

POLICE COMMISSION

November 23, 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 November 23, 2016 in the Police Department Lounge, City Hall, 25 Court Street, Cortland New York. Comm. James Sponaugle called the meeting to order at 3:19 p.m.

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

B. BILLS –The Commission reviewed the October bills totaling \$25,499.49 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 and noted with the department gasoline now being supplied by the Cortland School District, the invoice can't be broken down for the report. Additionally, their billing practice is not as consistent as Cortland County.

3. Sick Report -

The Commission reviewed the new Sick Time Comparison Report.

4. Overtime –

Accumulated hours worked for the month of October totaled 965.75 hours, compared to 1022.50 hours for the same period in 2015, reflecting a 56.75-hour decrease for the month from 2015 and a 100.25-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 357 calls, year-to-date increase of 5938 calls from 2015.

6. Officers Activities Breakdown –

Statistics highlighted by Chief Catalano included 5 DWI arrests, which is low, for the month. He further noted the specific statistics for Ptl. Derrick Edick, with 45 V&T arrests, Ptl. Kyle Green with 21 V&T arrests, and Ptl. Benjamin Locke, with 23 V&T arrests.

7. Arrest Breakdown -

The Chief reviewed this report with the Commission including arrest total comparisons.

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

OLD BUSINESS

- A. COPS HIRING GRANT** - The Chief informed the Commission of the latest development with the COPS Grant awarded to us. The Common Council approved receipt of the funds and lifting of the hiring freeze. Additionally, officers expressing interest in the new position are Ptl. Jesse Abbott, Ptl. Daniel Mones, Ptl. Benjamin Locke, Ptl. Melissa Eccleston, and Ptl. Ryan Gross anticipating interviews for 12/13/16. Additionally, a background investigation has been commenced on a candidate who is "Phase 1 qualified" to back-fill the COP position. Conversation ensued regarding the NYS criterion for Phase 1 police academy training vs. Phase 2 Training.
- B. CORTACA** - The Chief reported on the outcomes of the recent "Cortaca" football game held in Cortland on 11/12/16, and stated it was one of the quietest to date. There were no issues to speak of with 61 arrests not including V&T arrests; approximately 220 parking tickets were written.
- C. ACCREDITATION** - Chief Catalano announced an accreditation ceremony to be held on 12/8/16 in Albany with the official vote to make Cortland Police Department an accredited agency. So far, Chief Catalano, Lt. David Guerrero, Lt. Richard Troyer, Sgt. Penny Guerrero, and Ptl. Chadd Hines will be in attendance. Mayor Brian Tobin and Mr. Mack Cook have also been invited. The Chief extended the invitation to the Commissioners.

NEW BUSINESS

There was no new business to discuss.

OTHER BUSINESS

A. COMMENDATION, APPRECIATION, CORRESPONDENCE REPORT -

1. Ptl. Jeffrey Fitts received a Certificate of Completion from DCJS Municipal Police Training Council for successful completion of *Physical Fitness Instructor*.
2. Ptl. Nathan Moran with Rush was certified as a *Police Patrol, Tracking, and Article Search / Scent Detection Canine* Team from the State of New York DCJS Municipal Police Training Council.
3. Ptl. Nathan Moran with Rush was certified as a *Police Narcotics Detection Canine Team for Marijuana, Cocaine, Methamphetamines, and Heroin* from the State of New York DCJS Municipal Police Training Council.
4. Lt. David Guerrero received a Certificate of Completion from BJA/IADLEST Building Analytical Capacity Executive Workshop for successful completion of *Crime Analysis for Chief Executives*.
5. Sgt. Cheyenne Cute and Sgt. Sean Byrnes each received a Certificate of Completion for successfully completing *Critical Decision Making During Crisis* Course from NYS Homeland Security and Emergency Services.
6. Ms. Claudia Natale received a Certificate of Appreciation in recognition of outstanding service with the Cortland Police Department Crossing Guard Unit for 26 years of service.

7. Ptl. Jeffrey Fitts received a Certificate of Completion from Broome County Sheriff's Law Enforcement Academy for successful completion of *New York State DCJS Defensive Tactics Instructors Course*.
8. Dr. John Lombardo and Dr. Anne Hunt donated \$500 to the Canine Unit. Chief Catalano responded.
9. Chief Catalano wrote a letter to Ms. Karen Stackrow of the NYS Office of Alcoholism and Substance Abuse Services in support of a recent grant initiative being sought by SUNY Cortland.
9. D/C Mark DePaull, of University Police Department, sent a note of thanks to everyone for their support and assistance during the Cortaca Football Game.
10. Ptl. Kenneth Bush was certified as a *Firearms Instructor* from the State of New York DCJS Municipal Police Training Council.

B. COMMISSIONER COMMENTS –

Chairman Jim Sponaule wished everyone a happy Thanksgiving and safe travels.

C. 2017 COMMISSION SCHEDULE -

A tentative 2017 meeting schedule was briefly reviewed with no changes offered at this time.

The next meeting is scheduled for Wednesday, **December 28, 2016** at 3:15 p.m. in the Mayor's Conference Room. With no further business to discuss, the meeting adjourned at 3:57 p.m.

Respectfully submitted,

Diane L. Ferri
Confidential Secretary