

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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December 4, 2007

A regular meeting of the County Probation and Parole Officers' Firearms Education and Training Commission convened on November 20, 2007 at 09:00 a.m. at the Courtyard Marriott Hotel, 1730 University Drive, State College, Pennsylvania. The following Commissioners (*) and other individuals were present:

Mr. Robert L. Repard, Vice Chairman*
Mr. Keith A. Graybill*
Ms. P. Beth Dombrowsky*
Mr. R. Scott Schlechter*
Mr. W. Conway Bushey (Guest)

Mr. H. Lee Van Brederode (Executive Director)
Mr. Todd D. Burns (Administrative Officer)
Ms. Diane M. Schaeffer (Commission Secretary)
Mr. Gary B. Holland (Advisor)
Ms. Linda J. Laub (Advisor)

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Following a call to order and the Pledge of Allegiance Vice Chairman Repard opened the meeting and welcomed all in attendance.

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

MOTION 07-11-01: Commissioner Schlechter offered a motion to accept the minutes from the September 25, 2007 meeting as presented. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS:

Chairman Straitiff: Not in Attendance

Executive Director Van Brederode:

- Mr. Van Brederode reported the Governor's office had re-appointed Mr. Graybill to a full 3-year term as a Commissioner on October 2, 2007. Additionally, Mr. Van Brederode briefly discussed the potential for disruption in Commission business in 2008 with the possible loss of four Commissioners at the same time as a result of term expirations.

- The Executive Director announced that Terry Davis, Chief of Dauphin County Adult Probation Department, is scheduled to retire on December 18th and William Mancino, Chief of the Lawrence County Probation Department, will retire on December 14th and be replaced by Mr. James Jendrysk.

4. REPORTS OF OFFICERS AND STANDING COMMITTEES:

Chairman Straitiff: Not in Attendance

Executive Director Van Brederode:

- The Executive Director reported a Fund balance of \$1,200,507 as of 16 November 2007 and provided a current Financial Status Report to the Commissioners. Revenues in the current fiscal year are running about average.
- Mr. Van Brederode reported that the Annual Report for fiscal year 2006-07 has been completed and will be distributed by the end of January.
- The Executive Director gave an update on the status of the Firearm Commission Training Management System (FCTMS), which has been out of service for over a week. Version 1.5 of FCTMS had been scheduled for release in July but was withdrawn for technical reasons. Version 1.6 was deployed for testing on Friday, November 9th but was not allowed to “go public” due to continuing technical problems. It will be withdrawn for further corrections and re-staged to the Server Farm at a date to be determined.
- Mr. Van Brederode reported that no new information has been received regarding the PSP .40 S&W ammunition surplus as discussed during the September 2007 meeting.
- Mr. Van Brederode reported that the Strategos International’s “Strategies of Low Light Engagements” Instructor Course training has been set for April 7-11, 2008. The tentative location will be the Harrisburg Area Community College, John Schumaker Training Center. A sole source contract action has been prepared and is in progress.
- The Executive Director provided the Commissioners with a CY 2007 Commission Training Summary covering all basic and in-service training, both Commission and county-conducted, during the calendar year to date.
- The Executive Director briefed the Commissioners on the proposed training plan for CY 2008. Five commission-basic trainings, four SIMUNITION® classes (Course 5) and Course 3, 4 and 6 classes are planned for calendar year 2008.

Policy Sub Committee:

- Ms. Laub provided an update on the status of the approval action for the proposed FETC Regulation and discussed difficulties encountered with completing the IRRC approval process.

Curriculum Sub Committee: No Report.

5. REPORTS OF AD HOC COMMITTEES:

Officer Safety Research Sub Committee:

- Mr. Van Brederode, reporting on behalf of Commissioner Schuster, advised that emails had been sent to counties asking whether they agreed with the idea of collecting data on incidents involving the use of weapons while on duty.

Fiscal Sub Committee: No Report.

6. OLD BUSINESS:

- Mr. Burns provided an update on the ongoing action to procure two Laser Shot devices. Acquiring the same type of equipment as HACC uses will require submission of a sole-source contract.

MOTION 07-11-02: Commissioner Schlechter offered a motion to approve the purchase two (2) "Laser Shot" Simulators with two (2) extra pistols and a one-day onsite training. The motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

- Advisor Laub reported on the status of the implementation of the Retired Law Enforcement Identification Act as a proposed Municipal Police Officers' Education and Training Commission (MPOETC) regulation. She will solicit comments from Commissioners and other interested parties and provide them to the appropriate parties.

7. NEW BUSINESS:

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

Mr. Van Brederode presented the following three officers for renewal of their Range-CFI status. He reported all three satisfied the requirements of Commission policy:

- ✓ Andrea K. McClelland-Sandt – Lehigh County Adult Probation & Parole
- ✓ Seth W. Reeser – Dauphin County Adult Probation Office
- ✓ Neil N. Stefanisko – Schuylkill County Adult Probation Office

MOTION 07-11-03: Commissioner Schlechter offered a motion to approve the renewal of Officers Andrea McClelland, Seth Reeser, and Neil Stefanisko as Commission Range-Certified Firearms Instructors. The motion seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

❑ **Petitions for Initial Designation as Range – Certified Firearms Instructor**

Mr. Van Brederode presented the following officers for initial designation as Range-Certified Firearms Instructors. He reported all had satisfied the requirements of Commission policy:

- ✓ Mr. Gerald P. Davis – Lackawanna County Adult Probation/Parole Department

MOTION 07-11-04: A motion was offered by Commissioner Schlechter to approve Officer Gerald Davis as a Range-Certified Firearms Instructor. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- ✓ Charles W. Wehrle, Erie County

A discussion ensued among the Commissioners concerning what Commission policy or precedent existed that guided and specified the appointment of individuals as CFIs who were not currently employed as probation and parole officers.

MOTION 07-11-05: A motion was offered by Commissioner Schlechter to table the application of Mr. Wehrle and to defer further discussion until the January 2008 Commission meeting. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

❑ **Petitions for Extension of Time to Maintain Certification**

Mr. Van Brederode provided petitions from the following officers seeking an extension of time to maintain their weapon certification:

- ✓ Officer Robert E. Bittner, Somerset County Probation Department

MOTION 07-11-06: A motion was offered by Commissioner Schlechter to grant the extension request of Officer Bittner until December 31, 2007 to complete the Annual Requalification. If requalification is not successfully completed by that date Officer Bittner's certification will be suspended. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

- ✓ Officer Keith Brooks, Monroe County Probation Department

MOTION 07-11-07: A motion was offered by Commissioner Schlechter to grant the extension request of Officer Brooks until December 31, 2007 to complete the Annual Requalification. If requalification is not successfully completed by that date Officer Bittner's certification will be suspended. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

- ✓ Officer Julie K. Bullard, Venango County A/J Court Supervision Services.

Following a brief discussion on technical points of Officer Bullard's petition the Commissioners declined to offer a motion and directed the Executive Director to develop further information and to reintroduce the petition for extension at the January 2008 meeting.

- ✓ Officer William G. Decker, Blair County Adult Probation Department

MOTION 07-11-08: A motion was offered by Commissioner Schlechter to grant the extension request of Officer Decker until June 30, 2008. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

- ✓ Officer Timothy L. Duff, Adams County Department of Juvenile Probation

Following a discussion on technical points of Officer Duff's petition the Commissioners declined to offer a motion and directed the Executive Director to develop further information and to reintroduce the petition for extension at the January 2008 meeting.

- ✓ Officer Adam J. Fencil, Butler County Domestic Relations Section

MOTION 07-11-09: A motion was offered by Commissioner Schlechter to deny Officer Fencil's petition for extension. Officer Fencil must take a pilot in-service Course 6 in December 2007 or his certification to carry a firearm will be revoked as of January 1, 2008. The motion was seconded by Commissioner Dombrowsky and passed by a unanimous voice vote.

- ✓ Officer Richard J. Wienczkowski, Erie County Adult Probation Department

MOTION 07-11-10: A motion was offered by Commissioner Dombrowsky to approve Officer Wienczkowski's petition for extension until June 30, 2008. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

- **Decision on the Certification Status of Officer Crystal S. Travis, Butler County Adult Probation**

Mr. Van Brederode presented the Commissioners a fact sheet and chronological record of the certification status of Officer Travis since her attendance at basic training in May 2005. Following a brief discussion the following motion was offered:

MOTION 07-11-11: A motion was offered by Commissioner Graybill that in order to again carry a firearm, Officer Travis would be required to attend and pass the Basic Firearms Training Program. The motion was seconded by Commissioner Dombrowsky and passed by a unanimous voice vote.

□ **Recertification of SIMUNITION® Scenario Instructors:**

Mr. Van Brederode advised that all Commission SIMUNITION® and FX® Scenario Instructor certifications sponsored by the Commission in 2005 will expire in June 2008. General Dynamics Ordnance and Tactical Systems Canada Inc. (GD-OTS Canada) provides recertification instruction. The total training to cost the Commission is estimated to be approximately \$10,000 including reimbursement of attendees' lodging, travel and subsistence.

MOTION 07-11-12: A motion was offered by Commissioner Dombrowsky to proceed with actions to sponsor an instructor recertification course, including approval for the instructor's tuition costs as well as reimbursement of necessary travel, subsistence, and lodging expenses. The motion was seconded by Commissioner Graybill and passed by a unanimous voice vote.

□ **Status of Officers working in the Dauphin County Work Release Center:**

Mr. Van Brederode advised that effective 1 July 2007, 12 Dauphin County Adult Probation Officers working in the Work Release Center were removed from the supervision of their Chief PO. While they are still employees of the court and some are armed on duty, some did not participate in county in-service training and one did not requalify. The Executive Director requested that the Commissioners consider this situation and advise on how to proceed or handle their certification.

MOTION 07-11-13: A motion was offered by Commissioner Dombrowsky to revoke the certification to carry a firearm of the twelve (12) officers now working for the Dauphin Work Release Program since they are no longer considered probation officers and therefore do not fall under the Commission's jurisdiction. The motion was seconded by Commissioner Schlechter and passed by a unanimous voice vote.

□ **CY 2008 In-Service Training Program Update:**

Mr. Van Brederode reported that, at a meeting with the Northeast Counterdrug Training Center (NCTC) Director, he was advised that NCTC will not be able to continue to assist the FETC with the Commission's Continuing Education (in-service) Training Program in 2008 due to operational demands on the NCTC and the projected military deployment of a large percentage of their staff. At this time no agency has been identified that can replace NCTC in their former capacity. Mr. Van Brederode will pursue several options for gaining the necessary support from other agencies, both governmental and non-governmental, to proceed with the training as planned.

The Executive Director presented the Commissioners the following proposed calendar year 2008 training plan:

- Course 6 (Laser Shot) Instructor Preparation (Train-the-Trainer) to be conducted in February / March.
- Strategos International "*Strategies of Low Light Engagements*" course conducted at HACC 7-11 April.
- Course 5 (SIMUNITION® TRAINING) to be conducted at HACC in April (2 classes).
- Course 3, 4 and 6 classes beginning in May.
- Recertification of SIMUNITION® Scenario Instructors in June.
- Course 3, 4 and 6 classes ending in October.
- Course 5 (SIMUNITION® TRAINING) to be conducted at HACC in October (2 classes).

The Commissioners directed the Executive Director to proceed with the proposed plan as presented.

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

MOTION 07-11-14: There being no further business, Commissioner Dombrowsky offered a motion to adjourn. Commissioner Schlechter seconded the motion and it was passed by a unanimous voice vote. The meeting stood adjourned at 1:00 P.M.

Respectfully Submitted,

S / Henry L. Van Brederode

Henry L. Van Brederode
Executive Director