



February 3, 2009

A regular meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:05 a.m. on January 23, 2009 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. Thomas Schuster, Commissioner\*  
Mr. Mark Hamilton, Commissioner\*  
Mr. Keith Graybill, Commissioner\*

Mr. Todd Burns (Ex. Director)  
Ms. Angela Sweigart (Adm. Officer)  
Ms. Diane Schaeffer (Secretary)  
Ms. Linda Laub (Advisor)  
Mr. Gary Holland (Advisor)  
Mr. Erik Christensen (Guest)  
Mr. Michael Guido (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 0901.01** Motion was made by Commissioner Dombrowsky to accept the minutes from the November 25, 2008 meeting. Commissioner Schuster seconded the motion and it was passed by a unanimous voice vote.

### 3. ANNOUNCEMENTS

#### Chairman Schlechter:

- Chairman Schlechter introduced and welcomed new Commissioner Mark Hamilton.
- Election of Officers
  - R. Scott Schlechter – Chairman of Firearm Education and Training Commission.
  - Robert Repard – Vice Chairman of Firearm Education and Training Commission.
    - Larry Straitiff – Chairman of the Policy Committee.
      - ✓ The Policy Committee membership consists of P. Beth Dombrowsky, Thomas Schuster, Conway Bushey, Linda Laub, and R. Scott Schlechter.
    - Erik Christensen – Chairman of the Curriculum Committee.

- ✓ The Curriculum Committee membership consists of R. Scott Schlechter, Erik Burkholder, William Erickson, Mike Guido, Ron Millward, Robert Repard, Neil Stefanisko, Greg Young, and Tom Benge.
- Thomas Schuster – Chairman of the Safety Committee
  - ✓ The Safety Committee membership consists of Gerald Davis, William Erickson, John Yarnell, Conway Bushey, Robert Repard, and R. Scott Schlechter.
- Keith Graybill – Chairman of the Fiscal Committee
  - ✓ The Fiscal Committee membership consists of Michelle Beaver, Thomas Schuster, and R. Scott Schlechter.

**Executive Director Burns:**

- ❑ Mr. Burns discussed the Right to Know Law and efforts by the Commission staff to stay in compliance with the law. There was discussion about the Commission establishing its own retention schedule.
- ❑ Mr. Burns commented that some scheduled Commission meeting dates may be in conflict with the Juvenile Chief’s meeting schedule. The Commissioners decided to change the following Commission meeting dates:
  - ✓ Friday, March 20, 2009 changed to Thursday March 19, 2009
  - ✓ Friday, May 15, 2009 changed to Thursday, May 14, 2009
  - ✓ Friday, November 20, 2009 changed to Thursday, November 19, 2009
- ❑ Mr. Burns has received questions regarding retaking in-service trainings. It is expected that officers will take some, if not all, in-service classes more than one time during their careers.
- ❑ Mr. Burns explained the new procurement process for hotels and noted changes in the reimbursement process for non-commonwealth employees.

**4. REPORTS of OFFICERS and STANDING COMMITTEES**

**Executive Director Burns:**

- ❑ Mr. Burns reported a fund balance of \$1,015,678 and provided a current Expenditure Report to the Commissioners.
- ❑ Mr. Burns stated that the 2009 Basic Firearms Training Academy schedule has been posted on the Commission’s website.
- ❑ Mr. Burns discussed the progress with the 2009 in-service schedule. Course 5, SIMUNITION® Training, is going to be included in the in-service contract.
- ❑ Mr. Burns reported that the Commission’s fund is invested in an interest bearing account. However, since it was not clearly stated in the Act that revenues generated from the interest belong to the Commission; the interest instead goes to the state’s general fund.

**POLICY SUB-COMMITTEE:**

- ❑ NONE

#### **CURRICULUM SUB-COMMITTEE:**

- Erik Christensen presented several issues to the Commission members including firearms safety classes, updates to Course 2, Critical Incident Report Writing, a Course 5 SIMUNITION® basic outline, the possibility of having the in-service trainings professionally videotaped, establishing essential functions for the basic training as per the Americans with Disabilities Act, and rewriting the Course 1 Basic Firearms Training curriculum to include expanding the training by approximately two to three days.

**MOTION 0901.02:** Motion made by Commissioner Dombrowsky to give the Curriculum Committee permission to revise and update Course 1, the Basic Firearms Training curriculum, and to implement the revision in the 2010 training year. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

**BREAK 10:15 AM – 10:30 AM**

#### **5. REPORTS of AD HOC COMMITTEES**

- **SAFETY**
  - ✓ Commissioner Schuster reported that he has sent an e-mail to all Chiefs of County Probation Departments to request a copy of their firearms policies. Commissioner Schuster also requested any policies regarding officer safety from both armed and unarmed departments.
- **FISCAL**
  - ✓ Commissioner Graybill recommends the Commission establish a fund balance threshold where, once crossed, the Commission will begin to implement a variety of cost cutting and/or revenue increasing measures. Additionally, the Administrative Office of Pennsylvania Courts will provide quarterly reports of Commission revenue data. These reports will be disseminated to the Commissioners and Advisors.

**MOTION 0901.03:** Commissioner Graybill made a motion to establish a threshold of \$750,000 and once this amount is reached the Commission should take measures to research available revenue sources and assessments of county supervision fees and other sources that are available. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

#### **6. UNFINISHED (OLD) BUSINESS**

- Ms. Laub reported on the status of the regulations and listed potential dates on which Commission members may need to testify before the Independent Regulatory Review Commission (IRRC).
- Mr. Burns briefly discussed the Adams County Re-Entry Officer request to be considered Probation Officers. Mr. Burns was informed by Advisor William McDevitt, the Director of Probation Services for the PA Board of Probation and Parole, that these officers are not considered probation officers and therefore do not fall under Act 158.

## 1. NEW BUSINESS

- Request for Initial Designation as a Certified Firearms Instructor:
  - ✓ Shane Schmeckebecher – Lehigh County Adult Probation
  - ✓ Brian Updegrave – Northumberland County Adult Probation

**MOTION 0901.04:** Motion made by Commissioner Schuster to approve Shane Schmeckebecher and Brian Updegrave as Commission Certified Firearm Instructors. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

- Request for Renewal of Certified Firearms Instructor Status:
  - ✓ Ron Millward, Centre County Probation
  - ✓ Brian Rock, Northumberland County Adult Probation
  - ✓ Ethan Weidle, Lebanon County Adult Probation
  - ✓ Larry Smith, Lycoming County Juvenile Probation
  - ✓ John Yarnell, Sullivan/Wyoming County Juvenile Probation

**MOTION 0901.05:** Motion made by Commissioner Dombrowsky to approve the renewal of Commission Certified Firearms Instructors Ron Millward, Brian Rock, Ethan Weidle, Larry Smith and John Yarnell. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

- Waiver for Petition for in-service training
  - ✓ Larry Smith, Lycoming County Juvenile Probation
  - ✓ Matthew Minnier, Lycoming County Juvenile Probation
  - ✓ Jennifer Kretchman, Indiana County Adult Probation

**MOTION 0901.06:** Motion made by Commissioner Repard to grant a waiver for the in-service training requirement of Officer Larry Smith for 2008 on the condition that Officer Smith attends two (2) in-service trainings in the calendar year 2009. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**MOTION 0901.07:** Motion made by Commissioner Schuster to grant a waiver for the in-service training requirement of Officer Matthew Minnier for 2008 on the condition that Officer Minnier attends two (2) in-service trainings in 2009. Additionally, Officer Minnier must successfully qualify on two (2) range requalifications, one being completed by March 31, 2009 and the other completed during calendar year 2009. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

**MOTION 0901.08:** Motion made by Commissioner Schuster to grant a waiver for the in-service training requirement of Officer Kretchman for 2008 on the condition that Officer Kretchman attends two (2) in-service trainings in 2009. Additionally, Officer Kretchman must successfully qualify on two (2) range requalifications, one being completed by March 31, 2009 and the other completed during calendar year 2009. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

**8. LEGAL:** NONE

**9. PUBLIC COMMENT AND QUESTIONS:** Advisor Gary Holland discussed the planned Certified Firearms Instructor training program that will be offered by the PA Board of Probation and Parole to county probation officers.

**10. ADJOURNMENT:**

**MOTION 0901.09:** Commissioner Dombrowsky made a motion to adjourn at 11:31 a.m. Commissioner Schuster seconded the motion it was passed by a unanimous voice vote.

Respectfully Submitted,

*Todd Burns*

Todd Burns  
Executive Director