



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

August 18, 2009

A regular meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:05 a.m. on July 17, 2009 at the Courtyard Marriott, 1730 University Drive, State College, PA. The following Commissioners (*) and other individuals were present:

Mr. R. Scott Schlechter, Chairman*
Mr. Robert Repard, Vice Chairman*
Ms. P. Beth Dombrowsky, Commissioner*
Mr. Keith Graybill, Commissioner*
Ms. Michelle Beaver, Commissioner*
Mr. Todd Burns (Ex. Director)

Ms. Angela Sweigart (Adm. Officer)
Ms. Diane Schaeffer (Secretary)
Ms. Linda Laub (Advisor)
Mr. Gary Holland (Advisor)
Mr. Conway Bushey (Advisor)
Mr. James Trozzi (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. He acknowledged the attendance of Mr. James Trozzi, Allegheny County Adult Probation Department.

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

MOTION 0907.01 Motion was made by Commissioner Dombrowsky to accept the minutes from the May 14, 2009 meeting. Motion seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

3. ANNOUNCEMENTS

Executive Director Burns:

- Executive Director Burns reported the Regulations are in effect. Mr. Burns plans to attend the Adult Chiefs' meeting in September 2009 to present the regulatory changes.
- Executive Director Burns reported the 54th Basic Firearms Academy was completed on June 19, 2009 and, due to low enrollment, range section B (June 23-26, 2009) was cancelled.
- Executive Director Burns reported the 55th Basic Firearms Academy is underway.
- Executive Director Burns reported the Pa. Board of Probation and Parole (PBPP) conducted a Firearms Instructor Certification Course for county officers the week of June 15-19, 2009. Fourteen officers participated. There were no failures. He announced an additional class is expected to run in the fall of 2009.
- Executive Director Burns announced the potential availability of a cargo van which could be used by FETC to transport equipment to training events.

Chairman Schlechter: Brief discussion regarding FETC's location on the PBPP organizational chart. Executive Director Burns will draft a letter to Chairman McVey to present the issue.

4. REPORTS of OFFICERS and STANDING COMMITTEES

Executive Director Burns:

- Executive Director Burns reported a fund balance of \$872,449.00
- Executive Director Burns reported the SIMUNITION® Instructor Agreements were sent to the enrolled officers attending this event (August 25 -27, 2009).
- Executive Director Burns reported updates and changes to FCTMS. These changes are scheduled to be signed off the week of August 3, 2009, with the updated system going live by August 17, 2009.

SUB-COMMITTEES:

POLICY: NONE

CURRICULUM:

- Chairman Schlechter reported the Curriculum members are in the process of updating the Course 1 Basic Academy curriculum.

- Chairman Schlechter requested a survey be done at the Adult Chiefs' meeting to determine what continuing education courses the departments would be interested in.

5. REPORTS of AD HOC COMMITTEES:

SAFETY: NONE

FISCAL:

- Commissioner Graybill reported several options were discussed during the committee meeting to improve the commission's cash-flow.
- He reported that the income of the commission was stable, but expenditures were increasing.
- Commissioner Graybill announced several options were being explored to increase revenue, although none were a recommendation at this time. The options to increase revenue included: assessing a fee to juvenile probation departments, opening the Act, and exploring the supervision fees.
- Commissioner Graybill announced several options were discussed to decrease the costs associated with running commission training. The options were: Lower or eliminate the hotel reimbursement, hire a cadre of instructors to instruct training, hire trainers to assist and oversee in-house training events, and reduce the number of hours needed to maintain the certification.
- Commissioner Graybill requested a cost-analysis of the current training model.

EXECUTIVE SESSION 10:14 – 10:35 a.m.

10:37 A.M. BACK ON PUBLIC RECORD

MOTION 0907.02: Motion made by Commissioner Dombrowsky to set the total reimbursement amount for lodging and ammunition to \$50.00 per Officer per Basic Training effective January 1, 2010. Motion seconded by Commissioner Graybill and it was passed by a unanimous voice vote.

6. UNFINISHED (OLD) BUSINESS: Executive Director Burns

- Executive Director Burns reported contact was made with Mr. Paul Read, PBPP Office of Professional Responsibility. Mr. Read stated that background checks can only be conducted on PBPP employees.

- Executive Director Burns reported contact was made with Mr. Dan Hazelett (PBPP) to obtain access to J-Net.

MOTION: 0907.03: Motion made by Commissioner Graybill to allow Mr. Burns to be the authorized user for J-NET for the FETC. Motion seconded by Commissioner Beaver and it was passed by a unanimous voice vote.

7. NEW BUSINESS

- Ms. Linda Laub presented information regarding the proposed regulation: Title 37 Part IV Retired Law Enforcement Officers Identification and Qualification cards. Ms. Laub explained that officers would be required to qualify with the agency that they were certified with, and that agency would issue one of two cards. Mr. Gary Holland recommended that the FETC work with the PBPP to develop a system once the regulation is approved.
- Request for Renewal of Certified Firearms Instructor status:
 - ✓ Eric Burkholder, Berks County Juvenile Probation
 - ✓ Tim Heitzman, Northumberland County Adult Probation
 - ✓ Brian Holley, Monroe County Juvenile Probation
 - ✓ Trevor Oates, Crawford County Adult Probation
 - ✓ Christopher Wignovich, Lehigh County Adult Probation

MOTION 0907.04: Motion made by Commissioner Dombrowsky to renew the Certified Firearms Instructor status for: Eric Burkholder, Tim Heitzman, Brian Holley, Trevor Oates and Christopher Wignovich. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

- Request for renewal of Master Instructor status:
 - ✓ R. Scott Schlechter, Lehigh County Adult Probation

MOTION 0907.05: Motion made by Commissioner Repard to renew the Master Instructor status for R. Scott Schlechter. Motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote. Chairman R. Scott Schlechter abstained from the vote.

- Petition for Extension request
 - ✓ Shannon Pietrasiewicz- Erie County Adult Probation

MOTION 0907.06: Commissioner Dombrowsky made a motion to have Officer Shannon Pietrasiewicz enroll into any in-service event available upon return from her deployment. Motion seconded by Commission Beaver and it was passed by a unanimous voice vote.

Extension of October 31, 2009 deadline for Allegheny Adult Annual Re-qualification event due to lack of availability of ammunition.

MOTION 0907.07: Motion made by Commissioner Repard to approve the request for an extension to the annual re-qualification date due to extraordinary circumstances for Allegheny County Adult Probation. The re-qualification shall be concluded six months from July 17, 2009. Motion seconded by Commissioner Dombrowsky and it was passed by a unanimous voice vote.

Fayette County Adult Probation Policy and Procedure Request:

MOTION 0907.08: Motion made by Commissioner Dombrowsky to allow Fayette County Adult Probation to adopt and use commission material as requested in correspondence dated July 8, 2009. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

8. LEGAL: NONE

9. PUBLIC COMMENT AND QUESTIONS: NONE

10. ADJOURNMENT:

MOTION 0907.09: Commissioner Dombrowsky made a motion to adjourn at 12:09 p.m. Motion seconded by Commissioner Repard and it was passed by a unanimous voice vote.

Respectfully Submitted,

Todd Burns

Todd Burns
Executive Director