



April 2, 2009

A regular meeting of the County Probation and Parole Officer's Firearm Education and Training Commission convened at 9:00 a.m. on March 19, 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. 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. William McDevitt (Advisor)
Mr. Gary Holland (Advisor)
Mr. Conway Bushey (Advisor)
Mr. Larry Straitiff (Policy Cmte)
Mr. Erik Christensen (Curr. Cmte)
Mr. Michael Guido (Curr Cmte)
Mr. William Erickson (Curr Cmte)
Mr. James M. Smith (Guest-IRRC)
Ms. Fiona E. Wilmarth (Guest-IRRC)
Ms. Heather Wimbush Emery, Esq.
(Guest-IRRC)

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. UNFINISHED (OLD) BUSINESS

- Representatives from the Independent Regulatory Review Commission (IRRC) were introduced to the Commissioners by Chairman Schlechter.
- Ms. Linda Laub reported on the proposed changes to the Regulation. The Regulation will be placed before the IRRC by April 7, 2009 and will be on the IRRC meeting agenda for the April 23, 2009 meeting.

MOTION 0903.01: Motion was made by Commissioner Repard to approve the proposed changes to the Regulations as presented by Ms. Linda Laub. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

3. REVIEW and APROVAL of MINUTES (January 23, 2009)

MOTION 0903.02: Motion was made by Commissioner Dombrowsky to accept the minutes from the January 23, 2009 meeting. Commissioner Hamilton seconded the motion and it was passed by a unanimous voice vote.

4. ANNOUNCEMENTS

Chairman Schlechter:

- NONE

Executive Director Burns:

- Executive Director Burns reported that a Course 2 Critical Incident Report Writing (revised) Train the Trainer class was conducted on February 26, 2009 and instructed by Mr. Thomas Benge. Mr. Thomas Benge also instructed a class on February 27, 2009 which was professionally video-taped by Commonwealth Media Services.
- Executive Director Burns announced that Right to Know Law CD's were mailed to the Commissioners. Applications were then given to all Commissioners and sub-committee chairs to set-up state e-mail accounts in compliance with the Right to Know Law. Those not in attendance will have their applications mailed to them.

5. REPORTS of OFFICERS and STANDING COMMITTEES

Executive Director Burns:

- Executive Director Burns reported a fund balance of \$1,002,263 and provided a current Expenditure Report to the Commissioners.
- Executive Director Burns presented a summary of the Program Revision Request (PRR) report. The report proposed hiring additional state employee instructors for the commission. Additionally Mr. Burns is working with the Human Resource office to find out if the commission is able to directly hire independent contractors.

POLICY SUB-COMMITTEE:

- NONE

CURRICULUM SUB-COMMITTEE:

- Mr. Erik Christensen presented several issues to the Commission members. He reported that the Curriculum Committee is exploring expanding Course 1 Basic Training to include: Adding more days of training; weapons retention instruction; integrating Course 3 into the Basic curriculum; eliminating the 25 yard line from qualification; changing the scoring system; and ballistic protection discussion. The Curriculum Committee will be discussing these issues thoroughly in future meetings.
- Mr. Robert Repard reported he received correspondence from Chief John Holt, Crawford County Adult Probation, to explore the use of AirSoft as a future Commission Continuing Education Training course. After discussion, the commission decided to answer Chief Holt's query with a letter explaining the commission's position on AirSoft as a viable alternative for future training.

- ❑ Mr. Erik Christensen reported that all continuing education manuals have been updated for the 2009 training year.
- ❑ Mr. Erik Christensen provided an update to the Board of Probation and Parole's offer to host a Certified Firearms Instructor course for county probation officers. Mr. Gary Holland provided additional details about the training. Executive Director Burns will provide the curriculum committee copies of the course.
- ❑ Chairman Schlechter discussed developing additional continuing education courses for the commission. Chairman Schlechter commented on the possibility of attending training to research the feasibility of additional courses.

MOTION 0903.03: Motion made by Commissioner Dombrowsky to accept the Board of Probation and Parole's Certified Firearms Instructor Course as an approved course for satisfying Certified Firearms Instructor qualifications. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

BREAK 10:12 AM – 10:31 AM

6. REPORTS of AD-HOC COMMITTEES

- ❑ **SAFETY-NONE**
- ❑ **FISCAL - NONE**

7. NEW BUSINESS

- ❑ Request for Initial Designation as a Certified Firearms Instructor:
 - ✓ Thomas Baer, Berks County Adult Probation
 - ✓ Carlo DeAngelo, Berks County Adult Probation

MOTION 0903.04: Motion made by Commissioner Dombrowsky to approve Thomas Baer and Carlo DeAngelo as Commission Certified Firearms Instructors. Commissioner Beaver seconded the motion and it was passed by a unanimous voice vote.

- ❑ Request for Renewal of Certified Firearms Instructor Status:
 - ✓ Timothy Duff, Adams County Juvenile Probation
 - ✓ Nicole Gutshall, Cumberland County Adult Probation
 - ✓ Michael Smith, Cumberland County Adult Probation

MOTION 0903.05: Motion made by Commissioner Dombrowsky to approve the renewal of Commission Certified Firearms Instructors Timothy Duff, Nicole Gutshall, and Michael Smith. Commissioner Repard seconded the motion and it was passed by a unanimous voice vote.

- Request for renewal of Master Instructor Status
 - ✓ Keith Trohoske, Warren County Adult County
 - ✓ Erik Christensen, Erie County Adult Probation
 - ✓ David Christian, Dauphin County Juvenile Probation
 - ✓ William Erickson, Erie County Adult Probation (retired)
 - ✓ Jonathan Flynn, Dauphin County Juvenile Probation
 - ✓ Paul Foltz, Erie County Adult Probation
 - ✓ James Gunderman, Dauphin County Adult Probation
 - ✓ Robert Repard, Tioga County Probation
 - ✓ Michael Shrauder, Dauphin County Adult Probation
 - ✓ James Trozzi, Allegheny County Adult Probation

MOTION 0903.06: Motion made by Commissioner Graybill to approve the renewal of Commissioned Certified Master Instructors Keith Trohoske, Erik Christensen, David Christian, William Erickson, Jonathan Flynn, Paul Foltz, James Gunderman, Robert Repard, Michael Shrauder and James Trozzi with the condition that Paul Foltz sends documentation of instructor certification to Mr. Todd Burns. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote. Commissioner Repard abstained.

- Petition for Extension (Medical Reasons) for Channing Bowers, Somerset County Probation

MOTION 0903.07: Motion made by Commissioner Repard to deny the Petition for Extension for Officer Channing Bowers, Somerset County Probation. Commissioner Graybill seconded the motion and it was passed by a unanimous voice vote.

- Petition for Extension (Transfer) for Officer David Kearney, Northumberland County Juvenile Probation
 - ✓ Commissioners did not review a Petition for Extension for Officer David Kearney at this time.

8. LEGAL: Ms. Linda Laub recommended the Commission members should review the procedure manuals in preparation for the change from the Operational Policy to the new Regulations. Information should be distributed throughout the County Probation Departments and presented to Chiefs at their next association meeting. In particular, she recommended that the Student Code of Conduct be reviewed. Ms. Linda Laub also reviewed the proposed amendments to the regulation, and explained that amendments are usually submitted annually. Mr. Larry Straitiff, chair of policy subcommittee was tasked to review the code of conduct and amendments at the next subcommittee meeting.

9. PUBLIC COMMENT AND QUESTIONS: Mr. Gary Holland announced the PBPP training catalog is available to both County and State parole and probation officers.

10. ADJOURNMENT:

MOTION 0903.08: Commissioner Beaver made a motion to adjourn at 11:31a.m. Commissioner Dombrowsky seconded the motion and it was passed by a unanimous voice vote.

Respectfully Submitted,

Todd Burns

Todd Burns
Executive Director