

**CITY OF CORTLAND
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
Thursday, April 8th, 2021, 5:15 p.m.
Meeting @ Armory**

MINUTES (Draft)

The regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:39pm by Chairperson Bonnie Heath

Commissioners Present: Chairperson Bonnie Heath, Vice-Chair Paul Quinlan, Commissioner William Starr, Commissioner Dale Saddlemire and Commissioner Hotchkiss

Attendees: Chief Wayne Friedman, Deputy Chief Duane Pierce, Director of Codes Captain Michael TenKate, BOE Vice President Dannie Reynolds and Volunteer Member Coordinator Greg Maxwell

Pledge of Allegiance:

Minutes: The March meeting minutes were presented. Motion made by Commissioner Quinlan, seconded by Commissioner Saddlemire to accept minutes as presented. All in favor. Motion Carried.

Sick Leave Report: The March 2021 sick leave report was presented. Motion made by Commissioner Starr, seconded by Commissioner Hotchkiss to accept Career Staff sick report as presented. All in favor. Motion carried.

Financial Report: Reviewed March credit card purchases. Verified purchases. Discussion Motion made by Commissioner Starr, seconded by Commissioner Saddlemire to accept report as presented. All in favor. Motion Carried.

Code Budget and Fire Department Budget Status Report: Reviewed status.

Chief Friedman Report:

- Will start phasing in hands on training for volunteers by April.
- Apparatus budget line is creeping up but that is normal this time of year, as we have recently finished our yearly maintenance.
- Approval to begin the painting of engines, part of warranty work, will be completed locally.
- Director of Finance has approved to move forward with the process of purchase of turn out gear, with bond monies.
- Chief continuing to examining call times, with armory being used as a 3rd Station.
- Common Council has approved to hire Deputy Chief, Captain and Firefighter.
- Firefighter Stephen Bradley is in week four at the Fire Academy and is doing great.

Code Report Interim Director Captain Michael TenKate:

- Department maintaining at this point, workload picking up as weather is changing.
- Waiting on guidance regarding property owners and tenant's rental payment issues due to Covid and Governor Order.
- Currently working with Corporate Counsel regarding a few bigger issue properties here in the City that have presented code violations and not being compliant.

BOE Report

- Approved by-law changes; will provide to commissioners.
- Volunteer election have occurred
 - D/C Charlie Sherman
 - 1st Asst. Scott Fairbanks
 - 2nd Asst. Bill Buttino

Volunteer Report

- Membership Committee will begin orientation for our newest members on 4/8/2021

Old Business

- N/A

New Business

- Deputy Pierce would like to thank all the fire commissioners for standing behind the Fire Department during these difficult times.
- Fire Commission would like to take the opportunity to thank Deputy Chief Duane Pierce for all his service and dedication.

Motion to adjourn by Commissioner Hotchkiss seconded by Commissioner Saddlemire. All in favor. Motion carried.

Meeting Adjourned at 1803

Respectfully submitted,

Heidi Brown,
Secretary