

# POLICE COMMISSION

January 22, 2014 Minutes

**PRESENT:** Commissioner Donald Kline, Commissioner James Sponaugle, Chief F. Michael Catalano, D/C Paul Sandy, and Secretary Diane Ferri.

**EXCUSED:** Chairman Thomas O'Mara.

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## ***CALL TO ORDER***

The regular meeting of the Police Commission was held on January 22, 2014 in the CPD Lounge at City Hall, 25 Court Street, Cortland New York. Comm. Donald Kline 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 December meeting as written.

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

## **C. REPORTS** –

**The following reports were highlighted:**

### **1. Year-to-Date Budget Report** –

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

### **2. Sick Report** –

Sick time used was reviewed by the Commission with no notable exceptions.

### **3. Overtime** –

Accumulated hours worked for the month of December totaled 722.75 hours, compared to 780.75 hours for the same period in 2012, reflecting a 58.00-hour decrease for the month, and a 357.50 hour decrease year-to-date from 2012. It was noted the short shift overtime hours increased, however, most of the details show a year-to-date decrease.

### **4. Other Activities Report** –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Overall, service requests decreased for the month by 150 calls, for the year by 228 calls.

### **5. SPCA Animal Control Report** –

Animal complaints answered totaled 23 with another 3 after-hour calls for the month. Complaints year-to-date total 371 and 99 after hour calls.

### **6. Officers Activities Breakdown** –

Statistics highlighted by Chief Catalano included 25 DWI arrests for the month, 6 of which were garnered by Ptl. Kenneth Pym. There were a total of 219 V&T tickets written in the month of December with 41 being issued by Ptl. Kenneth Pym and another 27 by Ptl. Ryan Riley. Felony totals include 9 by Ptl. Bradley Becker, and 6 by Ptl. Stephen White.

### **7. Parking Ticket Report** –

Parking tickets issued increased from the same time last year and credited the 2 new PEOs efforts.

## **8. Arrest Breakdown –**

Arrest activity was reviewed by category and noted totals have increased from last year, with the grand total detailing an increase of 891 arrests from last year.

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

## ***OLD BUSINESS***

**PERSONNEL** – The Chief updated the Commission on personnel issues:

- a. Ptl. Kenneth Pym resigned from the PD effective 1/11/2014 and has commenced with the NYS Police at their Academy.
- b. With Ptl. Pym's departure, the Chief noted he had approached the Common Council to lift the hiring freeze, in order to fill the position, and they approved the process.
- c. The Chief received a list from the Civil Service Office with eligible candidates; however, the list contained only those previously interviewed. The consideration is to possibly note a preference for those candidates living within the City of Cortland limits.

## ***NEW BUSINESS***

- A. ACTIVE SHOOTER TRAINING** - The Chief noted Ptl Robert Reyngoudt had coordinated and scheduled a "Table Top Drill", being executed today, with all local police agencies; TLC, and CRMC.
- B. NEW RADIO SYSTEM "GO LIVE" SCHEDULE** - The Chief apprised the Commission of the new portable radios as issued on this date, with a tentative "go-live" schedule of 1/27/2014 for this new UHF system; he noted the VHF would be kept onsite as a back-up system.

## ***OTHER BUSINESS***

### **A. COMMENDATION AND APPRECIATION REPORT –**

1. Ptl. Ryan Riley received a Certificate of Attendance from the State of New York DCJS for *Basic Interviewing Strategies Course*.
2. Chief Catalano sent a thank you letter to Mr. David McNeil for his "generous donation to support the newly created Canine Program at the Police Department."
3. Ms. Beverly Rafferty sent a card to the Department thanking everyone, especially Ptl. Kenneth Pym, for their assistance with the death of a resident.
4. Ms. Denise Rzepka sent a letter of thanks to Ptl. Melissa Eccleston, Ptl. Peter Wright, and Ptl. Kyle Green for their assistance in dealing with her difficult family issue.
5. Ms. Julie Bird sent the Chief and the Department a thank you card for their assistance at the tree lighting ceremony.
6. Mr. Samuel Forcucci sent a note of thanks to the Department, and Ptl. Benjamin Locke specifically, for his "highly professional, friendly, courteous and efficient" manner in dealing with an mva in which Mr. Forcucci was involved. The Chief responded to his note.
7. Ms. Rosemary Barletta sent an email to Chief Catalano, commending Ptl. Patrick O'Donnell for stopping to assist her with her dog, which had slipped and fallen on the ice. Chief Catalano responded to her email.

8. Ptl. Chadd Hines received a Certificate of Completion for attending and completing *Tactical Emergency Casualty Care for Law Enforcement* from NYS Preparedness Training Center.
9. Ptl. Chadd Hines received a Certificate of Attendance from NYS Preparedness Training Center for attending *M4/AR-15 LE Operator Familiarization Course*.
10. Ptl. Joseph Slater, Ptl Peter Wright, Ptl. Anthony Natoli, Ptl. Adam Troyer, Ptl. Kyle Green, & Ptl. Stephen White each received a Certificate of Completion from the State of New York Drug Evaluation and Classification Program for successfully completing the *Advance Roadside Impaired Driving Enforcement Training*.

**B. CORRESPONDENCE –**

1. Chief Catalano sent a letter of concern to Catholic Charities regarding an application for a license to dispense Schedule 3 narcotics as reported through the Chemical Dependency Subcommittee of Cortland County, and being considered for the Charles Street residence.
2. Chief Catalano received a resignation memo from Ptl. Kenneth Pym, expressing his "deepest regret" in his decision to leave CPD and join the NYS Police. The Chief responded to his memo.
3. Chief Catalano wrote a letter to the City of Cortland Common Council members requesting they consider acquiring Police Liability Insurance.

**C. COMMISSIONER COMMENTS –**

There were no comments to consider.

The next meeting is scheduled for Wednesday, **February 26, 2014** at 3:15 p.m. in the CPD Lounge. With no further business to discuss, on the motion of Comm. Sponaugle, and seconded by Comm. Kline, the meeting adjourned at 4:07 p.m.

Respectfully submitted,

Diane L. Ferri  
Confidential Secretary