident he was unable to requalify in 2005 and his current certification will expire on 12/31/2005. Documentation has been provided showing he is presently not allowed to carry a firearm for medical reasons. Chief Davis requests an extension until spring 2006.

MOTION: Commissioner Schlechter offered a motion to approve the request with the requirement that Officer Stackhouse must successfully complete the requalification course of fire not later than 31 May 2006. In accordance with Commission Operational Policy, officer's certification is suspended effective 31 October 2005 and will continue to be so until the officer successfully meets the conditions for requalification. The motion seconded by Commissioner Repard and was passed unanimously by voice vote.

F. Mr. Van Brederode presented a request for a Medical Extension for Probation from Officer Ronald Sible, Fayette County Adult Probation. The Executive Director advised the Commission that Officer Sible last qualified in September 2003. On October 13, 2004 Chief Lozar wrote to the Executive Director requesting an extension for Officer Sible to requalify due to unspecified "current physical limitations." No record is able to be located showing a response to that correspondence. Commission meeting minutes do not contain any record of action pertaining to Officer Sible. On September 8, 2005 Chief Lozar provided a "To Whom It May Concern" Memo from a Chiropractor reporting that Officer Sible was not and currently is not cleared to wear his utility belt or perform any field duties as the result of injuries sustained in January 2004. No projected date for recovery or ability to carry a firearm is able to be determined. Because of the inability to locate or determine what response, if any, was made to the October 2004 memo, Officer Sible's current certification status is unclear.

MOTION: A motion made by Commissioner Repard to revoke the certification of Probation Officer Sible for failure to requalify in 2004 and for not submitting written extensions to the Commission in a timely manner. The motion second by Commissioner Young and passed unanimously by voice vote. The Executive Director will notify Chief Lozar and P.O. Sible of the revocation.

G. Training Dates for 2006

Mr. Van Brederode advised the Commissioners of the Simunition® training dates for the coming year.

- H. Calendar Year 2006 Commission Meeting dates. Mr. Van Brederode requested the Commissioners consider establishing meeting dates for 2006 to facilitate the scheduling of training events. The following dates were proposed: January 24, March 21, May 23, July 18, September 26 and November 14. A brief discussion followed.

MOTION: A motion made by Commissioner Young to adopt the proposed meeting dates (January 24, March 21, May 23, July 18, September 26 and November 14) for 2006. The motion second by Commissioner Schuster and passed unanimously by voice vote.

10. LEGAL ISSUES AND COMMENT

Ms. Laub advised she would not be attending the November 2005 Commission meeting.

11. ADJOURNMENT

MOTION: A motion to adjourn was offered by Commissioner Young. The motion was seconded by Commissioner Repard and passed unanimously by voice vote. The meeting stood adjourned at 1158.

Respectfully Submitted

Henry L. Van Brederode
Executive Director