

POLICE COMMISSION

September 25, 2013 Minutes

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

CALL TO ORDER

The regular meeting of the Police Commission was held on September 25, 2013 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Chairman Thomas O'Mara called the meeting to order at 3:15 p.m.

A. MINUTES – On the motion of Comm. Sponaugle, second by Comm. Kline, the Commission approved the minutes of the August meeting as written.

B. BILLS –The Commission reviewed the August bills and on the motion of Comm. Kline, second by Comm. Sponaugle, the August bills were approved as written and placed on file.

C. REPORTS –

The following reports were highlighted:

1. Year-to-Date Budget Report –

The Commission reviewed another new report generated from the MUNIS system, highlighting balances, encumbrances, and % age of funding expended.

2. Sick Report –

Sick time used was reviewed by the Commission with no new notations.

3. Overtime –

Accumulated hours worked for the month of August totaled 804.00 hours, compared to 720.75 hours for the same period in 2012, reflecting an 83.25-hour increase for the month, but a 696.25 hour decrease year-to-date from 2012. It was noted that short shift overtime hours were up from last month, however, most of the details show a year-to-date decrease.

4. Other Activities Report –

There were 1562 calls for service, indicating a decrease of 223 calls for the month from the 2012, and an overall decrease of 234 year-to-date total from the 2012 balance. Number of cars towed was down 20 from same period last year. Total value of stolen property for the month was down \$17,365 from August of 2012. MVAs totaled 50 for the month also indicating a decrease from 2012 totals by 8 monthly but an increase of 58 thus far year-to-date.

5. SPCA Animal Control Report –

Animal complaints answered totaled 16 with another 2 after-hour calls for the month. Complaints year-to-date total 272 and 78 after hour calls.

6. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 13 DWI arrests for the month, 4 of which were garnered by Ptl. Kyle Green. There were a total of 166 V&T tickets written

in the month of August with 24 being issued by Ptl. Kenneth Pym and another 21 by Ptl. Anthony Natoli.

7. Parking Ticket Report –

With only one PEO, the number of parking tickets issued increased from the same time last year and 2011, and was the highest number written year to date. Notably, this number includes all parking tickets written by both officers and the PEO.

8. Arrest Breakdown –

Arrest activity was reviewed by category and noted almost all have decreased from last year at this time. Felonies, misdemeanors, violations all decreased, as well as City ordinance violations.

On the motion of Comm. Kline, second by Comm. Sponaugle and carried, the reports were accepted for filing.

OLD BUSINESS

2014 BUDGET – The Chief updated the Commission on the status of the 2014 budget by noting the Finance Office appears to be cutting the OT line by approximately \$50,000.00 with no other apparent changes to the budget at this time. No personnel are being discharged at this time.

NEW BUSINESS

A. K-9 AND TRAINING OFFICER SELECTION – The Chief apprised the Commission of the status of a future K-9 Officer and Training Officer. The interview process has been completed for both categories and as of this date, Ptl. Chadd Hines has been selected for the position of *Training Officer* with a 2014 commencement of duties. He will be responsible for most in-service training for the department, accreditation items and drug task force concerns. Coordination of efforts will be reviewed with Comm. Sponaugle. The K-9 Officer has not yet been selected.

B. PTL. MORAN AND FIELD TRAINING – The Chief updated the Commission on the training status of Ptl. Nathan Moran. He has completed training at Basic Academy and has been assigned to a Field Training Officer and a shift rotation. He should have all training completed by December 2013.

C. SGT. CUTE INJURY – The Chief informed the Commission of the injury sustained by Sgt. Cute during a recent arrest, which has rendered him unable to work for approximately 3 months.

OTHER BUSINESS

A. COMMENDATION AND APPRECIATION REPORT –

1. The Chief received a Certificate of Completion from the Central Region Prevention Resource Center for successful completion of the “*Don’t Give Alcohol to Our Kids: A forum on Local Social Host Laws Across New York.*”
2. Ms. Lorrie Lawson sent a thank you note to the Department, with special commendation to Ptl. Ryan Riley, for assisting her during a recent health episode.

B. CORRESPONDENCE –

1. Chief F. Michael Catalano sent a letter to Ptl. Chadd Hines, Ptl. Roger Stafford, Ptl. Debra Barber, and Ptl. Benjamin Locke notifying them of the date and times for interviews for the Training Officer position.
2. Chief Catalano sent a letter to Ptl. Chadd Hines notifying him he had been selected for the Training Officer position; he also sent letters to Ptl. Roger Stafford, Ptl. Debra Barber, and Ptl. Benjamin Locke notifying them Ptl. Hines had been selected for the position.
3. Chief Catalano sent a letter to Ptl. Jesse Abbott, Ptl. Roger Stafford, Ptl. Kenneth Bush, Ptl. Brendan Byrnes, Ptl. Anthony Natoli, and Ptl. Kyle Green notifying them of the date and times for interviews for the K-9 Officer position.

C. COMMISSIONER COMMENTS –

1. Chief Catalano noted he is unable to be at the Police Commission meeting in October unless the date is moved to Thursday, October 24. The Commissioners unanimously chose to move the October meeting to 10/24/13.
2. A schedule for 2014 commission meeting dates was reviewed.

The next meeting is scheduled for **Thursday, October 24** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, on the motion of Comm. Kline, and seconded by Comm. Sponaugle, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary