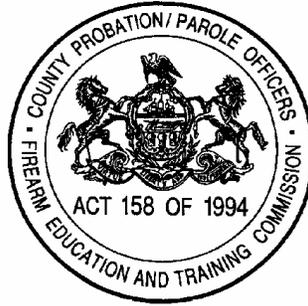


Commissioners

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
Hon. Thomas K. Kistler
Robert L. Repard
Jim Fox



Executive Director

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June 6, 2006

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 2:00 p.m. on May 23, 2006 at the Sheraton Square Station, 300 W. Station Square Drive, Pittsburgh, Pennsylvania. The following individuals were present:

Mr. Larry J. Straitiff, Chairman
Mr. R. Scott Schlechter
Hon. Janet F. Lewis
Mr. Thomas R. Schuster
Mr. James Fox
Mr. Robert L. Repard
Mr. Erik D. Christensen (Guest)
Mr. Thomas V. Benge (Guest)

Ms. Linda J. Laub (Advisor)
Mr. William J. McDevitt, Jr. (Advisor)
Mr. W. Conway Bushey (Guest)
Mr. H. L. Van Brederode (Executive Director)
Mr. Todd D. Burns (Administrative Officer)
Ms. Diane M. Schaeffer (Commission Secretary)
Mr. Paul F. Foltz (Guest)

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

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

MOTION 0605.01: A motion was made by Commissioner Lewis to accept the minutes from the March 23, 2006 meeting. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS BY THE EXECUTIVE DIRECTOR

- a. Allegheny County Juvenile Probation Department is arming the 20 officers of their Juvenile Warrant unit and 2 officers will be attending basic training next month.
- b. An initial inquiry, by the Lackawanna County Juvenile Probation Department, on the process for arming their officers, has been received.
- c. A brief financial update was provided by Mr. Van Brederode who reported initial contact with AOPC to schedule a meeting inquiring into possible reasons for the decline of FETC revenues.
- d. The Executive Director reported good progress in moving the in-service classes along.
- e. Ms. Linda Laub has begun the process of drafting Commission by-laws.

MOTION 0605.02: Commissioner Lewis offered a motion to adopt the Roberts Rules of Order – Short Version – for use in the by-laws and Commission business. The motion was seconded by Commissioner Fox and passed by a unanimous voice vote.

4. REPORTS OF OFFICERS AND STANDING COMMITTEES

- Chairman Straitiff. No report.
- Executive Director.
 - a. Mr. Van Brederode reported the results of the 38th and 39th Basic Firearms Academies held in April 2006. 55 Officers were trained with 3 range failures.
 - b. June, August, and October's Basic Firearms Academies are scheduled and available for officers to enroll into via the Firearms Commission Training and Management System (FCTMS). Basic training is set for June with 23 officers registered.
 - c. Earlier in May another successful Simunition training was conducted. 24 officers were trained and the student critiques were, again, very positive.
 - d. Mr. Van Brederode and Mr. Burns traveled to St. Josephs Center on May 23, 2006 to view the first class of Course 2 for (Critical Incident / Report Writing). The class was being presented in a professional manner and appeared to be going well.
 - e. Officer Erik Christensen will be teaching a Course 3 class, scheduled for May 24, 2006.
 - f. Mr. Greg Price of AOPC was contacted in an initial attempt to determine the causes of decreasing revenues. Mr. Price advised Mr. Van Brederode to contact Ms. Deb Weber and/or Mr. Mark Rothermel for assistance with the issue. Mr. Van Brederode will follow-up.
 - g. Mr. Van Brederode provided the Commissioners a Financial Status report showing a balance of \$1,323,597 as of 18 May 2006.
 - h. Mr. Van Brederode provided an Excel spreadsheet report of Counties, by department, which showed the numbers of officers needing the required Continuing Education Courses for 2006. Mr. Van Brederode also provided the Commissioners with a report showing the status of enrollments for Continuing Education Classes that are available.
- Curriculum Sub-Committee

- a. Commissioner Schlechter expressed thanks to Erik Christensen, Paul Foltz, and Tom Benge for their assistance in the process of editing and updating the Basic Training Curriculum.
- b. Commissioner Schlechter proposed that consideration be given to increasing the score needed to pass the Qualification Course of Fire. The current standard is 75%, or 225 out of 300 for pistols and he suggested the score be moved up 5 or 10 points. Commissioner Fox responded by observing that the Commission has adopted a national scoring system and if the standards were raised there would be more failures. Chairman Straitiff wants more discussion regarding this issue before considering an increase in the Commission standard.
- c. A brief discussion of proposed changes to Module II of the Course 2 curriculum was held highlighting areas which had been modified.

MOTION 0605.03: Commissioner Schlechter made a motion to proceed with changes, which have been proposed for Module II of the Course 2 Curriculum. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- d. A discussion proceeded regarding in-service trainings for future continuing education classes. The fundamental question is...will there be available time to create, run, and expedite these courses by 2007? Mr. Van Brederode proposed that a pilot Course 4 class could be held in the fall and that it could be available for 2007. Mr. Van Brederode is also seeking a route to have Harrisburg Area Community College assist with curriculum development. Commissioners Fox and Schlechter agreed to meet and collaborate regarding future course issues.
- e. Mr. Bushey, speaking for Chief John Holt of Crawford County, proposed the Commission consider having Certified Firearms Instructors re-certify more frequently.
- f. The Curriculum Committee members were asked to research training for selected Certified Firearms Instructors at Blackwater, or a similar facility, and return to a future Commission meeting with all the specifics regarding this issue.

BREAK 3:20 p.m.
RETURN 3:40 p.m.

- Policy Sub-Committee. No report. No meetings have occurred. Chairman Larry Straitiff suggested starting data collection as of January 2007.

5. REPORTS OF AD HOC COMMITTEES

- Officer Safety Research Sub-Committee. No report.

6. UNFINISHED BUSINESS

- a. Mr. Van Brederode advised the Commissioners that the Governor had named the Honorable Thomas King Kistler of the 49th Judicial District in Centre County as the replacement for Commissioner Hathaway. Judge Kistler plans on attending the June meeting.

7. NEW BUSINESS

- a. Mr. Van Brederode presented applications from the following individuals for Certified Firearms Instructor (CFI) status:

1. Scott A. Schultz, Blair County Adult Probation
2. Thomas V. Benge, Meadville Police Department
3. Timothy A. Stringer, Centre County Probation

MOTION 0605.04: Commissioner Schlechter offered a motion to accept and approve the Certified Firearms Instructor application of Scott Schultz. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

MOTION 0605.05: Commissioner Schlechter offered a motion to accept and approve the Certified Firearms Instructor application of Thomas Benge. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

MOTION 0605.06: Commissioner Repard offered a motion to accept and approve the Certified Firearms Instructor application of Timothy Stringer. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- b. Mr. Van Brederode presented an application from Officer Kelly Waltman-Sprea, Dauphin County Juvenile Probation, for designation as a Commission Master Instructor (MI):

MOTION 0605.07: Commissioner Schlechter offered a motion to accept and approve the Master Instructor application of Kelly Waltman-Sprea. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- c. Mr. Van Brederode presented applications from the following individuals for renewal of their Master Instructor status:

1. Chadwick Libby – Dauphin County Juvenile Probation
2. Matthew S. Dunio, Blair County Adult Probation

MOTION 0605.08: Commissioner Schlechter offered a motion to accept and approve the renewal of Master Instructor status for Officers Libby and Dunio. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- d. The Executive Director requested approval for Mr. Todd Burns, Commission Administrative Officer, to be designated a Certified Firearms Instructor. A brief discussion followed.

MOTION 0605.09: Commissioner Schuster offered a motion to accept and approve Mr. Todd Burns as a Commission Certified Firearms Instructor. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- e. The Executive Director raised the issue of reimbursing expenses for Master Instructors who would be attending the July 17th tutorial on the legal phase of the Basic Training curriculum. After a brief discussion a motion was offered.

MOTION 0605.10: Commissioner Schlechter offered a motion to reimburse the authorized lodging, mileage and subsistence expenses of the Master Instructors attending the July 17th tutorial. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

- f. Mr. Van Brederode asked for a decision on retention or withdrawal of the CFI and MI status of Officer Kim Nelson who recently resigned the from Dauphin County Juvenile Probation Department. Mr. Van Brederode was asked to determine what Ms. Nelson's desires were. Further discussion was postponed until the June meeting.
- g. Mr. Van Brederode reported on difficulties and necessary upgrades needed by the Firearms Commission Training Management System. Changes are needed to make the FCTMS user friendly and he would like the Commissioners to authorize him to proceed with a request for such action.

MOTION 0605.11: Commissioner Repard offered a motion to authorize the Executive Director to initiate the action to upgrade and improve the FCTMS. Commissioner Fox seconded the motion and it was by a unanimous voice vote.

8. LEGAL ISSUES AND COMMENT

- a. Ms. Laub reviewed the previously provided “**Reimbursement Train the Trainer Contract**” for officers receiving training paid for with Commission funds. A brief discussion followed.

MOTION 0605.12: Commissioner Fox offered a motion to approve the contract and to recommend that the Executive Director, within his discretion, be allowed to reimburse officers under the contract as necessary and as outlined in the draft from September 2005. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

- b. Ms. Laub advised that House Bill 2134 is no longer moving through the legislative process. Ms. Laub recommended having the FCTMS system, which utilizes Social Security Numbers, redeveloped to use just a portion of the number or having the use of Social Security numbers eliminated altogether in the FCTMS in the upgrade.

9. PUBLIC COMMENT AND QUESTIONS

NONE

10. ADJOURNMENT

MOTION 0605.13: Commissioner Fox offered a motion to adjourn at 4:10 p.m. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Henry L. Van Brederode
Executive Director