



December 18, 2008

A regular meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:00 a.m. on November 25, 2008 at the Courtyard Marriott, 1730 University Drive, State College, PA. The following Commissioners (*) and other individuals were present:

Mr. R. Scott Schlechter, Chairman*
Ms. Michelle Beaver, Commissioner*
Mr. Robert L. Repard, Vice Chairman*
Ms. P. Beth Dombrowsky, Commissioner*
Mr. Keith A. Graybill, Commissioner*
Mr. Todd Burns, Executive Director

Ms. Angela Sweigart (Adm. Officer)
Ms. Diane Schaeffer (Secretary)
Ms. Linda Laub (Advisor)
Mr. Conway Bushey (Advisor)
Mr. Erik Christensen (Guest)
Mr. James Lombardo (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 0811.01: A motion was made by Commissioner Dombrowsky to accept the minutes from the October 1, 2008 meeting. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS

Chairman Schlechter:

- Chairman Schlechter discussed the back to back Course 5 (SIMUNITION®) classes that were held in October. Future Course 5 classes are tentatively scheduled for May, July, and August 2009.

Executive Director Burns:

- Mr. Burns introduced Ms. Angela Sweigart, the Commission's new Administrative Officer.
- Mr. Burns introduced Mr. Erik Christensen, Erie County Probation, Chair of the Curriculum Sub-Committee, who was in attendance at this meeting.

- ❑ Mr. Burns introduced Mr. James Lombardo, Lawrence County Probation, who was in attendance at this meeting.
- ❑ Mr. Burns discussed the revised Course 2 Critical Incident Report Writing class pilot that was held at the Carlisle Police Department in November.
- ❑ Mr. Burns discussed the Criminal Justice Training Coordinators Working Group meeting that he and Ms. Sweigart attended on November 19th.

4. REPORTS of OFFICERS and STANDING COMMITTEES

Chairman Schlechter:

- ❑ Chairman Schlechter detailed how he, Commissioner Beaver, Commissioner Graybill, Mr. Todd Burns and Ms. Angela Sweigart attended a meeting with staff of the Administrative Office of Pennsylvania Courts (AOPC). During the meeting they discussed the assessment, collection, and distribution of fees to the Commission's fund. The specifics of the meeting will be covered by Commissioner Graybill during the Fiscal Committee report.

Executive Director Burns:

- ❑ The current fiscal year financial update shows a balance is \$999,812.
- ❑ AOPC can generate, upon request of the Commission, a variety of reports outlining the assessment and collection of fees. These reports can be viewed as far back as five years. The Commissioners were given samples of the available reports.
- ❑ After a meeting with the Pennsylvania Board of Probation and Parole's (PBPP) IT Governance Committee, it was determined that the Firearm Commission Training Management System (FCTMS) upgrade (version 1.6) will be completed by March 31, 2009. If subsequent improvements are needed, the Department of Corrections (DOC) IT department would be willing to allow the Commission to contract the work out to a vendor.
- ❑ The vacant Commissioner position was discussed.
- ❑ The "Mandatory Carry" survey of all departments has been completed.
- ❑ Both the Requalification and In-Service training audits have been completed. According to the audits, all officers have participated in training, filed a petition for extension, received constructive training credit, or had a training requirement waived.

POLICY SUB-COMMITTEE:

- ❑ Ms. Laub provided an update on the status of the Regulations.

CURRICULUM SUB-COMMITTEE:

- ❑ Chair Erik Christensen presented several issues to the Commission members.

- ✓ A Certified Firearm Instructor Training Safety course will be tentatively scheduled for 2009.
- ✓ The committee has discussed creating a firearms familiarization course to perhaps run in conjunction with SIMUNITION® training.
- ✓ The modification to the Course 2 Critical Incident Report Writing was completed.
- ✓ A SIMUNITION® Instructor Certification Course is being proposed for 2009. The Commission currently does not have an adequate number of these instructors available for the training cycle. Other agencies will be able to attend this training provided they pay their own tuition and there are vacancies available.
- ✓ The committee requested Ms. Laub draft a contract which would require instructors who attend the SIMUNITION® Instructor Certification Course at the Commission's expense to agree to participate in a minimum number of Course 5 offerings.
- ✓ The committee discussed including Course 5 in the RFQ contracting process along with the other Commission In-Service courses.

MOTION: 0811.02: Commissioner Repard made a motion to approve expenditures to conduct a 2009 Course 5 SIMUNITION® Instructor Certification class. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- ✓ It was determined that Mr. Burns has the authority to approve or disapprove all in-house Basic Firearms Training and In-Service Training requests.
- ✓ The Curriculum Sub-Committee will, at their next meeting, commence a review of Course 1, Basic Firearms Training, to determine whether the course needs to be updated or modified.
- ✓ There was discussion about whether the Commission should implement a sequence in which In-Service classes should be taken.
- ✓ There was discussion about what impact the Americans with Disabilities Act (ADA) may have on the Course 1 curriculum.

BREAK 10:13 a.m. – 10:27 a.m.

MOTION 0811.03: A motion was made by Commissioner Rob Repard to approve the changes to Course 2, Critical Incident Report Writing. Motion was seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

5. REPORTS of AD HOC COMMITTEES

- ❑ SAFETY- NONE

- ❑ FISCAL

- ✓ Commissioner Graybill discussed the meeting with AOPC. Items included the Commission fund's priority on the fee schedule, pro-rated collection rates, and assessment and collection methods. There was also discussion on the feasibility of charging juvenile offenders. The meeting was informative but did not lead to any new insights on how the Commission could increase revenues.

6. UNFINISHED (OLD) BUSINESS

- ❑ The Commissioners discussed different methods for cutting spending.

1. NEW BUSINESS

- ❑ Request for Initial Designation as a Certified Firearms Instructor:

The Commissioners decided to act on these officers in a single motion:

- ✓ Justin Anderson, Dauphin County Adult Probation
- ✓ Robert Baylor, Dauphin County Adult Probation
- ✓ Christopher Franceschi, Armstrong County Probation
- ✓ James Grassi, Jr., Fayette County Adult Probation
- ✓ Scott Kerstetter, Union County Probation
- ✓ Douglas Lauver, Dauphin County Adult Probation
- ✓ Naaman Morris, Union County Probation
- ✓ Mark Rhoads, Forest County Probation
- ✓ Allen Shipley, Adams County Ault Probation
- ✓ Tracy Veri, Butler County Juvenile Probation

MOTION 0811.04: Motion made by Commissioner Graybill to approve the designation of Officers Justin Anderson, Robert Baylor, Christopher Franceschi, James Grassi, Jr., Scott Kerstetter, Douglas Lauver, Naaman Morris, Mark Rhoads, Allen Shipley, and Tracy Veri as Commission Certified Firearms Instructor. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

- ❑ Request for Renewal of Range Certified Firearm Status:

- ✓ Giles Guisbert, Westmoreland County Juvenile Probation Department

MOTION: 0811.05: Motion made by Commissioner Graybill to recertify Officer Giles Guisbert as a Commission Certified Firearms Instructor. Motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

- Request for 2008 In-Service Credit
 - ✓ Michael Deal and Kevin Ritzert, Butler County Adult Probation

MOTION: 0811.06: Motion made by Commissioner Repard to approve and grant 2008 In-Service credit to Probation Officers Michael Deal and Kevin Ritzert, Butler County Adult Probation Department. Motion seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

- Request for Constructive In-Service Credit
 - ✓ Troy Freeman, Tioga County Probation Department

MOTION 0811.07: Motion made by Commissioner Dombrowsky to grant 2008 Constructive In-Service Credit to Troy Freeman, Tioga County Probation. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

Commissioner Robert Repard abstained from the vote.

MOTION 0811.08: Motion made by Commissioner Repard to grant Constructive In-Service Credit to Instructors who instruct either an in-house or a Commission-run In-Service or Basic Firearms Training course during that year. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

- Director James Jendrysik, Lawrence County Adult Probation, 2008 In-Service training waiver request. Presented by Lawrence County Adult Probation representative Mr. James Lombardo.

MOTION 0811.09: Motion made by Commissioner Repard to waive the 2008 In-Service training requirement for James Jendrysik, Lawrence County Adult Probation. Motion seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

- ❑ 2008 In-Service training waiver request for Officer Richard Yesho and Officer Traci Grace, Westmoreland County Adult Probation.

MOTION 0811.10: Motion made by Commissioner Graybill to grant a 2008 In-Service training waiver for Officer Richard Yesho and Officer Traci Grace, Westmoreland County Adult Probation Department. Motion seconded by Commissioner Dombrowsky.

AMENDMENT OF MOTION 0811.10: Commissioner Graybill amended motion 0811.10 to clarify that the waiver is granted on the condition that these officers are required to complete two In-Service classes in 2009. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

❑ PETITION FOR EXTENSION:

- ✓ Anthony Cremonese, Westmoreland County Juvenile Probation

MOTION: 0811.11: Motion made by Commissioner Repard to approve the Petition for Extension for Officer Anthony Cremonese. As a condition of his Petition, Officer Cremonese is required to attend two in-service trainings in calendar year 2009. Motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

❑ APPROVED 2009 COMMISSION MEETING DATES.

- ✓ Friday, January 23, 2009
- ✓ Friday, March 20, 2009
- ✓ Friday, May 15, 2009
- ✓ Friday, July 17, 2009
- ✓ Wednesday, September 30, 2009
- ✓ Friday, November 20, 2009

8. LEGAL: NONE

9. PUBLIC COMMENT AND QUESTIONS:

- ❑ Mr. James Lombardo, Lawrence County Probation, inquired about In-Service training class attendance restrictions.

10. ADJOURNMENT:

MOTION 0811.12: Commissioner Dombrowsky made a motion to adjourn at 12:01 p.m. Commissioner Graybill seconded the motion it was passed by a unanimous voice vote.

Respectfully Submitted,

Todd Burns

Todd Burns
Executive Director