

**Board of Fire Commissioners**  
Regular Meeting for July  
July 14, 2011

The regular meeting of the City of Cortland Board of Fire Commissioners was called to order at 5:21 p.m. by Chairman Heath. Board members present include Commissioner Tricarico, Commissioner Quinlan, Commissioner Buttino and Commissioner Wood. Also present were Fire Chief Charles Glover, Deputy Chief Wayne Friedman, Deputy Chief Knickerbocker, Volunteer Deputy Chief Bill Buttino, President of the BOE Greg Maxwell and Lt. Vince Minnella

Pledge of Allegiance.

Moved by Commissioner Wood, seconded by Commissioner Tricarico to approve the June 2011 meeting minutes. All in favor, motion carried.

Moved by Commissioner Tricarico, seconded by Commissioner Buttino to approve the payment of the July 2011 invoices for the fire department and codes division, as presented. All in favor, motion carried.

Moved by Commissioner Wood, seconded by Commissioner Quinlan to accept the paid staff sick report for June 2011. All in favor, motion carried.

Moved by Commissioner Buttino, seconded by Commissioner Quinlan to approve the volunteer firefighter application of Anne Culp (Company 6). All in favor, motion carried.

**Chief's Report:**

The new aerial is coming along; the final inspection trip will probably be in four or five weeks.

Engine 201 is at KME for warranty work.

The work continues on SOP's and Policies. After reviewing what we have and taking a look at similar department's we may move towards general orders.

There has been progress made on the bunker program. Meetings have been held, contacts made and we are well on our way to starting the program. The bunker program will not be limited to college students.

The Department moved forward with the purchase of an FID vehicle.

Firefighter Boot Camp is underway at the Regional Training Center. One of the City's volunteers is enrolled in the summer program and 3-5 will be attending the fall program.

The City is contemplating entering into an inter-municipal agreement with Homer for off duty Cortland code certified firefighters to conduct inspections.

Deputy Chief Knickerbocker gave an overview of the codes division assignments. It was also noted that there is an increase in new construction at this time.

He also informed the Commissioners of vacant buildings in the City being marked with signs. These signs indicate a vacant building, a vacant unsafe building and vacant buildings where entry is prohibited. FID has assisted in cataloging these buildings and taking pictures. Each shift has assisted with pre-plans for these vacant buildings as well.

### **Old Business**

Commissioner Tricarico presented to the Commissioners thoughts on possible revisions to the Duties of the Fire Commission section of the City Charter. The Commissioners will look over the proposed revisions and will share thoughts and comments at the next meeting.

### **New Business**

An agenda will now be created for each meeting of the Board of Fire Commissioners.

Moved by Commissioner Quinlan, seconded by Commissioner Tricarico to adjourn the meeting at 6:03 p.m. All in favor, motion carried.

Respectfully Submitted,

Courtney L. Metcalf  
Administrative Assistant