

# POLICE COMMISSION

May 28, 2020 Minutes

**PRESENT:** Commissioner Jim Sponaugle, Commissioner Trish Hansen, Commissioner Liz Starr, Chief F. Michael Catalano, and Deputy Chief Paul Sandy.

**Conducted Via Zoom**

## ***CALL TO ORDER***

The regular meeting of the Police Commission was held on May 28, 2020 via Zoom due to the Covid-19 Pandemic. Comm. Sponaugle called the meeting to order at 10:10 a.m.

**A. MINUTES** – On the motion of Comm. Hansen second by Comm. Starr, the Commission approved the minutes of the April meeting as written and reviewed.

**B. BILLS** –The Commission reviewed the April bills totaling \$21,157.97 and were approved on the motion of Comm. Hansen, second by Comm. Starr.

**C. REPORTS** – **The reports as approved on the motion of Comm. Hanson, second by Comm. Starr, were highlighted as follows:**

**1. YTD Budget Balances -**

The Commission reviewed the account lines and talked about the upcoming budget cuts from various budget lines. Comm. Starr commented on the overtime being saved on Spring Fling, SUNY Graduation, Downtown Details and the Dairy Parade.

**2. Sick Time Comparison –**

The Commission reviewed this report, commenting on the extended absences of Officer Moran for Family Medical Leave, Officer Becker for Workers’ Comp and Officer Reyngoudt for an extended illness. It was noted that all three had returned to duty.

**3. Overtime –**

Overtime hours were way down compared to the same time last year mostly due to Covid-19 Pandemic. Although short shift numbers were down for the month, they were slightly higher than year to date last year. Invest and reports numbers were much higher than this time last year mainly due to a number of burglaries.

**4. Other Activities Report -**

Property, both stolen and recovered, were much higher than last year most likely due to the uptake in burglaries. It was noted numbers for domestic incidents and mental health reports were still on the rise.

**5. Detective Bureau Report –**

One half of all Bureau cases for the month were burglary calls. Out of the 10 calls, 8 arrests were made.

**6. Officer Activities Report -**

With reduced contact with people due to the pandemic, most activity numbers were down with no DWI arrests.

**7. Arrest Breakdown -**

The Chief reviewed this report with the Commission, noting numbers were down across the board.

## ***OLD BUSINESS***

### **A PERSONNEL –**

1. Confidential Secretary Diane Ferri and Records Clerk Pamela Barden still furloughed. Both receiving unemployment benefits. Their status will be revisited in July.
2. Both officers involved in the Officer involved shooting have returned to work. Officer Knapp on light duty with an upcoming surgery.

### ***NEW BUSINESS***

1. The switch to electronic scheduling with PlanIt has allowed us to try doing away with paper timesheets except for the Chief and Deputy Chief. Stats hopefully coming from other systems.
2. 2019 annual report is being worked on.
3. With the NY phased reopening, we are starting to be more pro-active. Personal protective equipment on hand was discussed.

## ***OTHER BUSINESS***

### **A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT -**

1. Chief Catalano reviewed the following letters and thank you notes:
  - a. Nomination of Chief Catalano for the Tompkins Cortland Community College Foundation 2020 Distinguished Alumni Award.
  - b. Donation of 50 hand sewn reusable face masks from Jean Forshee Tillotson.
  - c. Note card from Smith School 4<sup>th</sup> grade class thanking officers for all they do.
  - d. Letters of Commendation for Sgt. Sean Byrnes, Officer Kyle Green, Officer Trevor Wenz, Officer Derrick Edick, Officer Stephen White, Officer Nathan Moran, Officer Jeffrey Fitts and Officer Jesse Abbott for their work on various investigations throughout the city.
  - e. Thank you note from Traci Leonard to Lt. Guerrero, Officer Badger and Officer O'Donnell for their help with a car parade for her niece's wedding.

### **B. COMMISSIONER COMMENTS –**

Comm. Starr inquired about how Sgt. O'Donnell is doing as the Department's newest Sergeant. It was noted he is doing well but no supervisor school has been scheduled as of yet.

## ***ADJOURNMENT***

With no further business to discuss, on the motion of Comm. Hansen, Second by Comm. Starr, the meeting was adjourned.

Respectfully submitted,

Nancy A. Sutliff

Administrative Aide