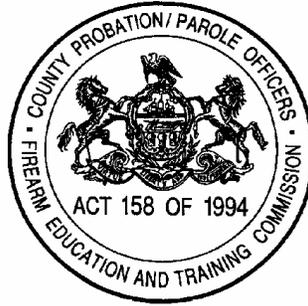


**Commissioners**

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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July 27, 2006

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. on July 18, 2006 at the Courtyard Marriott, 1730 University Drive, State College, Pennsylvania. The following Commissioners (\*) and other individuals were present:

Mr. Larry J. Straitiff, Chairman\*  
Mr. R. Scott Schlechter\*  
Hon. Janet F. Lewis\*  
Mr. Thomas R. Schuster\*  
Mr. James Fox\*  
Hon. Thomas K. Kistler\*  
Mr. Gregory A. Young\*

Ms. Linda J. Laub (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. Thomas V. Bengel (Guest)  
Mr. Gerald Davis (Guest)  
Mr. A. Gary Scicchitano (Advisor)

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Following a call to order and the Pledge of Allegiance Chairman Straitiff opened the meeting, welcomed all in attendance, and introduced the Honorable Thomas K. Kistler who was attending his first meeting since being appointed as a Commissioner. Those in attendance then individually introduced themselves.

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

**MOTION 0607.01:** A motion was made by Commissioner Schlechter to accept the minutes from the May 23, 2006 meeting. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

**3. ANNOUNCEMENTS BY THE EXECUTIVE DIRECTOR**

- a. Mr. Van Brederode noted and explained the absence of Commissioner Robert L. Repard.
- b. The website hit counter has been activated on the Commission's website. A sample of the report available was distributed along with instructions for logging on and viewing the counter. This service is at no cost to the Commission.

- c. Seven (7) Glock Model 22P training weapons have been received and will be used during the Basic Firearms Academies as student training aids.
- d. A message has been sent via e-mail to all county/department points-of-contact regarding ammunition reimbursements for Annual Requalifications. Due to a technical problem in the FCTMS reimbursements will be delayed but will be processed manually as soon as possible.

#### **4. REPORTS OF OFFICERS AND STANDING COMMITTEES**

- Chairman Straitiff–Policy Sub Committee: Adoption of the regulations for the Firearm Education Training Commission continues in the approval process. The sub committee met to address several questions posed by individuals who are reviewing the regulations. The sub committee drafted a response to the inquiries.
- Executive Director.
  - a. Mr. Van Brederode provided a statistical report of Counties, which showed the numbers of officers needing the required Continuing Education Courses for 2006 and which also provided the Commissioners with a report showing the status of enrollments for available Continuing Education Classes.
  - b. Mr. Van Brederode provided the Commissioners with a Financial Status report showing a balance of \$1,273,722 as of June 30, 2006, the conclusion of FY 05-06. Commissioner Fox questioned the “benefit” line of the expenditure report. A brief discussion took place regarding the financial statement.
  - c. Mr. Van Brederode reported the results of the 40<sup>th</sup> Basic Firearms Academy held in June 2006. 20 Officers were trained with 2 range failures. Mr. Van Brederode provided an analysis for the range scores and failures for the last 10 basic trainings. Commissioner Schlechter questioned the range qualification phases of the Basic Firearms Training qualification course. Commissioner Schuster suggested the yard lines be adjusted. The discussion resulted in the issue being referred to the Curriculum Committee for further review.
  - d. Mr. Van Brederode reported that he and Mr. Burns contacted and held a meeting with Deb Littleton of BIT regarding the initiative to upgrade and overhaul to the Firearm Commission’s Training and Management System (FCTMS). Mr. Van Brederode gave the BIT Director a “wish list” for the corrections and adjustments desired. He also articulated his concerns regarding the availability of support for the FCTMS in view of the consolidation and incorporation of what was BIT into the Department of Corrections. Mr. Gary Scicchitano commented on the status of the action and explained the reasoning behind the decision.
  - e. Mr. Van Brederode reported that both Simunition Training for 24 students and the 41<sup>st</sup> Basic Firearms Academy (for 25 students) would be conducted in August 2006.

- f. Mr. Van Brederode advised on the latest status of House Bill 2134, which has passed the House and has been amended in the Senate. It has been referred to the Senate Appropriations Committee and probably will not be further addressed until September.
  - g. Mr. Van Brederode reported that Advisor and PBPP Deputy Chief Counsel Linda Laub conducted the Master Instructor Legal Tutorial class on July 17, 2006 at the Courtyard Marriott. Sixteen attended including 11 Master Instructors who are now qualified to present the legal portion of the basic training curriculum.
- Curriculum Sub-Committee

Commissioner Schlechter advised that the committee met on July 17, 2006 and has finished the *Wounded Officer Survival Tactics* Course (FETC Course 4). This program will be run as a pilot program for officers from the Cumberland County Adult and Juvenile Probation Departments. Mike Guido will instruct it. This pilot program will fulfill the 2006 continuing education requirement for those Cumberland County officers attending. Course 4 is planned to be the Commission's major in-service offering for calendar year 2007.

## 5. REPORTS OF AD HOC COMMITTEES

- Commissioner Schuster announced the Officer Safety Research Sub-Committee would meet immediately after the Commission meeting.

## 6. UNFINISHED BUSINESS

- a. Mr. Van Brederode advised that Master Instructor Kim Nelson has not responded to his inquiries regarding her continuing status as an MI. The Commissioners decided that MIs and CFIs who resign as probation officers will be allowed to continue their certification until expiration unless sooner acted on by the Commission.

## 7. NEW BUSINESS

- a. Mr. Van Brederode presented applications from the following officers for designation as Commission Certified Firearms Instructors:
  1. Eric B. Burkholder, Berks County Probation
  2. Timothy P. Heitzman, Northumberland County Probation
  3. Brian J. Holley, Monroe County Probation

**MOTION 0607.02:** Commissioner Schuster offered a motion to accept and approve the Certified Firearms Instructor application of Eric Burkholder. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

**MOTION 0607.03:** Commissioner Fox offered a motion to accept and approve the Certified Firearms Instructor application of Timothy Heitzman. *The motion was modified by Commissioner James Fox to be contingent upon the department confirming the instruction hours that Officer Burkholder provided on his application.* Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

**MOTION 0607.04:** Commissioner Fox offered a motion to accept and approve the Certified Firearms Instructor application of Brian Holley. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

- b. Mr. Van Brederode presented an application from Officer Christopher W. Wignovich, Lehigh County Adult Probation, for renewal of his status as a Certified Firearms Instructor.

**MOTION 0607.05:** Commissioner Fox offered a motion to accept and approve the Certified Firearms Instructor renewal application of Christopher Wignovich. Commissioner Young seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from voting.*

- c. Mr. Van Brederode presented an application from Officer David E. McClelland, Lehigh County Adult Probation of renewal of his status as a Certified Firearm Instructor:

**MOTION 0607.06:** Commissioner Young offered a motion to accept and approve the Certified Firearms Instructor renewal application of David McClelland. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote. *Commissioner Schlechter abstained from voting.*

- d. Mr. Van Brederode presented an application from Officer Shawn Morgan, Butler County Adult Probation for renewal of Master Instructor status.

**MOTION 0607.07:** Commissioner Fox offered a motion to accept and approve renewal of Shawn Morgan as a Commission Master Instructor. Commissioner Lewis seconded the motion and it was passed by a unanimous voice vote.

- e. Mr. Van Brederode presented a request from Officer Trevor A. Oates, McKean County Probation for designation as a Certified Firearms Instructor. Officer Oates is applying for CFI status and is employed by a non-carrying county.

**MOTION 0607.08:** Commissioner Schlechter offered a motion to accept the application for Officer Trevor Oates to be a Commission Certified Firearms Instructor. Commissioner Lewis seconded the motion and it was passed by a unanimous voice vote.

- f. Mr. Van Brederode asked the Commission for approval to post the Commission Minutes to the Firearm Education Training Commission website. A brief discussion followed.

**MOTION 0607.09:** Commissioner Young offered a motion to give Executive Director Van Brederode permission to post the minutes, excluding any minutes from Executive Sessions, on the website. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

## **8. LEGAL ISSUES AND COMMENT**

- a. Ms. Laub reported her office performed 26 hours of work on Commission matters since the May meeting.
- b. Ms. Laub asked for any comment on the draft agreement she had prepared dealing with the loan of the Commission's Simunition equipment. After a brief discussion she agreed to send all Commissioners the latest draft so that the issue can be finalized at the September meeting.

## **9. PUBLIC COMMENT AND QUESTIONS**

None

## **10. ADJOURNMENT**

**MOTION 0607.10:** Commissioner Young offered a motion to adjourn at 10:19 a.m. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Henry L. Van Brederode  
Executive Director