

**DEPUTY SHERIFFS' EDUCATION AND TRAINING BOARD**

**Minutes of the September 10, 2009 Meeting**

Members Present

Carmen C. DeLuca  
Harry E. Forbes  
Roger S. Gunesch  
Chester A. Hawkins  
Kurt E. Montz  
Dr. William G. Pettigrew, Jr.

Members Absent

Judge Michael J. Barrasse  
Judge D. Webster Keogh  
William H. Romine, Jr.  
Jody S. Smith

Commission Staff Present

Doug Hummel  
Don Numer  
John Pfau  
Steve Turner

Others Present

Pennsylvania State University  
Bob Stonis  
Don Zettlemyer

Penn State, Fayette Campus  
Ted Mellors

Temple University

Christie Willard

The September 10, 2009 meeting of the Deputy Sheriffs' Education and Training Board (DSETB) was called to order at 9:05 a.m., in the West Commission Room, Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, Pennsylvania.

Chairman Carmen DeLuca introduced the first agenda item. He asked if the Board had an opportunity to review the minutes of the May 22, 2009 meeting and asked for a motion.

Commissioner Harry Forbes made a motion to approve the May 22, 2009 DSETB minutes. Sheriff Chester Hawkins seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Donald Numer reviewed the DSETB year end fiscal report for state fiscal year 2008-2009, ending June 30, 2009. Fee collections from July 1, 2008 through June 30, 2009 are \$4,794,188.17. The total funds available at June 30, 2009 is \$15,218,816.07. The expenditures and commitments at June 30, 2009 is \$9,143,541.39. The balance at the end of the 2008-2009 fiscal year is \$6,075,274.68. Commissioner Forbes asked about the contract terms. Mr. Numer explained that the Curriculum Development Contract is in the approval process. The current Continuing Education Delivery Contract has been extended until December 31, 2009 and the new contract is in the Request for Proposal process. The Basic Training Delivery Contract with the Pennsylvania State University is being renewed for a two year term beginning January 1, 2010.

Dr. William Pettigrew made a motion to approve the fiscal report. Mr. Kurt Montz seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Numer reviewed the projected fiscal report that was included in the board packet, on page 12. It is projected that revenues increase approximately 7.5% per year and expenditures increase at an approximate rate of 23% per year. Mr. Numer stated that if the projections are accurate, the program will need an increase in fees during 2012. Mr. Numer stated that the process to have the fees increased could take approximately two years to be enacted. Due to the current economy, Mr. Numer recommended not starting this process at this time. The alternative to seeking a fee increase would be to cut spending. Mr. Montz asked which area has the biggest increase. Mr. Numer stated the biggest increase is due to the salary reimbursements. The board has no control over salaries. Also, more classes have been offered. Commissioner Forbes asked if the board

is mandated to pay for continuing education. Mr. Numer stated that the Act requires the board to provide the continuing education. Mr. Numer stated that the board could decide to eliminate the merit courses and the train the trainer program because these are not required courses. Mr. Numer stated that we must closely monitor this issue. Mr. Numer stated that with the current knowledge, the summer of 2010 would be the time to begin seeking new legislation for a fee increase and no later than the summer of 2011. Chairman DeLuca asked if we could seek an amendment to the Act or would it be a new legislative bill. Mr. Numer stated that we would probably seek an amendment.

The DSETB entered into an executive session.

The public meeting was called back to order at 10:40 a.m.

Mr. Numer explained the new travel policy. Staff will send a pre-meeting notice to all board members approximately one month prior to the meeting. Staff needs a minimum of 10 days notice to secure lodging.

Mr. Numer stated that election of officers will occur at the December 2009 meeting.

Mr. Numer asked the board for consideration of increasing the clothing allowance from \$300 to \$400. No motion was made. Mr. Montz stated that the deputies need to have a responsibility to the program. The consensus was that \$300 was sufficient.

Mr. Numer reviewed the proposed student manual that was handed out during the meeting. Mr. Numer explained that the Penn State University created the student manual to be given to all basic training participants. Mr. Numer asked the board to review the manual for suggestions and/or changes that would be reviewed at the next meeting. Commissioner Forbes referred to page 21 regarding the "1 year time limit" and requested that it be amended to include language on the requirements of the sheriff and/or county.

Mr. Numer informed the board of an issue with the Physical Fitness portion of the Basic Training Academy. Some deputies that have not passed the physical fitness standards and that are required to test for the final time during the last week of the academy are becoming injured. Mr. Numer stated that these deputies are getting doctor's excuses that limit their ability to run but are medically cleared to participate in all other aspects of the academy to include firearms and defensive tactics. Mr. Numer explained that deputies are required to enter the academy being medically cleared without limitations. Mr. Numer explained that being medically cleared without limitations will be required for injuries that occur during the academy. Sheriff Hawkins explained that a few sheriffs vented their concerns to him at this past Sheriffs' Association Conference. The concerns were regarding specific incidents at the academy regarding firearms training and the physical fitness standards. Commissioner Forbes asked if the minutes could be posted to the web site. Mr. John Pfau stated that the board approved meeting minutes could be posted to the web site.

Sheriff Hawkins made a motion to mail a copy of each approved board meeting minutes to the PA Sheriffs' Association. Dr. Pettigrew seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Doug Hummel reviewed the instructor applications for the Pennsylvania State University for Ms. Trisha Campbell, Mr. Chris Rosenberry and Ms. Teresa Conley. Mr. Montz asked what standard is required to become a firearms instructor. Mr. Don Zettlemoyer stated that an instructor certification from the National Rifle Association or the Pennsylvania State Police are applicable.

Commissioner Forbes made a motion to certify Ms. Trisha Campbell, Mr. Chris Rosenberry and Ms. Teresa Conley as instructors for the Basic Training Program for the classes listed in the board packet. Sheriff Hawkins seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Hummel reviewed the time waiver requests. Sheriff Chris Sherer, Westmoreland County, requested a time waiver for Chief Deputy Charles D. Moore. Chief Deputy Moore's training due date was June 20, 2009. The request was made due to a temporary manpower shortage. The request was for Chief Deputy Moore to attend Continuing Education Training in 2010. Continuing Education Training will be offered in Allegheny County in March/April/May 2010.

Sheriff Chris Sherer requested a time waiver for Lt. Chad A. Treber. Lt. Treber's training due date was June 20, 2009. The request was made due to a temporary manpower shortage. The request is for Lt. Treber to attend Continuing Education Training in 2010. Continuing Education Training will be offered in Allegheny County in March/April/May 2010.

Dr. Pettigrew made a motion to approve the time waiver requests for Chief Deputy Moore and Lt. Treber. Sheriff Hawkins seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Numer reviewed the “out of state” partial training waivers requests for Deputy Jennifer King, York County and Deputy David White, Adams County.

Dr. Pettigrew made a motion to approve the “out of state” partial training waiver requests for Deputy Jennifer King and Deputy David White. Mr. Montz seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None

Mr. Numer reviewed the list of Time Waivers approved by the Training Supervisor. Mr. Numer reviewed the list of Training Waivers approved by the Training Supervisor. Both were for informational purposes and did not require DSETB action.

Mr. Numer introduced Mr. Ted Mellors, representing the Pennsylvania State University, Fayette Campus.

Mr. Donald Zettlemyer, Penn State University, stated that the Basic Training graduation ceremony was held on August 28, 2009. Academy instructor and police officer, Timothy Stringer was the guest speaker. Officer Stringer was named the NRA officer of the year.

Ms. Christine Willard provided the report on Continuing Education. Ms. Willard stated that ten classes are scheduled during the ninety-day contract extension that ends December 31, 2009. The classes will be held in Allentown and Montgomery County.

Mr. Numer stated that the next meeting of the DSETB will be held at the PCCD on Thursday, December 10, 2009, at 9:00 a.m.

Sheriff Hawkins made a motion to adjourn. Commissioner Forbes seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Gunesch, Montz, Hawkins and Pettigrew

Voting Nay: None