POLICE COMMISSION

October 26, 2016 Minutes

PRESENT: Commissioner James Sponaugle, Commissioner Eric Prior, Commissioner Trish

Hansen, Chief F. Michael Catalano, Deputy Chief Paul Sandy and Secretary

Diane Ferri.

CALL TO ORDER

The regular meeting of the Police Commission was held on October 26, 2016 in the Police Department Lounge, City Hall, 25 Court Street, Cortland New York. Comm. James Sponaugle called the meeting to order at 3:18 p.m.

- **A. MINUTES** On the motion of Comm. Hansen, second by Comm. Prior, the Commission approved the minutes of the August meeting as written and reviewed.
- **B. BILLS** –The Commission reviewed the September bills totaling \$11,558.57 and on the motion of Comm. Prior, second by Comm. Hansen, were approved and placed on file.

C. REPORTS – The following reports were highlighted:

1. YTD Budget Balances -

The Commission reviewed the account lines and percentages expended.

2. Vehicle Maintenance -

The Deputy Chief reviewed with the Commission the status of vehicles.

3. Sick Report -

The Commission reviewed the new Sick Time Comparison Report, noting the additional information regarding overtime benefits, accumulated comp time benefits and workers' compensation time used.

4. Overtime –

Accumulated hours worked for the month of September totaled 1142.25 hours, compared to 1331.00 hours for the same period in 2015, reflecting a 188.75-hour decrease for the month from 2015 and a 157.00-hour increase year-to-date.

5. Other Activities Report –

The Commission reviewed the report while the Chief highlighted some of the statistical information. Calls for service increased for the month by 506 calls, year-to-date increase of 5581 calls. He further noted some of the differences in various categories has to do with the way the Spillman RMS captures the information.

6. Officers Activities Breakdown -

Statistics highlighted by Chief Catalano included 9 DWI arrests, which is low, for the month. He further noted the specific statistics for Ptl. Derrick Edick, with 48 V&T arrests, Ptl. Nathan Moran with 17 V&T arrests, and Ptl. Bradley Becker, with 4 DWI arrests.

7. Arrest Breakdown -

The Chief reviewed this report with the Commission, noting the arrest totals overall are increased from 2015.

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

OLD BUSINESS

COPS Hiring Grant - The Chief informed the Commission of the latest development with the COPS Grant, in that the department was 1 of 2 applicants awarded in all of NYS. The grant total of \$125,000 is to be disbursed over a 3 year period with the 4th year funds to be provided by the City. The Chief plans to create a new position, wherein the officer will patrol the downtown area on foot, among other duties. The Grant will provide the monies to backfill a new position, while a senior officer is assigned these new duties.

NEW BUSINESS

- **A. SECOND K9 APPLICATION** The Chief apprised the Commission of a development in the K9 Program. Ptl. Nathan Moran has taken the initiative to buy a German Shepherd, provide training with the dog on his own time and at his own expense, in the hope of being appointed as a second K9 unit. The dog, Rush, has passed the DCJS criteria for narcotics and the Chief has appointed him to the K9 unit. Rush is a 17-month old German Shepherd. A vehicle is being fitted to accommodate a K9 and should be available as of 11/1/16.
- **B.** TRU EQUIPMENT GRANT APPLICATION Chief Catalano updated the Commission on details of another grant application tendered in conjunction with the Cortland County Sheriff's Office from the Department of Homeland Security. Its purpose is to assist tactical teams wanting to form inter-municipal units by providing up to \$100,000 in equipment and the like. Cortland would need to add 3 more deputies onto the team to be a fully functional tactical team.
- **C. BUDGET WORKSHOP** The Chief noted the budget workshop scheduled for 10/24 was "very uneventful" in that 4 departments budgets were reviewed within one hour.
- **D. DCJS GRANT** Another possible grant, via Cortland County, could buy protective equipment for law enforcement, such as ballistic helmets, etc. The City and County would each be awarded \$11,000.00 while the Village of Homer would receive \$3,000.00

OTHER BUSINESS

A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT -

- 1. Ptl. Jeffrey Fitts and Ptl Ryan Riley each received a Certificate of Completion from DCJS Municipal Police Training Council for successful completion of *SWAT Operator Course*.
- 2. Ms. Jane Harvey, School crossing guard, received a letter from Chief Catalano requesting she provide the School Guard union with copies of their contracts.
- 3. D/C Paul Sandy received a Certificate of Completion from Homeland Security and Emergency Services for completing *Critical Decision Making During Crisis*.
- 4. Ptl. Patrick O'Donnell received a Certificate of Completion from DCJS Municipal Police Training Council for successful completion of *Reality Based Training Instructor Course*.

- 5. Ptl. Chadd Hines and Ptl. Kenneth Bush each received a Certificate of Training for successfully completing and certification as Less Lethal Instructor in the use of: Chemical Munitions, Impact Munitions, Flash-Bang, Aerosol.
- 6. Jody Mixon of CASA sent a thank you postcard to Lt. David Guerrera and McGruff for helping with the *Superhero 5k and 1k Run*.
- 7. Ms. Claudia Natale tendered a letter of resignation from the School Guard post she had maintained for 26 years. Chief Catalano responded.
- 8. Ptl. Chadd Hines and Ptl. Brendan Byrnes each received a Certificate of Completion from the NYS DCJS BAC Recertification.
- 9. The family of James Lake sent a thank you note to the Chief and the department for the details provided during his calling hours and funeral.
- 10. Judi Riley sent a thank you card to Lt. Guerrera and the department for assisting in the Cortland School District PAW.
- 11. Dorothy Stout sent a note to thank the department for sending someone to check on a barking dog on Alvena Ave.
- 12. Ms. Alaina Keck sent an email to Mayor Tobin, which he forwarded to the Chief, in thanks for the "incredibly kind" officer who helped her get her car unlocked.

B. COMMISSIONER COMMENTS –

There were no comments to report.

The next meeting is scheduled for Wednesday, **November 23, 2016** at 3:15 p.m. in the Mayor's Conference Room. With no further business to discuss, the meeting adjourned at 4:19 p.m.

Respectfully submitted,

Diane L. Ferri Confidential Secretary