

**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**

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May 15, 2007

A regular meeting of the County Probation and Parole Officer's Firearms Education and Training Commission convened at 09:03 a.m. on March 20, 2007 at the Courtyard Marriott, 1730 University Drive, State College, Pennsylvania. The following Commissioners (\*) and other individuals were present.

Mr. Larry J. Straitiff, Chairman\*  
Mr. Greg. Young, Vice Chairman\*  
Hon. Thomas Kistler\*  
Mr. Robert Repard\*  
Ms. Janet F. Lewis\*  
Mr. Thomas Schuster\*  
Ms. P. Beth Dombrowsky\*

Mr. Lee Van Brederode (Executive Director)  
Mr. Todd Burns (Administrative Officer)  
Ms. Diane Schaeffer (Commission Secretary)  
Ms. Linda Laub (PBPP Advisor)  
Mr. Conway Bushey (Advisor)  
Mr. Gary Holland (PBPP Advisor)

**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 07-03-01:** Commissioner Dombrowsky offered a motion to accept the minutes from the January 23, 2007 meeting as presented. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

**3. ANNOUNCEMENTS:**

**Chairman Straitiff:** No announcements.

**Executive Director Van Brederode:**

- Mr. Van Brederode gave a brief update on the new Commonwealth subsistence rates.

- Mr. Van Brederode reported that Simunition® Training was conducted at Fort Indiantown Gap from February 26 to March 2, 2007. A total of 45 officers were trained in back-to-back classes that ran over 5 days. Several County Chiefs attended the training and Mr. Van Brederode reported they were very favorably impressed and thought the class was valuable.
- Mr. Van Brederode reported on the on-going update and improvements to the Firearms Commission Training Management System (FCTMS). The new version is scheduled to be active for testing in the near future as soon as some technical problems are resolved.
- Planning for 2007 in-service training classes is well underway. NCTC is developing the schedule and selecting the locations in an attempt to optimize/minimize travel distances across the state. This year's training will be more costly than 2006 due to the number of instructors required to conduct the classes.
- Mr. Van Brederode reported on the planned 2007 Basic Firearms Training Program. This year the Harrisburg Area Community College (HACC) will be one of the range training sites. The specific information on the program will be released to the field in the near future and activated in the FCTMS. The first academy will be held in early April.
- Mr. Van Brederode reported that Judge Kistler's current term expires on April 23<sup>rd</sup>. He has sent a letter to the Governor's office requesting another term as a Commissioner for Judge Kistler. To date no response has been received.
- Mr. Van Brederode provided a financial update, as of Friday March 16, 2007. He described and elaborated on several categories of expenses for clarification. The year-to-date expenses under *Specialized Services* reflect in-service training costs going back to the beginning of the current fiscal year in 2006. Ammunition reimbursements are depicted under *Other Expenses*.

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

##### **Policy Sub Committee:**

- Chairman Straitiff has advised the Commission that Advisor Laub has prepared a letter for the Independent Regulatory Review Commission (IRRC) regarding the adoption of the regulations and that the members of the Sub Committee had scheduled an informal meeting with the IRRC to discuss what and how to change the proposed regulation.

##### **Curriculum Sub Committee:**

- Commissioner Repard reported that the Sub Committee had completed revising the Basic Firearms Training Program examination. The written test on the firearm portion of the program was reduced from 75 to 60 questions and a number of questions were revised to make them more understandable.

- Commissioner Repard advised the Commission that the Sub Committee had considered a request from Dauphin County Adult Probation for recognition of their county-conducted continuing education classes as creditable for the Commission's required annual in-service training requirement for maintenance of certification. After discussion the Sub Committee was unable to develop a recommendation for action on the request for the Commission and proposed that a representative from Dauphin County Adult be invited to the next Commission meeting in May. The Executive Director will contact Dauphin County Adult and report on the status of the action.
- A discussion took place regarding Commission policy on the time frame for counties to conduct annual requalification.

**MOTION 07-03-02:** A motion to change the annual re-qualification timeframe from April 1<sup>st</sup> - October 31<sup>st</sup> to January 1<sup>st</sup> - October 31<sup>st</sup> was made by Commissioner Kistler and seconded by Commissioner Young. The motion passed by a unanimous voice vote.

- A discussion regarding the mandated number of annual in-service training hours was held.

**MOTION 07-03-03:** Commissioner Repard offered a motion to clarify Motion 07-01-02, which established a standard of twelve (12) hours of in-service training per year for County Probation Officers. This clarification provides that the Commission will recognize four (4) hours of in-service training credit for an officer's annual Requalification Course of Fire Examination. Every officer will, therefore, be required to obtain an additional eight (8) hours of in-service training credit for maintenance of certification. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**5. REPORTS OF AD HOC SUB COMMITTEES:**

**Safety Sub Committee:** No report.

**Fiscal Sub Committee:** No report.

**BREAK 10:00 – 10:30 A.M.**

**6. UNFINISHED BUSINESS:** None.

**7. NEW BUSINESS:**

□ **Petition for Range-CFI Status.**

**MOTION 07-03-04:** Commissioner Repard offered a motion to accept the applications of the following Certified Firearms Instructors for renewal of their Range CFI designation. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

Michael Allegrucci – Lycoming County  
Bruce Cunningham – Allegheny County  
Steven J. Daugherty – Tioga County (Commissioner Repard abstained from voting)  
Michael Guido – Carlisle Police Department  
Rocky Hileman – Sullivan County  
Nick Loiacona – Crawford County  
James Lombardo – Lawrence County  
Sean Madden – Northumberland County  
Ralph Markel – Dauphin County  
William J. McMullen – Dauphin County  
Patrick B. Michaels – Westmoreland County  
Brian T. Miller – Cambria County  
Shawn L. Morgan – Butler County  
Carmen J. Perfetta – Schuylkill County  
Michael S. Pierce – Jefferson County  
Jeffrey S. Polinsky – Schuylkill County  
Thomas R. Schuster – Bradford County (Commissioner Schuster abstained from voting)  
Thomas E. Shepherd – Somerset County  
Brian R. Steuhl – Pike County  
George W. Stiles – Cambria County  
Alfred J. Strouse – Monroe County  
Keith F. Van Louvender – Pike County  
Michael D. Varner – Cumberland County

- Commissioner Schuster reported that he had faxed a letter to Mr. Van Brederode referencing a probation officer who received a medical petition for extension in 2006. The officer then resigned prior to returning from medical leave. The waiver period expired on September 20, 2006. Bradford County has now rehired this officer. A discussion ensued about how to handle the certification of an officer with a break in service. The result was recognition that the officer would not be required to do any extraordinary actions to be certified so long as their original period of certification had not lapsed. They would simply need to maintain their certification in the normal manner.
- A discussion concerning Course 3 as the initial mandatory in-service training requirement following completion of basic training resulted in the new policy reflected in the following motions:

**MOTION 07-03-05:** Commissioner Repard offered a motion to permit an officer to take either Course 3 or Course 5 as their in-service training requirement. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

**MOTION 07-03-06:** Commissioner Repard offered a new motion to amend Motion 07-03-05 as follows: Beginning with calendar year 2007 officers who complete the Commission's Basic Firearms Training Program must take either Course 3 or Course 5 as their initial in-service training class. Commissioner Schuster seconded the motion and it was passed by a majority voice vote. Chairman Straitiff opposed the motion.

8. **LEGAL ISSUES:** None

9. **PUBLIC COMMENT AND QUESTIONS:** None

10. **ADJOURNMENT:**

**MOTION 07-03-07:** Commissioner Dombrowsky offered a motion to adjourn. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote. The meeting stood adjourned at 11:35 AM

Respectfully Submitted,

*S/ Henry L. Van Brederode*

Henry L. Van Brederode  
Executive Director