

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
P. Beth Dombrowsky



Executive Director

Henry L. Van Brederode
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522
(717)-787-5699 Ext. 389
FAX (717)-705-1779
Email Hvanbreder@state.pa.us

September 26, 2006

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:06 a.m. on September 26, 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. Gregory A. Young*
Hon. Janet F. Lewis*
Mr. Thomas R. Schuster*
Hon. Thomas King Kistler*
Ms. P. Beth Dombrowsky*
Mr. Robert L. Repard*

Mr. H. L. Van Brederode (Executive Director)
Mr. Todd D. Burns (Administrative Officer)
Ms. Diane M. Schaeffer (Commission Secretary)
Mr. A. Gary Scicchitano (PBPP Advisor)
Ms. Linda J. Laub (PBPP Advisor)
Mr. W. Conway Bushey (Guest)
Mr. Erik D. Christensen (Guest)
Mr. Thomas V. Bengé (Guest)

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 Ms. P. Beth Dombrowsky who was attending her first meeting since her appointment as a Commissioner. Those in attendance then individually introduced themselves.

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

MOTION 0609.01: A motion was made by Commissioner Kistler to accept the minutes from the July 18, 2006 meeting. Commissioner Lewis seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS

Chairman

- Chairman Straitiff attended a Critical Report Writing Class and announced he was pleased with the presentation of the class and the instructor. He added that he would like to see

more scenarios in the Critical Incident Report Writing curriculum in the future. He also suggested providing an example of a critical incident report to students.

- Chairman Straitiff reported on developments and feedback from the Adult Chief's Association business meeting he attended on September 20th. The major topic relevant to the Commission at that meeting was the issue of wearing body armor during training. The general consensus at that meeting was to highly recommend the wearing of body armor but not to make it mandatory.

Executive Director

- Mr. Van Brederode advised the Commission concerning the Statement of Financial Interest that must be completed by each Commissioner and returned as soon as possible.

4. REPORTS OF OFFICERS AND STANDING COMMITTEES

- Chairman Straitiff–Policy Sub Committee: The final draft version of the proposed Commission Bylaws was distributed to the Commissioners. A brief discussion followed covering minor changes that had been made to various sections.

MOTION 0609.02: Commissioner Kistler made a motion to accept the Bylaws as amended. His motion was seconded by Commissioner Young and was passed by a unanimous voice vote.

- Executive Director.
 - Mr. Van Brederode reported that both he and Todd Burns had attended the Adult Chief's Association Meeting held in State College the previous week.
 - Mr. Van Brederode reported he and Mr. Burns had attended an Annual Range Requalification Course being conducted in Centre County at the Scotia Range. While there he observed the event and discussed basic training and other issues with the Centre County Chief and other personnel.
 - Mr. Van Brederode advised the Commission that the 41st Basic Firearms Training Academy was successfully conducted in August and that 24 students were trained.
 - Mr. Van Brederode advised the Commission that a Course 5 class (Simunition® Class 06-03) was held in August and that 24 students were trained.
 - Mr. Van Brederode reported the current status of in-service education classes. Progress continues and Courses 2 and 3 will conclude by the end of October.

- The Executive Director presented an update on the Commission financial status as of September 21, 2006. He reported that, so far, contact has yet to be made with A.O.P.C. to discuss reductions in Fund revenue. Attempts have been made and will continue, however. Fund balance as of September 21st was \$1,292,343.
 - Mr. Van Brederode provided a brief report on the status of the initiative to upgrade the FCTMS. Progress is being made.
 - Mr. Van Brederode reported that the classroom portion of the 42nd Basic Firearms Academy would take place from October 11-13, 2006 and that the Range portion would take place from October 17-20, 2006. He anticipates 45-50 officers will participate in the final basic training of the calendar year.
- Curriculum Sub-Committee
- Commissioner Repard (in lieu of Commissioner Schlechter who was unable to attend the meeting) commented on his attendance at a Course 2 class. He said the Committee planned to rework the Critical Incident Report Writing Curriculum. Both Mr. Bengé and Mr. Guido have offered their opinions that the course should be streamlined. Getting through Course 3 (Mindset) in a timely manner will be discussed at a future meeting. Additionally, the Basic Firearms Academy Curriculum has minor issues to discuss. Course 4 (Wounded Officer) will be a pilot for Cumberland County Adult and Juvenile Probation Departments. The course will be active for all counties in 2007.
 - Master Instructor Status for Mr. Bengé, Mr. Guido, and Mr. Millward, who are currently teaching and developing courses, was discussed. Currently, they are not eligible to be designated Commission Master Instructors unless they instruct a basic training and serve as a basic training Range Master. However, they are certified instructors and play a major role in the development of the in-service course curriculum. He suggested that the Commission would be well served by their designation as Master Instructors.

MOTION 0609.03: Commissioner Repard offered a motion to waive Section 79.61(a)(2) and 79.61(a)(3) of the proposed Regulation, regarding qualifications to be a Commission Master Instructor and to designate Mr. Tom Bengé, Mr. Mike Guido, and Mr. Ron Millward Commission Master Instructors. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

MOTION 0609.04: Commissioner Repard offered a motion to approve the pilot Course 4 curriculum (Wounded Officer Survival Tactics) to be conducted by Mr. Guido as a Commission sanctioned event with oversight by a Master Instructor. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

- Commissioner Repard commented on the need to provide advanced training for selected Commission Master Instructors in order to promote the development of follow-on in-service courses. The Curriculum Sub Committee is specifically interested in a course offered by *Strategos International* titled “The Strategies of Low Light Engagements.” He said it was thought this course would provide excellent advanced training and serve as a point of departure for the creation of a course that would follow Course 3. The cost of this training would be approximately \$13,100.00 for 14 Master Instructors. Those present discussed the proposal.

MOTION 0609.05: Commissioner Repard offered a motion to approve the expenditure for selected Curriculum Committee members to attend a *Strategos International* “The Strategies of Low Light Engagements” course. The motion was seconded by Commissioner Dombrowsky and was passed by a unanimous voice vote.

- A brief discussion was held concerning the aptitude and readiness of CFIs to serve as in-service course instructors. During the discussion the Commissioners agreed to limit Course 4 instructors to those who will attend a future Train-the-Trainer session.

MOTION 0609.06: Commissioner Repard offered a motion to authorize expenditure of funds for a “Train the Trainer” for Course 4 (Wounded Officer Survival Tactics) instructors. The motion was seconded by Commissioner Young and was passed by a unanimous voice vote.

- Chairman Straitiff commented on an issue brought up by Chief John Holt regarding regular retraining of Certification Firearms Instructors at a central location.

BREAK 10:23 A.M. TO 10:38 A.M.

5. REPORTS OF AD HOC COMMITTEES

- Commissioner Schuster posited the question as to whether body armor should be worn at Commission Trainings. After a lengthy discussion the Commissioners agreed to put the issue to a vote.

MOTION 0609.07: Commissioner Schuster made a motion to adopt as a Commission policy that body armor is required to be worn during any Commission conducted or sanctioned event involving the use of lethal ammunition. This would include Basic Trainings, Course 3, and Annual Range Requalifications. The policy would be effective January 1, 2007. Commissioner Lewis seconded this motion. Motion was passed by a vote of 6 in favor and 1 opposed.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

- Mr. Van Brederode presented applications from the following officers for designation as Commission Certified Firearms Instructors (Range):
 1. Keith Torrance-Westmoreland County Probation
 2. James Gregan-Greene County Probation
 3. Gregory F. Willig – Allegheny County Juvenile Probation

MOTION 0609.08: Commissioner Repard offered a motion to accept and approve the Certified Firearms Instructor application of Keith Torrance. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

MOTION 0609.09: Commissioner Repard offered a motion to accept and approve the Certified Firearms Instructor application of James Gregan. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

MOTION 0609.10: Commissioner Schuster offered a motion to accept and approve the Certified Firearms Instructor application of Gregory F. Willig. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

- Mr. Van Brederode presented an application from Officer Jon Dunsinger, Wayne County Probation, for renewal of his status as a Certified Firearms Instructor.

MOTION 0609.11: Commissioner Kistler offered a motion to accept and approve the Certified Firearms Instructor renewal application of Jon Dunsinger. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- Mr. Van Brederode presented an application from Officer Kevin Hood, Westmoreland County Probation, for renewal of his status as a Certified Firearm Instructor:

MOTION 0609.12: Commissioner Schuster offered a motion to accept and approve the Certified Firearms Instructor renewal application of Kevin Hood. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- Mr. Van Brederode presented an application from Officer Richard Worley, Lebanon County Adult Probation, for designation as a Master Instructor.

MOTION 0609.13: Commissioner Repard offered a motion to accept and approve the designation of Richard Worley as a Commission Master Instructor. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

- Mr. Van Brederode asked the Commission to approve and set meeting dates for 2007 in order that planning for calendar year 2007 training and other activities may proceed. He proposed the following 2007 meeting dates: January 23, March 20, May 22, July 17, September 25, and November 20.

MOTION 0609.14: Commissioner Kistler offered a motion to approve and accept the 2007 Commission Meeting dates and to give Executive Director Van Brederode permission to post the dates on the website. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- Mr. Van Brederode asked the Commission to approve a hybrid basic training event to be conducted by the Commission and Allegheny County Probation Department for both adult and juvenile officers. The Allegheny officers would attend the classroom portion of the 42nd basic training program in Harrisburg and complete the range phase of the training in Pittsburgh.

MOTION 0609.15: Motion made by Commissioner Repard to approve a waiver for Allegheny County to conduct the Range portion outside of the thirty (30) day policy. Commissioner Dombrowsky seconded the motion and it was passed by unanimous vote.

BREAK: 11:41 a.m. – 11:50 a.m.

- Todd Burns presented a “Commission Financial Update and Projection” briefing. The Briefing included detailed revenue and expenditure summaries as well as projections for the out year’s training and activities. Following the presentation a discussion ensued.

MOTION 0609.16: Commissioner Dombrowsky offered a motion to create a Commission Fiscal Sub Committee. Commissioner Repard seconded the motion and it was passed by a unanimous vote.

- Following the motion the following were appointed to serve on the Fiscal Sub Committee: Commissioners Straitiff, Young, Lewis, Dombrowsky and Administrative Officer Burns.

8. LEGAL ISSUES AND COMMENT

None

9. PUBLIC COMMENT AND QUESTIONS

None

10. ADJOURNMENT

MOTION 0609.17: Commissioner Repard offered a motion to adjourn at 1:00 p.m. Commissioner Young seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Henry L. Van Brederode
Executive Director