

POLICE COMMISSION

January 26, 2011

PRESENT: Chairman Thomas O'Mara, Commissioner Donald Kline, Chief F. Michael Catalano, and D/C Paul Sandy.

EXCUSED: Commissioner Ralph Smith, Secretary Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on January 26, 2011 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Commissioner Thomas O'Mara called the meeting to order at 3:15 p.m.

A. MINUTES – On the motion of Comm. O'Mara, seconded by Comm. Kline, the Commission approved the minutes of the December 22nd meeting as written.

B. BILLS – The Commission reviewed the bills in the amount of \$30,989.38 for the month of December. On the motion of Comm. Kline, seconded by Comm. O'Mara were approved as written and placed on file.

The following bills were highlighted:

- | | |
|---|-------------|
| • Cabinets, counter, sink for Briefing Room | \$ 1,110.12 |
| • Rifle mounts for vehicles | \$ 1,675.80 |
| • 18-P225/60R16 tires, 12-P265/70R17 tires | \$ 2,547.96 |
| • Table for Briefing Room, chairs | \$ 1,150.00 |

C. REPORTS –

The following reports were highlighted:

1. Vehicle Repairs –

The D/C briefed the Commission on the plan for the Department to purchase vehicle tires at the NYS Contract price, and store them at the Police Garage. He anticipates a significant financial savings, better accountability and less down time for the vehicles. Maintenance costs for the month totaled \$5,742.92 and average cost of gasoline in December totaled \$2.305028/gallon for 2,211.7 gallons of gasoline.

2. Budget Balance –

The Commission reviewed the Budget Balance Report for finalized year-end figures, which totaled \$190,773.56. The Department submitted a request to encumber \$125,000.00 to offset monies to be expended when the new PBA contract is settled. He further noted the Overtime line item has been adjusted for 2011 to more accurately reflect average spending.

3. Overtime –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of December totaled 761.50 hours, compared to 772.00 hours for the same period in 2009 and reflects a 10.50-hour decrease for the month of December from 2009's figure, and a 784.00-hour decrease for the annual total difference. The Chief noted the short shift line now displays a 992.00-hour increase over 2009 figures. A new

item on the report, “Burglary Grant Detail” and “Domestic Violence Home Visits” are to be reimbursed by NYS for overtime spent on these assignments.

3. SPCA Report –

The SPCA has been regularly augmenting their efforts at animal control services with “After Hours Calls”, a service they have been providing at no additional charge to the contract with the City of Cortland. For the month of December, these after-hours calls totaled 15, with year-to-date figures of 220.

On the motion of Comm. Kline, seconded by Comm. O’Mara and carried, the reports were accepted for filing.

OLD BUSINESS

RECRUITS: - The Chief noted the three new recruits have successfully completed the Police Basic Academy sponsored by Elmira Police Department and are now working at the PD in the 12-week field training program.

NEW BUSINESS

A. NEW TOW POLICY: - The Chief apprised the Commission of the new policy enacted for towing and impounding vehicles.

B. LAWMAN OF THE YEAR DINNER: - The Chief noted he had received no correspondence to date concerning a Lawman of the Year Dinner, sponsored in past years by the Elks Club.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT -

1. Chief Catalano received a Certificate of completion from the International Association of Chiefs of Police for successful completion of the *Leading By Legacy* leadership and management training.
2. Sgt. Daniel Edwards, Sgt. Daniel Johnson, and Sgt. Seth Rowland each received a Certificate of Attendance from the State of New York DCJS for attending the *Identification Procedures Training Course*.
3. Sgt. Michael Nichols received a Certificate of Completion from McNeil & Company for successful completion of the *Emergency Vehicle Following Distances Course* and the *Bloodborne Pathogens Course*.
4. Sgt. Michael Nichols received a Certificate of Attendance from Catholic Charities of Cortland County for *Understanding and Communication with the Mentally Ill Training seminar*.
5. Ptl. Robert Reyngoudt received a Certificate of Completion from New Mexico Tech Energetic Materials Research and Testing Center for successful completion of the *Understanding and Planning for School Bomb Incidents Awareness Level Training Course*.
6. Ptl. Anthony Natoli, Ptl. Adam Troyer, and Ptl. Kyle Green each received a Certificate of Completion for the *Breath Analysis Course* sponsored by the State of New York DCJS Municipal Police Training Council.

7. Chief Catalano received an email from Richard Couch commending Ptl. Benjamin Locke and Ptl. Anthony Natoli for their respectful and professional manner during a call dealing with a dispute at a party. Chief Catalano responded.
8. Ptl. Ryan Riley, Ptl. Kenneth Pym, and Ptl. Kyle Telfer each received a Certificate of Completion from the Elmira Regional Public Safety Center for successful completion of the *CPR Course, First Aid Course, and Taser X26 User Certification*.
9. Cpl. RJ Eckard of Homer Police Dept wrote a letter of commendation to Chief Catalano regarding Sgt. Seth Rowland, Ptl. Jesse Abbott, and Ptl. Patrick O'Donnell, who assisted him and his family during a recent incident. Chief Catalano responded.

B. CORRESPONDENCE -

1. Ms. Rose Parker sent an email requesting information about a police officer employed during the 1940s. Sgt. Penny Guerrero investigated and responded to her email request.
2. Ms. Laurie Gosse, Cortland County Personnel/Civil Service Deputy Personnel Officer, wrote a letter to Lt. Richard Troyer, Sgt. Sean Byrnes, Ptl. Anthony Natoli, Ptl. Adam Troyer, and Ptl. Kyle Green notifying each of them of the successful completion of their probationary period with the Department.
3. Chief Thomas Winn, Camillus Police Department sent a letter to Chief Catalano thanking him for his assistance on an interview panel for promotions within their department.
4. D/C Paul Sandy wrote a letter to Morey Towing and Recovery, Stupke's Towing, Jim's Towing and Recovery, and Rick/Rich Towing notifying them of the implementation of the new towing procedures for the Cortland Police Department.
5. Cortland Breakfast Rotary Club sent a letter to the Chief with a donation of \$4000.00 earmarked for the McGruff Program. Chief Catalano responded with a letter of thanks, reiterating the benefits of the McGruff Program.
6. D/C Paul Sandy sent a letter to CNY Towing, notifying them they had been re-established on the towing rotation based on providing proper documentation.
7. Matthew Hare sent a letter to Chief Catalano, thanking him for his participation in Mr. Hare's promotional interview at the Camillus Police Department.

C. COMMISSIONER COMMENTS -

1. Commissioner Kline suggested someone who might be interested in the part-time Parking Enforcement Officer position.
2. Chief Catalano noted the Common Council is requesting a list of monthly items reviewed from the Commission Meeting. He is considering forwarding the minutes, once they are approved.

The next meeting is scheduled for **Wednesday, February 23, 2011** at 3:15 p.m. in the CPD Lounge. Comm. Kline noted he would not be available. With no further business to discuss, on the motion of Comm. Kline and seconded by Comm. O'Mara, the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary