

DEPUTY SHERIFFS' EDUCATION AND TRAINING BOARD

Minutes of the December 10, 2009 Meeting

Members Present

Carmen C. DeLuca
Harry E. Forbes
Kurt E. Montz
Dr. William G. Pettigrew, Jr.
Jody S. Smith

Members Absent

Judge Michael J. Barrasse
Roger S. Gunesch
Chester A. Hawkins
Judge D. Webster Keogh
William H. Romine, Jr.

Commission Staff Present

Norma Hartman
Doug Hummel
Don Numer
Jim Strader
Veronica Tustin

Others Present

Pennsylvania State University
Dan Miltenberger
Don Zettlemyer

Penn State, Fayette Campus
Ted Mellors

Temple University

Tony Luongo
Christie Willard

The December 10, 2009 meeting of the Deputy Sheriffs' Education and Training Board (DSETB) was called to order at 9:00 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 September 10, 2009 meeting and asked for a motion.

Mr. Kurt Montz made a motion to approve the September 10, 2009 DSETB minutes. Dr. William G. Pettigrew, Jr. seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None

Ms. Veronica Tustin reviewed the DSETB fiscal report for state fiscal year 2009-2010, ending September 30, 2009. The balance from the previous year was \$10,027,862.63. Fee collections from July 1, 2009 through September 30, 2009 are \$2,161,241.50. The estimated fee collections from October 1, 2009 through June 30, 2010 is \$2,838,758.50. The total estimated funds available at September 30, 2009 is \$15,027,862.63. The expenditures and commitments at September 30, 2009 is \$4,277,102.45. The balance as of September 30, 2009 is \$10,750,760.18.

Ms. Tustin stated that approximately seven (7) million dollars in new commitments (new training contracts) are not reflected in the fiscal report. Dr. Pettigrew asked if the fiscal report is similar to the previous year. Mr. Numer stated that the reports are similar. Mr. Numer explained that we are beginning to spend more than what is collected. Commissioner Harry E. Forbes stated that reimbursement rates will increase if the employment turnover rate is low, due to higher salaries of experienced deputies. Mr. Numer explained that the training account is fiscally sound at the current time.

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

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Numer introduced the next agenda item, the election of officers. Dr. Pettigrew nominated Mr. DeLuca for Board Chairman. Mr. Montz seconded the nomination. Mr. DeLuca declined the nomination and nominated Commissioner Forbes for Chairman. Dr. Pettigrew seconded the nomination of Commissioner Forbes. Nominations for Board Chair was closed and a vote on the nomination of Commissioner Forbes was held. Commissioner Forbes was elected Board Chairman with a unanimous vote.

Commissioner Forbes nominated Dr. Pettigrew for Board Vice Chairman. Mr. DeLuca seconded the nomination of Dr. Pettigrew for Board Vice Chairman. The nominations for Board Vice Chair was closed and a vote on the nomination of Dr. Pettigrew was held. Dr. Pettigrew was elected Board Vice Chairman with a unanimous vote.

Mr. Numer asked if any member had an issue with the release of the 2009 Annual Report, when completed, that past Chairman Deluca and past Vice Chairman Hawkins be listed as the officers for this report, due to them holding the positions during the 2009 calendar year. All the members agreed.

Mr. Numer introduced Mr. Jim Stader. Mr. Strader is the Deputy Director of the Office of Criminal Justice System Improvements (OCJSI) of PCCD. Mr. Strader stated that he was happy to meet the Board members and be able to attend the meeting.

Mr. Numer explained the new policy with obtaining lodging for attending the meetings. Ms. Denise Barry needs a minimum of a three (3) day notice to arrange for lodging. Mr. Numer stated that staff will notify the Board prior to each meeting regarding the need for lodging. If a member would need to cancel a room reservation, please contact Ms. Barry. She will provide you with the cancelation confirmation number upon cancelation. If you don't receive a cancelation number and thought you cancelled your room, please contact the hotel to cancel your room.

Mr. Numer stated that the last two (2) year contract renewal for Basic Training delivery was finalized with the Pennsylvania State University. Also, the new contracts for Curriculum Development with Penn State University, Fayette Campus and Continuing Education delivery, with Temple University were finalized.

Mr. Numer provided the Board an update to the administrative hearing of the incident involving the Montgomery County deputy and the physical fitness standards. The hearing transcripts were sent to all parties involved and briefs are being prepared for submission to the hearing officer. Mr. Numer also stated that continuing education training is being offered in the southeastern part of Pennsylvania. This was based on the requests of sheriffs from that region.

Mr. Doug Hummel reviewed the instructor application. The Pennsylvania State University requested the certification of Mr. Kevin P. Martin as an instructor for the Basic Training Academy, for Patrol Operations and Officer Safety.

Commissioner Forbes made a motion to approve the instructor application of Mr. Kevin Martin, for Patrol Operations and Officer Safety. Mr. Montz seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Montz asked if we maintained an instructor list and how long an instructor certification is valid. Mr. Numer stated that the Deputy Sheriffs' Information System has an instructor component and that instructors remain certified until the Board determines it is necessary to decertify an instructor. All instructors are employed by the contractors and the contractors determine which instructors they want to utilize.

Mr. Hummel reviewed the time waiver requests.

Sheriff Dennis Rickard, Butler County, requested a time waiver for Deputy Debra Troutman. Deputy Troutman's training due date was October 5, 2009. The request was made for Deputy Troutman to attend training at a location closer to Butler County. Currently, the training was being held in the eastern part of Pennsylvania. The request was for Deputy Troutman to attend Continuing Education Training in March 2010 when held in Allegheny County.

Sheriff Jeffrey Krieg, Elk County, requested a time waiver for Deputy Patrick Straub. Deputy Straub's training due date was October 5, 2009. The request was made due to a manpower shortage and for Deputy Straub to attend training at a location closer to Elk County. Currently, the training was being held in the eastern part of Pennsylvania. The request was for Deputy Straub to attend Continuing Education Training in March 2010 when held in Erie County.

Sheriff Robert Merski, Erie County, requested a time waiver for Deputy James Haskins. Deputy Haskin's training due date was December 20, 2009. The request was made due to Deputy Haskins recently returning to duty due to a medical concern and for Deputy Haskins to attend training in March 2010 when held in Erie County. Currently, the training was being held in the eastern part of Pennsylvania.

Sheriff Perry Quahliero, Lawrence County, requested a time waiver for Deputy Aaron Vitale. Deputy Vitale's training due date was December 14, 2009. The request was made due to a manpower shortage and for Deputy Vitale to attend training in March 2010 when held in Allegheny County. Currently, the training was being held in the eastern part of Pennsylvania.

Sheriff Samuel Romano, Washington County, requested a time waiver for Deputy James Disante. Deputy Disanti's training due date was September 15, 2009. The request was made due to a manpower shortage. Deputy Disanti was approved to attend the Waiver Training Program but was not currently registered for class.

Commissioner Forbes made a motion to approve the time waiver requests for Deputy Debra Troutman, Deputy Patrick Straub, Deputy James Haskins and Deputy Aaron Vitale. Dr. Pettigrew seconded the motion and the time waivers were approved with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None

Dr. Pettigrew made a motion to deny the time waiver request for Deputy James Disanti. Sergeant Jody S. Smith seconded the motion and the time waiver was denied with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Numer reviewed the list of Training Waivers applications approved by the Training Supervisor. This was for informational purposes and did not require DSETB action.

Mr. Numer asked if there was any input regarding the Basic Training Student Manual. Commissioner Forbes commended Penn State for creating the manual. Mr. Hummel explained that the manual is reviewed with the deputies during the first day of the academy.

Mr. Don Zettlemoyer provided the report for the Basic Training delivery contract. Mr. Zettlemoyer announced that the next graduation ceremony would be on December 18, 2009.

Mr. Ted Mellors provided the report on the Curriculum Development contract. The new contract with Penn State, Fayette Campus began December 1, 2009. He explained that his staff will begin an analysis of the Basic Training Curriculum and the process to determine the next training cycle's continuing education courses.

Mr. Tony Luongo provided the report on the Continuing Education delivery contract. As part of the previous contract extension, ten (10) classes were conducted in the Lehigh Valley and Southeast region of Pennsylvania. The new contract will begin January 1, 2010. Classes will resume in the Southeast region. The current training cycle consists of 55 sessions, held regionally throughout Pennsylvania. Two (2) Basic Supervisor courses will be held as will three (3) Advanced Supervisor courses. Also, two (2) Train the Trainer Instructor Development Workshops will be held.

Mr. Numer stated that the first content specific Train the Trainer course will be held in State College, PA in May 2010. The course will be a Firearms Instructor Certification course.

Mr. Numer stated that the next meeting will be scheduled in March 2010. The 2010 meeting dates will be determined prior to the next meeting.

Dr. Pettigrew made a motion to adjourn. Mr. Montz seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Forbes, Montz, Pettigrew and Smith

Voting Nay: None