

**CITY OF CORTLAND
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
Thursday, October 14, 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 5:22pm by Chairperson Bonnie Heath

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

Excused: Commissioner William Starr

Attendees: Fire Chief Wayne Friedman, Deputy Chief Michael Ten Kate, Membership Coordinator Greg Maxwell, Volunteer Rich Allen Sr., Volunteer Mark Schroeder, Volunteer Martin Sujkowki and Volunteer David Tanner

Pledge of Allegiance:

Minutes: The September 2021 meeting minutes were presented. Motion made by Commissioner Hotchkiss, seconded by Commissioner Quinlan to accept minutes as presented. All in favor. Motion Carried.

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

Financial Report: Reviewed September credit card purchases. Verified purchases. Discussion on interest accrued each month and steps to prevent. If delayed at finance office, interest will accrue. Fire Department submits for payment within 2 days. Motion made by Commissioner Quinlan, seconded by Commissioner Hotchkiss to accept report as presented. All in favor. Motion Carried.

Code and Fire Department Budget Status Report: Budget has been submitted with no major changes to Common Council. FD workshop budget discussion will be on November 3, 2021 with the council.

Fire Chief's Report:

- As directed by the Mayor, FD will no longer respond from the Armory. We will be going back to two station as of November 1, 2021.
- Pesh has completed testing at the armory. At this point pesh is only dealing with the four complaints that they have received. Radon, Lead paint, diesel exhaust. Discussion with our representative showed no significant issue, but will wait for all testing to be returned.

Deputy Chief Ten Kate Report:

- 231 Still in the process of getting warranty paint work done, process moving slower than anticipated
- Received one out of four grants that we have submitted for:
 - No SCBA, Vehicle or Safer grant.
 - FD approved for the Compressor Grant, we have recently met with two vendors will meet with one more then will discuss and purchase compressor.
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BOE Report

- Reports at last BOE meeting there was lengthy discussion and concerns regarding Company 1's status within the department. Currently and for roughly 1-1 ½ years no active members in that company.
- BOE members are asking the Fire Commissioners to advise what they can do regarding dissolving company 1.
- Motion made by Commissioner Quinlan, seconded by Commissioner Hotchkiss to direct Fire Chief to inquire with Corporate Council and request a Company 1 member to attend next meeting. All in favor. Motion Carried.

Volunteer Report

- Kevin Lent has submitted letter to resign due to family matters and moving out of district. He is leaving in all good standing.

Motion made by Commissioner Hotchkiss, seconded by Commissioner Saddleire to accept resignation as of 10/14/2021. All in favor. Motion Carried

- David Tanner has reached his 1 year service with department-currently lacking a few training items and a physical due to dealing with family matters but is now ready to jump back on board to complete.
- Martin Sujkowski has reached his 1 year service with department-he is communicating with the training officer well, his intent is great, doing what he can with the road blocks of the pandemic, he has a few more trainings to complete but eager.
- Kasey Poirier has reached his 1-year service with department-he is active and do well with meeting standards.
- Lee Price has reached his 1-year volunteer service with the department and will reach out to the Fire Chief for further discussion and attend the next month's meeting.

Motion made by Commissioner Quinlan, seconded by Commissioner Hotchkiss to appoint these members permanent as of 10/14/2021. All in favor. Motion Carried.

Old Business

- Career FF Patrick Sherman is on week 8 of the Fire Academy, he is doing very well, mentally, physically and academically. Will be graduating very soon.
- Captain Scott Buchanan will be returning to duty October 23,2021
- Captain Will Fox and Captain Bob Jennison will be heading to FLSTP (First-Line supervisor training program).

New Business

- D/C TenKate has been coordinating sub committees within our department and meeting with them all to assist with the changes we will be seeing soon with our department regarding Fire Marshall Division.
- Here Comes Santa event will be in place again this year, we will operate the program as we did last year with minimal contact and our trailer. This year we will be stopping by daycares in the City 1 week prior to the event, accommodating roughly 144 children. We have started our 2nd raffle to assist in the purchase of gifts for this event, the drawing will be held 10/31/2021.

Meeting Adjourned at 1806

Respectfully submitted,

Heidi Brown
Secretary