

**CITY OF CORTLAND
BOARD OF FIRE COMMISSIONERS
JUNE MONTHLY MEETING
Thursday, June 11, 2020, 5:15 p.m.
(VIA WEBEX)
*MINUTES (DRAFT UNTIL APPROVAL AT NEXT MEETING)***

The webex regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:20pm by Chairperson Bonnie Heath

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

Attendees: Chief Wayne Friedman, Volunteer Firefighter Membership Coordinator Greg Maxwell, Resident Heidi Brown

Pledge of Allegiance:

Minutes: The May 2020 meeting minutes were approved. Motion made by Commissioner Quinlan, seconded by Commissioner Hotchkiss. Motion Carried (All in favor)

Sick Leave Report: The May 2020 sick leave report was approved. Motion made by Commissioner Starr, seconded by Commissioner Saddlemire. Motion carried (All in favor)

Chief Friedman Report:

- COVID 19: Continuing with procedures regarding responses to EMS calls as well as Fire calls. Continuing 3 station concept and 24 hour shifts. Monitoring community's response to "reopening" and seeing if there is an uptick in cases or issues. Staff has worked diligently to maintain safety measures which directly collates with low sick leave.
- Received permission from the Common Council to promote a firefighter for the vacated position of Captain Jensen. This may or may not be directly to the Training office. Also received permission to hire a firefighter at the end of July to backfill. Civil service process is underway.
- Firefighter recruits Owen and Hall are currently receiving on line training via *WEBEX*. Instructors at the fire academy are proving lecture based training for them. There is no time frame or plan to reopen the academy. This presents an issue for their hands on, skills, and live fire. We are working with 5 other CNY fire departments to see about the feasibility of remotely finishing their skills and live fire requirements. We need to get all of these recruits on the line sooner than later.
- Finance and administration has asked to provide the department (s) budgets to him by June 30. We have started this process for the fire department and Captain Tenkate has presented a draft to me for review for the Code Office. Will forward all onto commission for review also.

- Reviewing current procedures regarding fire station access, training and participation. Desire is to get volunteer staff back to regular training. Doing this and still maintain safety precautions for our “internal reopening”. Do not want to hastily get people together and have an issue.
- Discussed potential to start getting medical evaluations going again with Family Health Network. Still not providing any occupational health physicals. Trying to move this along so we do not fall farther behind.

BOE Report: None

Volunteer Staff Report: FF Maxwell. Discussed starting the movement forward with new members. Background checks, physicals and interviews still a concern but options are available. We are moving forward with returning members as soon as we can get completed background checks and physicals.

Old Business None.

New Business: A discussion ensued regarding a Credit Card Policy presented by Chief Friedman. This would work together with the City’s desire to have a policy. Much discussion.

Resolution: Motion by Commissioner Saddlemire and seconded by Commissioner Starr to adopt the Fire Department’s Credit Card policy and procedures for use as presented. All in favor (carried)

Resolution; Motion made by Commissioner Saddlemire and seconded by Commissioner Starr to request an additional Agenda Item be attached to every agenda titled “Finance Review” which will include current budget status reports for both Fire Department (A3410) and Code Department (A3620), a copy of the current Credit Card Statement, and any other issues that need to be brought to the commission either by the Fire Chief or member of the commission. All in favor (carried).

Closing Discussion: None.

Adjournment: Motion made Commissioner Commission Hotchkiss, seconded by Commissioner Starr to adjourn at 18:00. Motion Carried (All in favor)