

Commissioners

Hon. Catherine C. McVey (Chairman PBPP)
Larry J. Straitiff, Chairman
Robert L. Repard, Vice Chairman
Thomas R. Schuster
Hon. Janet F. Lewis
R. Scott Schlechter
Hon. Thomas K. Kistler
Keith A. Graybill
P. Beth Dombrowsky



Executive Director

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July 30, 2007

A regular meeting of the County Probation and Parole Officer's Firearms Education and Training Commission convened at 09:05 a.m. on July 17, 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. Robert L. Repard*
Hon. Thomas K. Kistler*
Hon. Janet F. Lewis*
Ms. P. Beth Dombrowsky*
Mr. Thomas R. Schuster *

Mr. Lee Van Brederode (Executive Director)
Mr. Todd D. Burns (Administrative Officer)
Ms. Diane M. Schaeffer (Commission Sec.)
Ms. Linda J. Laub (Advisor)
Mr. W. Conway Bushey (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 07-07-01: Commissioner Kistler offered a motion to accept the minutes from the May 31, 2007 meeting as presented. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

Chairman Straitiff: None

Executive Director Van Brederode:

- Mr. Van Brederode announced that he has been coordinating with Mark Wilson, Director for the Lancaster County Adult Probation Department, who plans to arm ten officers who will comprise a "Special Intervention Unit" and send them through the Commission's Basic Firearm Training Program in either August or October this year. They are currently waiting for their weapons to arrive.

4. REPORTS OF OFFICERS AND STANDING COMMITTEES:

Chairman Straitiff: No report.

Executive Director Van Brederode:

- Mr. Van Brederode reported that on July 5, 2007 Judge Kistler was appointed to a new, full three-year term as a Commissioner.
- Mr. Van Brederode reported that on July 9, 2007 the Governor's office appointed Mr. Keith A. Graybill to complete Gregory Young's term, which expires in September 2007. A Welcome letter and other introductory materials have been provided to Commissioner Graybill.
- Mr. Van Brederode reported the Commission's Fund balance as of July 13, 2007 was \$1,310,794. He also advised that considerable expenditures for in-service training which had occurred in FY 06-07 had not yet been received which meant that, in reality, the Fund balance is lower than reported. He estimated the difference to be approximately \$65,000.
- Mr. Van Brederode reported that as of July 12th a census of the FCTMS showed 975 armed county probation and parole officers currently certified by the Commission and being managed using the FCTMS.
- Mr. Van Brederode reported the Firearm Commission Training Management System (FCTMS) Version 1.5 was released for staging and deployment on July 11, 2007. The new version is scheduled to "go live" on August 13th.
- Mr. Van Brederode reported that, to date, 65 officers have been trained in the Basic Firearms Training Program in CY 2007. An additional 7 officers have gone through county-conducted in-house basic training.
- The Executive Director reported that the Basic Firearms Training Academy scheduled for August 2007 is on schedule and that the classroom phase will be conducted in Harrisburg with range week at Fort Indiantown Gap.
- Mr. Van Brederode reported that there has been positive feedback regarding the use of the Harrisburg Area Community College firing range to conduct the Basic Firearms Training Program range instruction and qualification.
- Mr. Van Brederode reported that, to date, 89 officers have been trained in FETC Course 3 "Officer Survival Mindset, Cover and Concealment, and Immediate Action Drills" in CY 2007.
- Mr. Van Brederode reported that, thus far in CY 2007, 170 officers have completed FETC Course 4 "Wounded Officer Survival Tactics."
- The Executive Director commented that planning was already underway to secure a more balanced distribution of Continuing Education Class locations in 2008.
- Mr. Van Brederode reported that a tentative date of April 7-11, 2008 has been established to host Strategos International's course: "The Strategies of Low Light Engagements." Planning and coordination continues.

Policy Sub Committee: No Report

Curriculum Sub Committee:

- Commissioner Repard led a discussion of the work completed to date on Laser Shot, the proposed calendar year 2008 primary in-service training. The class will be designated FETC Course 6 and titled *Laser Shot Training*. Development of the curriculum and associated materials is underway and the concept is to pilot the class in November for Cumberland County Adult and Juvenile officers in a manner similar to what was done in 2006 with Course 4. The Commission

would need to procure a number of Laser Shot devices to support this training. The cost of the "Laser Shot" equipment is reported to be approximately \$12,000.00 per unit. The proposed Course 6 training will consist of an eight (8) hour block of instruction consisting of a PowerPoint presentation and practical exercises for a maximum class of 15 students and 3 instructors.

- Commissioner Repard reported that the committee has, again, discussed whether there is a need to continue using the Administrative Load during range training in the Basic Firearms Training Program. Commissioner Repard stated that the issue would be discussed and debated at length at the next Curriculum Sub Committee meeting.

Officer Safety Research Sub Committee:

- Commissioner Schuster recommended continuing to study and develop the implementation of a statewide probation and parole officer critical incident reporting system. He further suggested the Commission consider a survey of Commonwealth probation departments to gain information and feedback on whether the Commission should consider becoming the central repository of this information.

Fiscal Sub Committee:

- Chairman Straitiff led a brief discussion of the status of the sub committee's efforts to date to develop alternative sources of income for the Commission Fund. A brief discussion of the Commission's financial projection followed.

BREAK 10:20-10:40 AM

5. OLD BUSINESS:

- Commission Staff Reclassification – Mr. Van Brederode reported on the status of the reclassification initiative and actions that had been taken since the last meeting to ascertain the status of the reclassification and the delay in action. Ms. Marcinko will re-interview the staff beginning on July 25th.
- Mr. Van Brederode requested further clarification of the Commission's intent in approving Motion 07-05-05, which provided Dauphin County Adult officers CY 2007 in-service training credit for completing their county-conducted program. Discussion clarified: 1) the intent of the motion was not to require completion of all 12 hours of the Dauphin Adult Course 220 in order to receive in-service training credit. Rather, officers would need only to complete some combination of course units equivalent to the Commission's hourly in-service training requirement to receive credit; 2) Dauphin County Adult Probation Officers are expected to mandatorily complete either FETC Course 3 or 5 in order to maintain certification in the year following their completion of basic training.

6. NEW BUSINESS:

- **Selection of a Commission Vice Chairman**

With the departure of Commissioner Young a new Commission Vice Chairman is needed. Chairman Straitiff, in accordance with the provisions of the bylaws, appointed Commissioners Kistler, Dombrowsky, and Repard as a nominating committee to report at the next Commission meeting.

- **Request from Dauphin County Office of Juvenile Probation for Equivalent In-Service Training Credit**

Director Suknaic has requested in-service training credit for the CY 2007 maintenance of certification requirement for his officer's participation in county-conducted SIMUNITION® Training. A similar request was approved in CY 2006. A lengthy discussion ensued regarding allowing any department to rely on repeating any course year after year for in-service credit. The Executive Director will notify Director Suknaic of the Commission's concerns.

MOTION 07-07-02: Commissioner Repard offered a motion to approve Dauphin County Juvenile's request for in-service training credit for officers completing county-conducted SIMUNITION® training and to waive the 60-day requirement for notification to the Commission. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

❑ **Request for Initial Designation as a Commission Master Instructor**

Officer Gregory F. Willig, Allegheny County Juvenile Probation Office, submitted a request to be designated as a Commission Master Instructor.

MOTION 07-07-03: Commissioner Dombrowsky offered a motion to accept and approve Officer Willig's request for Commission Master Instructor status. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

❑ **Petitions for Renewal of Range-Certified Firearms Instructor Status:**

- ✓ Dennis M. Hasenflu, Butler County Adult Probation Office
- ✓ Mr. Gregory A. Young, JCJC
- ✓ Ms. Victoria L. Burt-Jones, Northumberland Juvenile Probation Department

MOTION 07-07-04 Commissioner Dombrowsky offered a motion to accept the petition of Officer Hasenflu for renewal of Range CFI status. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

MOTION 07-07-05 Commissioner Repard offered a motion to accept the petition of Officer Young for renewal of Range CFI status. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

MOTION 07-07-06 Commissioner Lewis offered a motion to accept the petition of Officer Burt-Jones for renewal of Range CFI status. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote.

❑ **Request from Tioga County Probation and Parole for In-Service Training Credit**

Commissioner Repard, on behalf of Chief Probation Officer Stager, Tioga County, requested the Commission grant in-service credit for the course "Extreme Close Range Gun Fighting" presented Mr. Gabe Suarez.

MOTION: 07-07-07: Commissioner Schuster offered a motion to approve and credit, for county probation officers in attendance, the training "Extreme Close Range Gun Fighting" that is being conducted in Wellsboro, Pennsylvania on September 8-9, 2007. Commissioner Kistler seconded the motion and it was passed by a unanimous voice vote. Commissioner Repard abstained from voting.

8. **LEGAL ISSUES:** None

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

10. **ADJOURNMENT:**

MOTION 07-07-08: Commissioner Kistler offered a motion to adjourn. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote. The meeting stood adjourned at 11:27 a.m.

Respectfully Submitted,

S/ Henry L. Van Brederode

Henry L. Van Brederode
Executive Director