



April 30, 2008

A regular meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:01 a.m. on April 15, 2008 at the Courtyard Marriott, 1730 University Drive, State College, PA. The following Commissioners (*) and other individuals were present:

R. Scott Schlechter, Chairman*
Robert L. Repard, Vice Chairman*
Thomas R. Schuster, Commissioner*
Keith A. Graybill, Commissioner*
Larry Straitiff, Commissioner*
P. Beth Dombrowsky*
Mr. Todd Burns, Executive Director

Ms. D. Schaeffer (Secretary)
Ms. Linda Laub (Advisor)
Mr. Gary Holland (Advisor)
Mr. Conway Bushey (Advisor)
Mr. William McDevitt (Advisor)
Ms. Michelle A. Beaver (Guest)

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

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

MOTION 0804.01: A motion was made by Commissioner Straitiff to accept the minutes from the January 29, 2008 meeting. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

- Mr. Burns noted a correction to the January 2007 minutes. Under motion 07-01-03, the referenced section of the regulation should be changed from 79.15 D to 79.23 (a).

MOTION 08-04-02: A motion was made by Commissioner Schuster to accept the noted correction to the January 2007 minutes. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS

Chairman Schlechter:

- Chairman Schlechter along with Commissioner Straitiff welcomed Ms. Michelle Beaver, Chief Probation Officer of the Juniata County Probation Department, to the meeting. Ms. Beaver was endorsed by both Commissioner Straitiff and the

County Chief Adult Probation and Parole Officers Association of PA (CCAPPOAP) to fill the pending vacancy of Commissioner Straitiff.

- Mr. Conway Bushey, Commission Advisor, announced the CCAPPOAP endorsement of both R. Scott Schlechter and Robert Repard for another term as Commissioners with the Firearm Education and Training Commission.

Executive Director Burns:

- Mr. Burns announced his official appointment as Executive Director of the Firearm Education and Training Commission, effective April 12, 2008.
- Mr. Burns announced changes to the "Right to Know Law," which will take effect in January 2009.
- The Philadelphia Juvenile Probation Department enrolled 11 of their officers in the June 2008 Basic Firearms Training Academy and have selected 10 more officers to enroll at later dates.
- Mr. Burns made contact with the County Commissioners Association to begin the process of replacing a Commission Member vacancy.
- The 2008 Basic Firearms Training Academy trainings will take place at the Palmyra Sportsmen's Association in Palmyra, PA. This facility includes an indoor range which will be used to run the night shoot.
- Course 6 (*Deadly Force Response and Decision Making – Laser Shot*) "Train the Trainer" classes were held on February 20, 2008 in Cumberland County and on March 25 in Centre County. The Classes were instructed by Mr. Michael Guido and Mr. Ron Millward. Thirty officers were trained. It is expected that 56 Course 6 classes will need to be run in 2008 utilizing three instructors per class.
- Course 5 (SIMUNITION®) training is being conducted at the Harrisburg Area Community College (HACC) the week of April 21-25, 2008. Another Course 5 training is scheduled for October 27-31, 2008 at Fort Indiantown Gap.
- Re-Certification for SIMUNITION® instructors will be conducted from June 24-26, 2008 at HACC.

4. REPORTS of OFFICERS and STANDING COMMITTEES

Chairman Schlechter: NONE

Executive Director Burns:

- Continuing Education (In-Service) trainings for 2008 have been delayed by the Department of General Services Legal Department. Ms. Laub will contact Mr. Anderson, DGS Legal Department to expedite the request.
- Mr. Burns provided a current Financial Update as of April 11, 2008. The current fund balance is \$1,160,754.

- ❑ Mr. Burns has a scheduled a meeting with the Office of Administration on May 8, 2008 to discuss the re-classification of the Commission's Administrative Officer position. There has been no word on the status of the re-classification for the Executive Director position.
- ❑ The updated version of the Firearm Commission Training Management System (FCTMS) is scheduled to be deployed by the Department of Corrections (DOC) IT section in late April 2008. Executive Director Burns has submitted an IT projects proposal for FY 09-10 to modify the FCTMS via an outside contractor in case these DOC IT upgrades are not successfully implemented.

Curriculum Sub Committee

- ❑ Chairman Schlechter and Executive Director Burns toured the HACC facility where the upcoming Course 5 training will be held the week of April 21-25, 2008. Due to scheduling difficulties at Fort Indiantown Gap and the limitations of the HACC facility, it was proposed that new locations be considered for future SIMUNITION ® trainings.

Policy Sub Committee

- ❑ NONE.

5. REPORTS OF AD HOC COMMITTEES

Officer Safety Research Sub Committee:

- ❑ Commissioner Schuster reported on an accidental weapon discharge incident that occurred in Cambria County in February 2008. Commission members requested that the Executive Director send a letter to the Chief of Cambria County Adult Probation asking for more detailed information about the incident.

Fiscal Sub Committee: No report

6. UNFINISHED (OLD) BUSINESS

- ❑ Mr. Burns provided an update on the purchase order request for the Laser Shot equipment. It is currently in the Attorney Generals Office and will take 2-3 business days from this date to move on for approval.
- ❑ Mr. Burns will forward the Commission's comments regarding the Municipal Police Officers' Education and Training Commission Proposed Regulations to Ms. Syndi Guido, the Policy Director for the Pennsylvania State Police.
- ❑ Mr. Burns presented the issue of accepting applications for Certified Firearms Instructors from individuals who are not currently working for a County Probation Department. *After discussion this issue will be tabled until the May 13, 2008 Commission Meeting.* Mr. Burns will draft letters to all such current applicants explaining that their applications will be tabled until further notice.

BREAK 10:41 a.m. – 10:57 a.m.

7. NEW BUSINESS

- Mr. Burns requests the Commission approve the Course 6, “Deadly Force Response and Decision Making - Laser Shot” course as an official Commission Curriculum.

MOTION 0804.03: Commissioner Repard made a motion to approve Course 6, Deadly Force Response and Decision Making - Laser Shot as an Official training provided by the Firearms Education and Training Commission. Commissioner Schuster seconded the motion and it was passed by unanimous voice vote.

- Applications for designation as a Certified Firearms Instructor
 - ✓ Richard Donnelly-Allegheny County Adult Probation Department
 - ✓ Robert Kraus- Allegheny County Adult Probation Department
 - ✓ Michael Terry – Crawford County Probation Department

MOTION 0804.04: Commissioner Dombrowsky offered a motion to approve the applications for Certified Firearms Instructor for Richard Donnelly, Robert Kraus and Michael Terry. Commissioner Repard seconded the motion and it was passed by unanimous voice vote.

- Mr. Burns presented a request for re-certification of Probation Officer Lee DeMarco, Fayette County Adult Probation Department, to carry a firearm. Additionally, Officer DeMarco submitted a new application to be designated as a Commission Certified Firearms Instructor.

MOTION 0804.05: Chairman Schlechter offered a motion to approve Probation Officer Lee DeMarco as a Commission Certified Firearms Instructor. Commissioner Straitiff seconded the motion. The motion was passed by a unanimous voice vote.

MOTION 0804.06: Commissioner Straitiff offered a motion for Probation Officer Lee DeMarco to be recertified to carry his weapon provided he passes the Course 1 (Basic Firearms Training) written testing and achieves a passing score on the qualification course of fire. Officer DeMarco must complete these requirements by June 30, 2008. Commissioner Repard seconded motion and it was passed by a unanimous voice vote.

- Mr. Burns presented a petition for recertification of Probation Officer Tracy Gordon of the Jefferson County Adult Probation Department.

MOTION 0804.07: Commissioner Repard offered a motion to allow Officer Gordon to be certified to carry a weapon upon passing the Course 1 (Basic Firearms Training) written testing, completing remedial training, and achieving a passing score on the qualification course of fire. This must all be completed by June 30, 2008. Commissioner Graybill seconded the motion it was passed by a unanimous voice vote. *Commissioner Straitiff abstained from voting.*

- Mr. Burns presented a request from the Dauphin County Adult Probation Department to conduct and receive 2008 In-Service credit for Course 220 in-house training.

MOTION: 0804.08: Commissioner Repard made a motion to approve the Dauphin County Adult Probation Department for in-house Course 220 In-Service credit for calendar year 2008. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. *Commissioner Graybill was not present for this vote.*

- Mr. Burns presented a request from the Berks County Adult Probation Department for 2008 Course 6 In-Service credit for thirteen officers who participated in a Laser Shot training provided by the Harrisburg Area Community College.

MOTION 0804.09: Commissioner Schuster made a motion to grant credit to the 13 Berks County Adult Probation Officers who participated in a Laser Shot training provided by the Harrisburg Area Community College. These thirteen officers must complete a Commission Course 3 or Course 5 training in calendar year 2009, unless they can document they have already taken these classes. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote. *Commissioner Dombrowsky abstained from this vote.*

- Mr. Burns presented a request from the Allegheny County Juvenile Probation Department that its Warrant Unit be granted permission to conduct an in-house Course 6 In-Service training to receive credit for the 2008 calendar year.

MOTION 0804.10: Commissioner Repard made a motion authorizing the Allegheny County Juvenile Probation Department's Warrant Unit to conduct an in-house Course 6 training for their In-Service credit for 2008. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- Commissioner Repard asked the Commission to approve a request by the Tioga County Probation Department Chief to conduct an in-house Course 5 training for their 2008 In-Service credit.
- Executive Director Burns discussed the current Commission training models and presented ideas for increasing training efficiency.

MOTION 0804.11: Commissioner Dombrowsky made a motion to grant permission for the Tioga County Probation Department to conduct in-house Course 5 Training for their 2008 In-Service credit. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote. *Commissioner Repard abstained from this vote.*

8. LEGAL ISSUES AND COMMENT

- None

9. PUBLIC COMMENT AND QUESTIONS

- Mr. Conway Bushey provided updates to several House Bills moving through the Legislature.

10. EXECUTIVE SESSION

- An Executive Session was called to discuss Copyrights.

11. ADJOURNMENT

MOTION 0804.12: Commissioner Schlechter offered a motion to adjourn. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote. The meeting stood adjourned at 1:10 PM.

Respectfully Submitted,

Todd Burns

Todd Burns
Executive Director