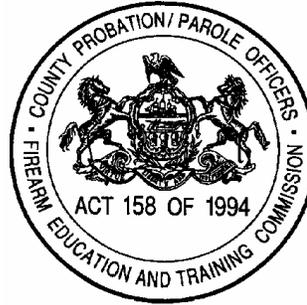


Commissioners

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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November 23, 2005

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. on November 15, 2005 at the Courtyard Marriott, 1730 University Drive, State College, Pennsylvania. The following individuals were present:

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|---------------------------------------|---|
| Mr. Larry J. Straitiff, Chairman | Honorable Janet F. Lewis, Commissioner |
| Mr. R. Scott Schlechter, Commissioner | Mr. W. Conway Bushey (Guest) |
| Mr. Robert L. Repard, Commissioner | Mr. Henry L. Van Brederode (Executive Director) |
| Mr. Gregory A. Young, Commissioner | Mr. Todd D. Burns (Administrative Officer) |
| Mr. Thomas R. Schuster, Commissioner | Ms. Diane M. Schaeffer (Commission Secretary) |
| Mr. Jim Fox, Commissioner | |

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 September 27, 2005 meeting. Commissioner Young seconded the motion and it was approved by unanimous voice vote.

3. ANNOUNCEMENTS

Mr. Van Brederode introduced Todd Burns, the Commission's new Administrative Officer. Mr. Burns spoke briefly about his background and experiences.

4. REPORTS OF OFFICERS AND STANDING COMMITTEES

A. CHAIRMAN:

Chairman Straitiff had no report.

B. EXECUTIVE DIRECTOR

1. Mr. Van Brederode presented the first quarter financial report to the Commissioners. Average revenues for the first four months of the current fiscal year are averaging

slightly less than the average receipts for the corresponding four months of the previous fiscal year (\$32,068 FY 05-06 vs. \$33,764 FY 04-05).

2. Mr. Van Brederode provided a summary report of results of the 37th Basic Training Academy, the last basic training for calendar year 2005. Various aspects of the training were discussed. Twenty officers were certified and there were 4 failures, one in the classroom phase and 3 firing range non-qualifiers. He also discussed the average cost to conduct basic training. For the 37th the cost was \$378 per student, excluding staff personnel costs.
3. Mr. Van Brederode updated the status of the vacant Commissioner's position. Discussion was brief and the Commissioners directed the Executive Director to contact AOPC for a possible suggested replacement.
4. Mr. Van Brederode described the status of the on-going process to complete the arrangement with NCTC for conducting advanced training in calendar year 2006. The Commissioners discussed the issue briefly and directed the Executive Director to make the effort a high priority and to report on the status of the MOU at the next meeting.

C. CURRICULUM COMMITTEE

Commissioner Schlechter had nothing to report other than to inform the members that the committee would be finalizing work on Course 4 in January and then begin looking at the Basic Training curriculum.

D. POLICY SUBCOMMITTEE

Chairman Straitiff met with the Safety Committee on November 14, 2005 in reference to collecting data on the Use of Force and Firearms Related Incidents. Chairman Straitiff proposed withholding reimbursements to compel counties to provide the requested information. Chairman Straitiff referenced Section 806.52 in the regulations (reimbursement limitations) and proposed adding a sub-section A to this section reading that "reimbursement of expenses shall be contingent upon the counties' compliance with all Commission policies, procedures and regulations and upon its submission of all requested information data forms or documents."

MOTION: Commissioner Fox offered a motion to accept the proposed amendment to the Commission Operational Policy and the draft of the proposed regulation authored by Chairman Straitiff. Commissioner Young seconded the motion and it was passed unanimously by voice vote. The language of the amendment is as follows: "*Add the following to 806.52 Reimbursement Limitations. (A) Reimbursement of expenses shall be contingent upon the county's compliance with all Commission regulations, policies, and procedures and upon the satisfactory submission of any requested information, data, forms, reports or documents.*"

5. REPORTS OF AD HOC COMMITTEES

Officer Safety Research Sub-Committee Chairman Schuster stated that the Sub-Committee had conducted its first meeting on November 14th and that it would work on the research

and tracking of use of force and firearms-related incidents in the counties. He said the committee would develop a proposed, uniform policy for counties relating to reporting the use of force or other incidents, which may have an impact on the training offered by the Commission. The following are members of the Safety Research Sub-Committee: Commissioner Schuster (Chair), Commissioners Fox and Young and Officers Christensen from Erie County and Davis from Lackawanna County.

There was a general discussion of the potential of using or requiring the use of body armor in during Commission training. Commissioner Schuster also updated the Commission members on House Bill 1057 and its status.

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. Mr. Van Brederode provided the Commissioners an application packet from Gregory Young requesting designation as a Commission Master Instructor.

MOTION Commissioner Repard offered a motion to designate Commissioner Gregory A. Young as a Master Instructor. Commissioner Schlechter seconded the motion and it passed unanimously by voice vote. **Note: Commissioner Young abstained from the vote.**

B. Mr. Van Brederode opened a discussion on Commission policies for reimbursing counties for training ammunition. After a prolonged discussion the Commissioners directed the Executive Director to develop additional data on dollar costs and tabled the issue until the January meeting.

8. LEGAL ISSUES AND COMMENT

None.

9. PUBLIC COMMENT AND QUESTIONS

None.

10. ADJOURNMENT

MOTION: A motion to adjourn was offered by Commissioner Fox. The motion was seconded by Commissioner Young and passed unanimously by voice vote. The meeting stood adjourned at 1037.

Respectfully Submitted

Henry L. Van Brederode
Executive Director