

**Board of Fire Commissioners
Meeting
Thursday, April 12, 2018**

The regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:17p.m. By Chair Bonnie Heath.

Commission members present include Vice Chair Paul Quinlan, Commissioner Chris Hotchkiss, Commissioner Dale Saddlemire and Commissioner Bill Starr

Present at the meeting: Deputy Chief Wayne Friedman, BOE President Jay Thorton, BOE Secretary Chris Hines and Resident Bennett Quinlan.

Pledge of Allegiance.

Resident Bennett Quinlan who owns property at 22 Homer Ave., is seeking a variance for a driveway expansion. Applicant is looking to expand the existing driveway by 4ft. Fire Chief C. Glover and commissioners reviewed the application and site and concluded there was no real impact regarding the additional driveway. The Variance was accepted and approved with the stipulation that the owner have 3ft measure between house and driveway, as well as, a barrier of some type to prevent vehicles from creeping into the front yard.

Motion by Commissioner Quinlan to approve the variance request with stipulations. Motion second by Commissioner Hotchkiss. All in favor, motion carried and variance was approved.

Moved by Commissioner Hotchkiss seconded by Commissioner Saddlemire to approve the March 2018 meeting minutes. All in favor, motion carried.

Moved by Commissioner Starr Seconded by Commissioner Quinlan to approve the March 2018 Paid Staff sick report.

Reports:

Fire Chief's Report - D/C Friedman gave the following report in the Fire Chief's absence:

- Union contract has been approved by all parties, retroactive pay to January 1, 2018 will be paid in April 2018.
- New Fire Rescue Truck coming along, recent visit, plans to arrive here in Cortland June 1, 2018
- Recently met with Department of Public Works and City Water Department regarding our city Hydrants. Water Department has expressed interest in taking back their maintenance on hydrants which FD had been helping with the past few years, they will flush, perform annual maintenance and repairs. All data will be shared with the Fire Department. The Fire Department will finish the flow testing on the remaining hydrants not yet done.
- Window Grant approval will be on the agenda at our next City Council Meeting as this needs a resolution to move forward.
- At the next City Council we will also recognize Capt. Carl Grantham for 25 years of service and FF Les Buchanan for 30 years of service.
- Recently our Fire Station had some gas leaks in the pipes in the basement, KB Heating and plumbing (Mark Barnello) did an emergency call and repaired all leaks at this time.

BOE Report

- Day Room at the armory has been approved from city to receive a refresh/repair
- 2018 Annual Dinner was a success-All commissioner's Thank the committee
- Board of Engineers Contract has been approved and signed by both parties.

Volunteer Updates:

- N/A

Old Business:

- Recently came across some errors within our 30 year old LOSAP program. There was an oversight at some point. AXA does not service the LOSAP as was set up as a function of their financial service. AXA has advised that an alternative LOASP management company will need to be sought out. Charlie Sherman is working diligently on this and checking into options. McNeil Company has expressed an interest in helping us through the process as well as potential to be our LOSAP manager.

New Business:

- Fire Chief is working with a company (Lexipol) in developing and producing Policy and Procedures for the Fire Department. Prior policies have become outdated and needed revision. This project will be a long duration process.

Moved by Commissioner Hotchkiss, seconded by Commissioner Saddlemire to adjourn the meeting at 5:58p.m. All in favor, motion carried.

Respectfully Submitted by:
Heidi Brown
Administrative Assistant