

POLICE COMMISSION

July 27, 2011 Minutes

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

EXCUSED: Commissioner Ralph Smith, Commissioner Donald Kline and Secretary Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on July 27, 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 –The Commission reviewed the minutes of the June 22nd meeting as written.

B. BILLS – The Commission reviewed the bills in the amount of \$35,318.45 for the month of June.

The following bills were highlighted:

- | | | |
|--|----|----------|
| • Annual service contract for bicycles | \$ | 1,080.00 |
| • Window tint meter | \$ | 160.59 |
| • MVA repair costs to 2 vehicles | \$ | 5008.80 |

C. REPORTS –

The following reports were highlighted:

1. Vehicle Repairs –

C-08	Replace front rotors/pads	\$	352.26
C-14	Replace front rotors/pads	\$	346.43
C-15	Recharge a/c system	\$	79.95
C-21	Replace front pads/rotors	\$	413.35
C-26	Replace rear pads, mount/balance right front tire, new wiper arm and blade, replace left rear door latch, lof.	\$	419.27

Maintenance costs for the month totaled \$9,149.69 and gasoline costs averaged \$3.376226896/gal for 2039.7 gallons of gasoline.

3. Overtime –

The Commission reviewed the overtime breakdown by category. Accumulated hours worked for the month of June totaled 592.5 hours, compared to 1082.25 hours for the same period in 2010 and reflects a 489.75-hour decrease for the month but a 382.25-hour increase year-to-date.

4. Other Activities Report –

The Chief noted 35 cars towed for the month of June, 233 for the year due to the new impound program being implemented.

OLD BUSINESS

PERSONNEL UPDATE – The Chief updated the Commission on personnel activities:

1. Lt. David Guerrero reported to the FBI National Academy at Quantico, VA. Sgt. Cheyenne Cute has assumed the Lieutenant's duties during the Lieutenant's absence.

2. PEO Ryan Riese resigned effective August 5, 2011. The Chief plans to hire someone provisionally and request the Civil Service Office to administer the required test. Meanwhile, PEO Mike Kanellis will provide fill-in when available.

NEW BUSINESS

- A. UPCOMING EVENTS** – The Chief apprised the Commission of the upcoming events scheduled for the summer including the Celtic Fest, scheduled for the end of August, the Main Street Music Series, which is ongoing into August, and the Brockway Truck Parade, scheduled for mid-August.
- B. COMMUNITY SURVEY** – As part of a strategic plan, the Chief has implemented an internal SWOT Survey for analysis. He further plans to execute an external community survey in conjunction with SUNY Cortland to gain additional insight regarding the department's public perception. Being a fairly young department due to attrition, the Chief believes the time is ideal to institute this concept of learning and, along with the future community survey, develop a multi-year strategic plan for the police department.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT -

1. Sgt. Cheyenne Cute, Sgt. Sean Byrnes, Ptl. Robert Reyngoudt, and Ptl. Chadd Hines each received a Certificate of *Instructor Certification for TASER Electronic Control Devices*, indicating they completed the required training and passed the written examination in the use and instruction of the TASER X26 electronic control device.
2. Lt. David Guerrero, Lt. Richard Troyer, and Sgt. Daniel Johnson each received a Certificate of Attendance for *Homicide and Non-Fatal shooting* Training given by the State of New York DCJS.
3. Ms. Brenda Derusso sent an email to the Chief commending Mrs. Linda Cox, school crossing guard, as well as thanks for the support during her recent illness. Chief Catalano responded to her email.
4. Mr. Jeff Guido, Cortland Junior Senior High, sent a letter expressing his gratitude for the You and the Law Class demonstrations presented by Ptl. Robert Reyngoudt, Ptl. Chadd Hines, and Ptl. Daniel Mones. Chief Catalano responded to his letter.

B. CORRESPONDENCE –

PEO Ryan Riese sent his letter of resignation to Chief Catalano, effective August 5, 2011. Chief Catalano responded with regretful acceptance of said letter.

C. COMMISSIONER COMMENTS -

There were no comments noted.

The next meeting is scheduled for **Wednesday, August 24, 2011** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, the meeting adjourned at 3:54 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary