

CITY OF CORTLAND
BOARD OF FIRE COMMISSIONERS
SEPTEMBER MONTHLY MEETING
Thursday, September 10th, 2020, 5:15 p.m.
Meeting at HQ, 21 Court St. Cortland, NY

MINUTES (DRAFT UNTIL APPROVAL AT NEXT MEETING)

The regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:18pm by Chairperson Bonnie Heath

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

Attendees: Chief Wayne Friedman, Volunteer Firefighter Membership Coordinator Greg Maxwell, Deputy Chief Duane Pierce and Captain Mike TenKate

Pledge of Allegiance:

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

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

Financial Report: Reviewed July & August credit card purchases. Verified purchases. Motion made by Commissioner Starr, seconded by Commissioner Saddlemire

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

Captain Michael Tenkate

- Discussion on variance process
 - Owner occupied will be the only request that will come to fire commissioners.
 - Student Housing, rental property etc. will be presented to the planning board.
- Cooper Tools demo permit has been issued a Stop Work Order at this time; do to unlawful company doing the demolition and many complaints from DOL and EFA.
- Code Department has been very busy, falling behind on duties. Will be requesting a 3rd person hire within this department for next year budget.

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.
- Fire Department has received 2 Grants.

- Smoke Detector grant which will assist with providing to our community. Allow us to have them available and on hand. This grant will cost the City no funds at all as CP Cash and Carry has donated funds for smoke alarms and this will cover the City portion of the grant. “Big Thank You To CP Cash and Carry.”
- Fire Alarm Grant for the Fire House (HQ). This grant will provide all updates as necessary for a fire alarm system.
- Citywide departments had an audit conducted from an outside source. Fire Department went very well, our process are working and no big problems to report.
- Getting department physicals back online due to FHN dealing with Covid just about caught up.
- Deputy Chief Pierce has done great job on the 201 Truck repairs and repaint, many following up and getting things just right.
- Fire Fighter Civil Service Exam is now open back since Covid, deadline is September 10th with the exam October 10th. The Department has done a few public announcement for the exam.
- 9/11- There will be a brief ceremony mask and social distancing will be required. Fire Department will be using Ladder Truck and attending as we can.
- Living History is building a Fire House as a museum and would like to use the mechanism that runs an actual Bell. City Fire has the Mechanism in the tower; the group would like to use indefinite time.

Motion made by Commissioner Hotchkiss, seconded by Commissioner Starr Motion carried (All in favor) to move the discussion to Common Council with discretion of the Fire Chief.

- Volunteer recruitment: We have 5 volunteer applications ready for review and Fire Commissioner approval.

Motion made by Commissioner Quinlan, seconded by Commissioner Hotchkiss Motion carried (All in favor) to move the new applicants forward pending all license/papers are in files.

New Business

- October Fire Commissioner meeting will be held at the Armory, Wheeler Ave.

Open House: Fire Prevention open house will be virtual only-fire house will not be open.

Community Fair Event: Chief spoke with the organizer explain why the Fire Department would not be involved, in the event, only do to health concerns for the department and our community.

Meeting moved into executive session 18:00-18:10

Motion to adjourn by Commissioner Hotchkiss, Seconded by Commissioner Saddlemire

Meeting Adjourned at 18:10