

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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September 25, 2007

A regular meeting of the County Probation and Parole Officers' Firearms Education and Training Commission convened at 09:00 a.m. at the Riverfront Office Center, Pennsylvania Board of Probation and Parole, 5th Floor, 1101 South Front Street, Harrisburg, Pennsylvania. The following Commissioners (*) and other individuals were present:

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| Mr. Larry J. Straitiff, Chairman* | Ms. Linda J. Laub (Advisor) |
| Mr. Robert L. Repard, Vice Chair* | Mr. William J. McDevitt, Jr. (Advisor) |
| Mr. Keith A. Graybill* | Ms. Elizabeth J. Zeisloft (Advisor) |
| Ms. P. Beth Dombrowsky* | Mr. Gary B. Holland (Advisor) |
| Mr. Thomas R. Schuster* | Mr. William R. Erickson (Guest) |
| Mr. Lee Van Brederode (Executive Director) | Mr. Paul A. Foltz (Guest) |
| Mr. Todd D. Burns (Administrative Officer) | Mr. Gregory A. Young (Guest) |
| Ms. Diane M. Schaeffer (Commission Secretary) | |

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. PRESENTATION OF PLAQUE TO FORMER COMMISSIONER YOUNG:

Chairman Straitiff presented a plaque to former Commission Gregory A. Young to recognize his years of service and contributions to the Commission.

3. REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING:

MOTION 07-09-01: Commissioner Dombrowsky offered a motion to accept the minutes from the July 17, 2007 meeting as presented. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

4. ANNOUNCEMENTS:

Chairman Straitiff: None

Executive Director Van Brederode:

- Mr. Van Brederode announced that Mark Wilson, Chief of the Lancaster County Probation Department, had notified him that he will be unable to send his officers to the October 2007 Basic Firearms Academy due to late arrival of weapons and ammunition.

5. REPORTS OF OFFICERS AND STANDING COMMITTEES:

Chairman Straitiff: No Report

Executive Director Van Brederode:

- The Executive Director reported a Fund balance of \$1,235,311 as of 21 September 2007 and provided a current Financial Status Report to the Commissioners.
- Mr. Van Brederode provided a census as of 20 September 2007, which showed 975 officers active in FCTMS.
- The Executive Director gave an update on the status of basic training and provided the Commissioners with a statistical summary for CY 2007.
- Mr. Van Brederode reported on the status of CY 2007 in-service training and briefly discussed lessons learned and changes anticipated for the program in 2008. Course 3 classes have all been completed and 125 officers were trained. Twenty-three Course 4 "Wounded Officer" classes have been conducted to date for a total of 406 officers.
- The Executive Director reported Version 1.5 of FCTMS had been scheduled for release in July but was withdrawn for technical reasons. Version 1.6 is planned for deployment in either October or November.
- Mr. Van Brederode reported that the Pennsylvania State Police have surplus .40 cal ammunition as a result of converting to a different weapon and that it may be possible for the Commission to receive some of the ammunition for possible use by county officers in Commission training.

Policy Sub Committee: No Report

Curriculum Sub Committee:

- Commissioner Repard reported that the committee had met and discussed the maintenance of certification for Certified Firearms Instructors who are not employed as probation/parole officers. The members recommend that non-probation CFIs should not have to follow the Commission-mandated re-certification process of annual firearm requalification.
- Commissioner Repard reported that the committee discussed penalty point procedures to better clarify the issue of imposing penalty points for shooters who hit

targets other than their own during the Qualification Course of Fire. The Committee believes shooters should not be penalized for extra shots on their targets made by shooters in other lanes. The procedure will be to take the best possible score from the existing shots.

- ❑ The Curriculum subcommittee toured the “tactical shoot house” at the John J. Shumaker Training Center located at the Harrisburg Area Community College. The members discussed how to possibly utilize the facility for SIMUNITION® Training (FETC Course 5) in 2008.
- ❑ Commissioner Repard reported that the CY 2008 FETC Course 6 (Laser Shot Training) PowerPoint had been reviewed and adjusted by the subcommittee. Pilot training is planned to be conducted in Cumberland County for the Cumberland Adult and Juvenile Probation Department officers in December.

MOTION 07-09-02: Commissioner Repard offered a motion to conduct pilot training for FETC Course 6 (Laser Shot Training) utilizing the Cumberland County Adult and Juvenile Probation Department officers as the students. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

MOTION 07-09-03: Commissioner Repard made a motion to purchase two (2) Laser Shot systems at the approximate cost of \$12,000. The motion was tabled on the recommendation of Commissioner Schuster until research has been done on the actual cost of a unit. Commissioner Dombrowsky seconded the motion to table and it was passed by a unanimous voice vote.

- ❑ Commissioner Repard reported the committee members want to request Ms. Laub, in her capacity as advisor to the Commission, to research ACT 215 so that it can accurately be referenced in the PowerPoint portion of Course 6.

BREAK 10:30 A.M. – 10:50 A.M.

MOTION 07-09-04: Commissioner Repard made a motion to approve the commitment and expenditure of up to \$50,000 to purchase two (2) Laser Shots devices and to provide a “Train the Trainer” class for instructors. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- ❑ Commissioner Repard reported that the committee members recommended the consideration of utilizing another vendor to conduct a similar training to the “Low Dim Light Course” provided by Strategos International.
- ❑ Commissioner Repard reported that the committee had discussed the possibility of discarding or otherwise amending the administrative load procedure currently used during the range portion of the Basic Firearms training.

Officer Safety Research Sub Committee:

- Commissioner Schuster reported on a discussion of survey results from responding county probation departments, which asked whether the Commission should consider serving as a central repository for collecting data on weapons discharged by commonwealth probation officers. He said the overall result of the survey was that it was a positive move and warranted further consideration.

Fiscal Sub Committee:

- Mr. Van Brederode reported on a meeting he and Todd Burns had with Leo Dunn from the PBPP Office of Legislative Liaison to initiate discussions on the procedures required for increasing revenue and thereby improving the long-term financial status of the Commission. Commissioner Graybill agreed to join the sub committee as a member.

6. OLD BUSINESS:

- The Commissioners received the report of the ad hoc Vice Chairperson Nominating Committee. Commissioner Robert L. was the nominee for Vice Chairperson.

MOTION 07-09-05: Commissioner Dombrowsky offered a motion to appoint Commissioner Robert L. Repard as the Vice Chairperson of the Commission. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

7. NEW BUSINESS:

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

Officer James E. Schriener, Lycoming County Adult Probation Office, has requested designation as a Commission Master Instructor. Mr. Van Brederode reported that he satisfied all Commission requirements for MI status.

MOTION 07-09-06: Commissioner Schuster offered a motion to designate Officer James E. Schriener, Lycoming County, as a Commission-approved Master Instructor. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

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

- ✓ Vanessa Adler-Vols, Columbia County Adult Probation/Parole Office
- ✓ L. Bruce Althouse, Cumberland County Adult Probation Department
- ✓ Chad E. Ishler, Bradford County Adult/Juvenile Probation Department
- ✓ James A. Kovacs, Fayette County Adult Probation Department
- ✓ Erick R. Leydig, Westmoreland County Adult Probation and Parole Department
- ✓ Janeth A. Walker, Somerset County Adult Probation Department

MOTION 07-09-07: Commissioner Schuster offered a motion to approve the re-certification for Vanessa Adler-Vols, L. Bruce Althouse, Chad Ishler, James Kovacs, Erick Leydig, and Janeth Walker. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

□ **Petitions for Initial Designation as Range – Certified Firearms Instructor:**

- ✓ Timothy R. Barnes, Allegheny County Juvenile Probation
- ✓ Raymond F. Bauer, Jr., Allegheny County Juvenile Probation
- ✓ Jon D. McEnroe, Erie County Adult Probation
- ✓ David H. Mink, Allegheny County Juvenile Probation
- ✓ Gary S. Miscovich, Westmoreland County Adult Probation and Parole
- ✓ Ronald J. Seyko, Allegheny County Adult Probation
- ✓ Russell K. Stubock, Westmoreland county Adult Probation and Parole

MOTION 07-09-08: Commissioner Repard offered a motion to accept and to approve petitions of Officers Barnes, Bauer, McEnroe, Mink, Miscovich, Seyko, and Stubock to become Commission Range-Certified Firearms Instructors. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

□ **Selection of Commission Meeting Dates for 2008:**

Following a brief discussion the Commissioners selected the following dates for Commission meetings in 2008: January 29, March 25, May 13, July 22, September 23, and November 25. All meetings are planned to be held in State College.

MOTION 07-09-09: Commissioner Repard offered a motion to accept and approve the 2008 meeting dates to be conducted in State College, PA. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

□ **Commission Policy & Standard Operating Procedure for Managing and Processing Lodging, Travel and Subsistence Arrangements, and Reimbursements:**

Mr. Van Brederode presented a proposed Commission Policy & Standard Operating Procedure for Managing and Processing Lodging, Travel and Subsistence Arrangements, and Reimbursements. A brief discussion followed.

MOTION 07-09-10: Commissioner Schuster offered a motion to accept the Policy & Standard Operating Procedure for Lodging, Travel and Subsistence Arrangements, and Reimbursements. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

□ **FINANCIAL UPDATE PRESENTATION:**

Mr. Burns presented to Commissioners the 2007 Annual Commission Financial Update and Projection briefing. During the presentation questions and issues were discussed and clarifications of what the data meant was developed.

An EXECUTIVE SESSION was convened from 12:25 to 1:25 P.M.

8. **LEGAL ISSUES:** None
9. **PUBLIC COMMENT AND QUESTIONS:** None
10. **ADJOURNMENT:**

MOTION 07-09-11: Commissioner Repard offered a motion to adjourn. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. The meeting stood adjourned at 2:00 P.M.

Respectfully Submitted,

Henry L. Van Brederode
Executive Director