

**MINUTES OF THE
PEACE OFFICER STANDARDS
AND TRAINING BOARD
LETA
BISMARCK, NORTH DAKOTA
May 14, 2025**

MEMBERS PRESENT

Adrian Martinez
Joe Cianni
Roger Hutchinson
Travis Stefonowicz via Teams
Dave Stromberg
Frank Eberle via Teams joined 1108
Lyn James via Teams
Steve Armstrong via Teams

MEMBERS ABSENT

Matt Odermann

LEGAL COUNSEL

Lori Mickelson
Jeremy Ensrud

ADMINISTRATIVE STAFF

Pat Helfrich	Executive Secretary
Jessica Linder	Administrative Officer

GUESTS

Michael Frye	BSC Police
Matt Hanson	Dickinson PD
Kurt Schwind	Nelson County Sheriff
JR Kerzmann	McLean County Sheriff
Michael Renner	McLean SO
Tom Shaw	Fargo PD
Jarrold Wagner	Fargo PD
Alex Droske	NDBCI
Frank Senn	Beulah PD Chief (Teams)

MEETING CALLED TO ORDER

Chairman Joe Cianni called the meeting to order at 11:01 A.M.

Secretary Helfrich took the roll. Matt Odermann was not present all other members present either in person or via Teams. Note that member Eberle joined the meeting after it started.

OLD BUSINESS

Executive Secretary Helfrich mentioned that the only unfinished administrative rule not resolved was the required training hours. After discussion a motion was made by member Stromberg to increase the hours from 60 to 75 with 50 hours online option and 25 hours in person. Also instituting mandatory training of 6 hours to be determined by the POST board yearly in 2-hour increments. Also allowing ½ hour increments. Seconded by member James. All in favor motion passed.

Discussion to attempt to get the administrative rules changes before the administrative rules board before the end of the year.

Plaques for former POST members. Plaques are completed. Decided to invite Sheriff Jahner, and Erik Dietrich to August meeting to present plaques.

Executive Secretary Helfrich asked for clarification on course expirations. Executive Secretary Helfrich stated that the only administrative rule on courses is the certification of Training facilities not the courses. After discussion this was tabled until the August meeting.

Executive Secretary Helfrich advised the board that letters from adverse actions were sent to
Alexander Carlson
Kenneth Finlayson
Benjamin Wiebolt
Roger McClellan
Garrett Harding-returned
Cason Quam-returned

Executive Secretary Helfrich advised the board that a special meeting would have to be held to handle all the adverse actions. It was decided that at the special meeting it would be decided what action the board would take and then a letter sent to the officer asking for acceptance of the action or request a hearing in front of the board.

NEW BUSINESS

MOI Waiver for Roger Hutchinson. Roger Hutchinson provided list of all the training he's had as an instructor in previous employment. Motion made by member Armstrong to grant the

waiver and that Hutchinson take the MOI refresher course. Seconded by member James. Member Hutchinson abstained from voting all other members in favor, motion passed.

Basic Academy waiver for Atlantis Herbas. Chief Frye appeared in front of the POST board requesting a full waiver. Herbas had passed all the requirements of the academy and was a week away from graduation when her employment was terminated causing her limited license to be void. After discussion motion made by member Martinez to grant full waiver and grant general license to Herbas, seconded by member Hutchinson. All in favor motion passed.

Sheriff Schwind appeared in front of the board requesting a waiver for Jarrett Ressler to attend the LRC academy versus the June 2 academy. Sheriff Schwind stated that they are short staffed causing a hardship. Would like to be able to use him in emergencies and backup. Member Martinez made a motion to waive the June 2 academy, seconded by member Stromberg. Motion by member Stromberg to deny the waiver to LRC and attend the fall academy at LETA, seconded by member Armstrong. All in favor motion passed.

Sheriff Kerzmann and Michael Renner appeared before the board to request a waiver for Renner to attend the fall basic. Sheriff Kerzmann advised the board that the summer months are extremely busy and recently Garrison city council disbanded the Police Department, and the county is picking up the patrol of the city. Motion by member Hutchinson for Renner to attend the fall basic, seconded by member Martinez. All in favor motion passed.

Executive Secretary Helfrich requested permission from the board to create an updated logo for the POST board. No objections were made, permission was granted.

Executive Secretary Helfrich asked about creating a complaint system for complaints received from the public against officers. Discussion tabled for future date.

Executive Secretary Helfrich advised the board of member Odermann's resignation from the POST board. Executive Secretary Helfrich reached out to Aaron Birst but has not heard back from him yet.

Member Martinez advised the board on the suggested TPO changes. Member Armstrong made a motion to approve the TPO revisions making the implementation date of January 1, 2026, for all academies, seconded by member Hutchinson. All in favor motion passed.

Member Stromberg had an Adverse action matrix draft. Discussion on whether there needs to be legislation change, and to create a committee. Tabled for next meeting.

FUNDING REQUESTS

Alex Droske appeared requesting \$6000 for a firearms instructor specialist course. Limited to 12 students as the course is mainly hands on. Motion made by member Hutchinson to pay \$6000 for the course, seconded by member Martinez. All in favor, motion passed.

Officers Shaw and Wagner from the Fargo PD appeared requesting \$3990 for Sniper craft advanced skills and tactics course. Member Martinez made a motion to pay \$3990 for the course, seconded by member Stromberg. All in favor, motion passed.

Chief Frank Senn appeared via Teams requesting \$7800 for the Chiefs of Police conference for speakers at the conference. Member Martinez made a motion to pay \$7800 and seconded by member Stromberg. All in favor motion passed.

MEETING MINUTES

Discussion on the minutes of the February 12, 2025, meeting. No discussion or objection. Chairman Cianni approved as presented.

RATIFICATION OF LICENSES

Secretary Helfrich provided a report of initial licenses from February 7 to May 8, 2025, for a total of 30. Member Hutchinson made a motion to ratify the licenses, seconded by member Martinez.

FINANCIAL REPORTS

Executive Secretary Helfrich advised members of the charges on the profit and loss statement as being credit card fees. It was explained that POST charges 2.99% on the charge and QuickBooks charges 2.99% on the entire statement which caused POST to pay some fee.

Executive Secretary Helfrich advised the board of the \$25 fee on the Balance sheet. It was a charge on the account from BNC which was closed. The fee was paid but under the old QuickBooks it could not be reconciled. This was closed on the new QuickBooks and will no longer appear on the Balance report moving forward.

Chairman Cianni approved the reports as presented.

ITEMS FROM MEMBERS

MEETING ADJOURNMENT

Chairman Cianni adjourned the meeting at 2:28 P.M.