

**Board of Fire Commissioners**  
**Meeting**  
Thursday, May 10, 2018

The regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:18p.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: Fire Chief Charles Glover, BOE Secretary Chris Hines and Vol Deputy Chief Rich Allen Sr.

Pledge of Allegiance.

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

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

**Reports:**

Fire Chief's Report:

- During our weekly volunteer training we had 2 volunteers fall. Only 1 sustained multiple fractures to right ankle and a knee injury on left leg, at this time has been admitted to Upstate University Hospital, awaiting surgeries.
- New Fire Rescue Truck coming along, does look like a slight delay in the manufacturing end, plans to arrive here in Cortland now on July 1, 2018
- Starting to work on 2019 Salary budget for City Finance Department
- Devon Rainbow has taken the roll as Administrative Aide in our Code Department, welcome Devon.
- The new software for our policies and procedures is working out well for our department, the process is coming along.
- Fire Fighter for a Day Camp is now in the works for July 2018, Fire Chief trying to iron out some details to make sure the program will run to its full capacity this year.

**BOE Report**

- Day Room at the armory has been approved from city to receive a refresh/repair. Volunteers will start the work soon.
- Planning for the Annual summer clam bake has began
- Contract Funds have been distributed to each individual company as stated in contract

**Volunteer Updates:**

- N/A

**Old Business:**

- Charlie Sherman is working on the LOSAP with McNeil & Company, appears to be moving along. ESIP has expressed an interest in helping us through the process as well as potential to be our LOSAP manager.
- Process for shutting down public alarm boxes is getting closer. At this time we have only about 2 occupancies that have not switched to a third party monitoring agency. Tom Tobin has been testing all other occupancies to assure their systems after changeover are working properly.

**New Business:**

No New Business

Moved by Commissioner Hotchkiss, seconded by Commissioner Saddlemire to adjourn the meeting at 5:44p.m. All in favor, motion carried.

Respectfully Submitted by:  
Heidi Brown  
*Administrative Assistant*