



City Council Minutes
The City of Cortland
October 1, 2013

Council Meeting #18
October 1, 2013
Public Hearing and Regular Session
City Hall
6:30 PM

Present: Alderman Julie Bird, Katy Silliman, Ken Dye, John Bennett, Daniel Quail,
Carlos Ferrer, Linda Ferguson, Thomas Michales

Deputy Mayor Ken Dye called the public hearing to order at 6:35 P.M.

PUBLIC HEARING

Sharon Stevans:

- In favor of the increase in code violation fees

Abigail Cleary:

- Spoke in favor of the increase in code violation fees
- Discussed the need for the increase and her experiences within her neighborhood

Randi Storch:

- Expressed support for the increase in code violations

Jo Schaffer:

- Discussed who would be affected by the code violation increases
- Doesn't affect just rental properties

Random Citizen:

- In favor of code

Ann Doyle:

- Appreciated Council's effort to have people follow the code and willingness to do something
- Echoed what people before her said

William Knickerbocker:

- Asked Council to consider this issue as well as a full-time Zoning Officer

Deputy Mayor Ken Dye closed the public hearing at 6:45 PM.

REGULAR SESSION

Present: Mayor Brian Tobin, Alderman Julie Bird, Katy Silliman, Ken Dye, John Bennett, Daniel Quail, Carlos Ferrer, Linda Ferguson, Thomas Michales

Staff Present: Director of Administration and Finance Mack Cook, Corporation Counsel Richard Van Donsel, Police Chief F. Mike Catalano, Chief Operator of the Wastewater Treatment Plant Bruce Adams, Deputy Fire Chief William Knickerbocker, Deputy Fire Chief Wayne Friedman

Mayor Brian Tobin called the eighteenth Common Council meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Tom Gobel:

- Discussed the parking issue with in the city

Minutes of the September 17, 2013 meeting:

RESOLUTION #224 of 2013 – Resolution to approve the September 17, 2013 Common Council minutes as is

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 8
Nays – 0

WARD REPORTS

Alderman Bennett:

- Nothing to report

Alderman Michales:

- Recognize River Clean Up Group that volunteered to clean up over the past weekend
- Received a call regarding cats
- Resident wanted to rescind on-the-lawn parking
- Complaint about one neighbor parking on another neighbor’s lawn

Alderman Silliman:

- Received calls about speeding near Parker Elementary and sent an email to the DPW about having signs put up
- Noisy on the Hill during the evenings

Alderman Dye:

- Has had issues with cats within his ward

Alderman Bird:

- Thank Nick Dovi and DPW for putting up “Stop Ahead” on Chestnut Street
- Thanked Officer Barber for ride along on Friday evening
- Public Service Announcement: Urged residents to have a mammogram for Breast Cancer Awareness Month

Alderman Ferguson:

- Ward Meeting on October 28th at 7:00 PM, details will be available on Channel 2 and her Facebook Page
- Main Street signs have been an issue, resident are confused about the information on the signs
 - Anyone with issues or problems please let Adam Megivern of the Downtown Partnership know
- Has received calls regarding the usage of the train station and why it is not occupied yet

Alderman Ferrer:

- Thanked DPW for looking into more lighting at Hickory Park area

Alderman Quail:

- Thanked Chris, Nick and _____ for dealing with a resident issue
- Has had issues with parking in a property’s Right-of-Way
- Observed downtown on Saturday night from 2 to 3:30 AM watching the crowd come and go

MAYOR’S REPORT

- Meeting last Tuesday regarding the Energy Challenge and competition between the City of Cortland and the City of Oswego
- Next Energy Meeting will be on October 8 at 7:00 PM in the Court Room
- Good for residents to compete and learn about how to save money
- Urged resident to form teams of 3 to 5 households that would compete against households in Oswego
- Residents within the city as well as the Greater Cortland area are eligible to participate in this challenge

PROCLAMATIONS

- Domestic Violence Awareness Month
- Anti-Bullying Awareness Month
- Fire Prevention Week

PRESENTATION regarding the City’s Safety Policies and Procedures

Jim Sponaugle

- Discussed with the Council what he has been doing to learn about department’s policies and procedures
- Attending staff meetings, observing how each department was run
- Put together recommendations for each department to consider
- Shared with council how to fix some of the recommendations he has

DISCUSSION on creating a Social Host Ordinance in the City of Cortland to protect the public interest, welfare, health and safety within the City of Cortland by prohibiting the service to and consumption of alcoholic beverages and drugs by persons under the age of 21 at private residences located in the City of Cortland

Police Chief F. Mike Catalano:

- Discussed the what the ordinance is, why is has come about and the need to have this as part of the City’s Charter
- Addressed concerns and questions from the council

Kimberly McRae Friedman and Joann Wickman, Cortland Area Communities That Care Coalition

- Explained the need for the social ordinance law
- Addressed concerns from the council

RESOLUTION #225 of 2013 – Resolution to approve closing of Court Street from Church Street to the Bank Parking Lot entrance for the Annual Inspection and Memorial Services of the Cortland Fire Department on October 5, 2013 from 9:00 AM to 7:00 PM

Motion By: Alderman Bird
Seconded By: Alderman Michales

Approved: Ayes – 8
Nays – 0

RESOLUTION #226 of 2013 – Resolution to approve closing the first 20 spaces (10 on the left and 10 on the right) in the Parking Lot next to the Marketplace Mall for the Belize Zoo Block Party on October 19, 2013 from 12:00 PM to 4:00 PM

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes – 8
Nays – 0

Mary Kelly addressed concerns from council.

RESOLUTION #227 of 2013 – Resolution to approve the following donations to the Wickwire Pool Trust Fund:

<i>Donations</i>	<i>Amount</i>
Ralph & Margaret Race TTEE	\$100.00
Ashley & Beverly Ellefson	\$100.00
<i>Total Donations</i>	\$200.00

Motion By: Alderman Quail
Seconded By: Alderman Bird

Approved: Ayes – 8
Nays – 0

RESOLUTION #228 of 2013 – Resolution for a request to have monies from the SAFER grant in the amount of \$26,040 be appropriated to the Fire Department budget line A3410-415.00:

ACCOUNT #: A3410-415.00 (Contractual)
AMOUNT: \$26,040

Motion By: Alderman Ferrer
Seconded By: Alderman Michales

Approved: Ayes – 8
Nays – 0

RESOLUTION #229 of 2013 – Resolution to authorize the Mayor to execute a contract with Cedarwood Engineering Services PLLC for services associated with the wastewater treatment facility’s Chesapeake Bay nutrient removal program, solids handling improvement project and administrative support. These services are to be provided at a not-to-exceed cost of \$805,000. The contract is required by EFC as part of the funding process

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

Approved: Ayes – 8
Nays – 0

Bruce Adams, Chief Operator of the Wastewater Treatment Plant

- Explained to council what the contract was for
- Addressed questions and concerns from council

RESOLUTION #230 of 2013 – Resolution to implement a voluntary health insurance stipend option for twenty-five Medicare eligible City retirees in the amount of \$3,400.00 for single insurance policy holders and \$7,400.00 for family insurance policy holders

Motion By: Alderman Silliman
Seconded By: Alderman Bennett

Approved: Ayes – 7
Nays – 1 Alderman Ferrer

Mack Cook, Director of Administration and Finance

- Addressed council why this program should be implemented

RESOLUTION #231 of 2013 – Resolution to approve in concept the formation of a citizen panel to advise Common Council if the City should request a Comprehensive Review by and assistance from the New York State Financial Restructuring Board for Local Governments

Motion By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 7
Nays – 1 Alderman Ferguson

Mack Cook

- Explained to council what the panel would be used for and who would be apart of it

DISCUSSION of an update from Corporation Counsel

Richard Van Donsel

- Updated Council regarding:
 - Contract with the Cultural Arts Council and the Railroad Station
 - The easement approved by council for an instillation of an elevator at Haskell Place is now on hold due to the project being over budget
 - Closed the purchase on 14 Court Street parking lot
 - Closed on the Marietta Loan
 - Closing on Cortland Housing Assistance loan

Mack Cook

- Addressed council regarding Buckbee Mears

RESOLUTION #232 of 2013 – Resolution to award Bid Items G1 and G2 for construction of the GBT building as part of the reconstruction and expansion of the Waste Water Treatment Plant to Richard W. Wakeman Inc. of Sidney, NY in the amount of \$538,675

Motion By: Alderman Silliman
Seconded By: Alderman Ferrer

Approved: Ayes – 8
Nays – 0

RESOLUTION #233 of 2013 – Resolution to award Bid Items E1 and E2 for electrical wiring of the GBT building as part of the reconstruction and expansion of the Waste Water Treatment Plant to Bagnall Electric Inc. of Sherburne, NY in the amount of \$94,150

Motion By: Alderman Ferrer
Seconded By: Alderman Silliman

Approved: Ayes – 8
Nays – 0

DISCUSSION regarding the City’s contract with the Cortland County SPCA

Ken Dye

- Has had calls regarding cats within his ward
- Would like contract with SPCA and the City to include cat control along with dog control
- Would like to arrange for an SPCA representative to present to the Council what services they provide

Mike Catalano

- Discussed how the Police Department deals with the SPCA

Ann Doyle

- Would like to be invited to the meeting regarding this issue if it is not held during a Common Council meeting
- Talked about CNY SNAP

EXECUTIVE SESSION – Labor Negotiations

Motion to go into:

By: Alderman Ferrer
Seconded By: Alderman Bennett

Approved: Ayes – 8
Nays – 0

Motion to come out of:

By: Alderman Ferrer
Alderman Bennett

Approved: Ayes – 8
Nays – 0

ADJOURNMENT

Motion By: Alderman Ferrer
Seconded By: Alderman Bird

Approved: Ayes – 8
Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK, DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 1ST DAY OF OCTOBER, 2013. I FURTHER CERTIFY THE FOREGOING RESOLUTIONS WERE PRESENTED TO THE MAYOR IN THE TIME REQUIRED FOR HIS CONCURRENCE IN ADOPTION OR REJECTION BY VETO POWER.

JUDITH CHAMBERLIN, CITY CLERK

MAYOR BRIAN TOBIN



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

**MAYOR'S SCRIPT
CONFLICT OF INTEREST DISCLOSURE**

TO: Mayor Brian Tobin
FROM: Thoma Development Consultants
DATE: October 9, 2013
SUBJECT: Paul J. Fregoe's Participation in the Emergency Repair Program -
Flooding Relief

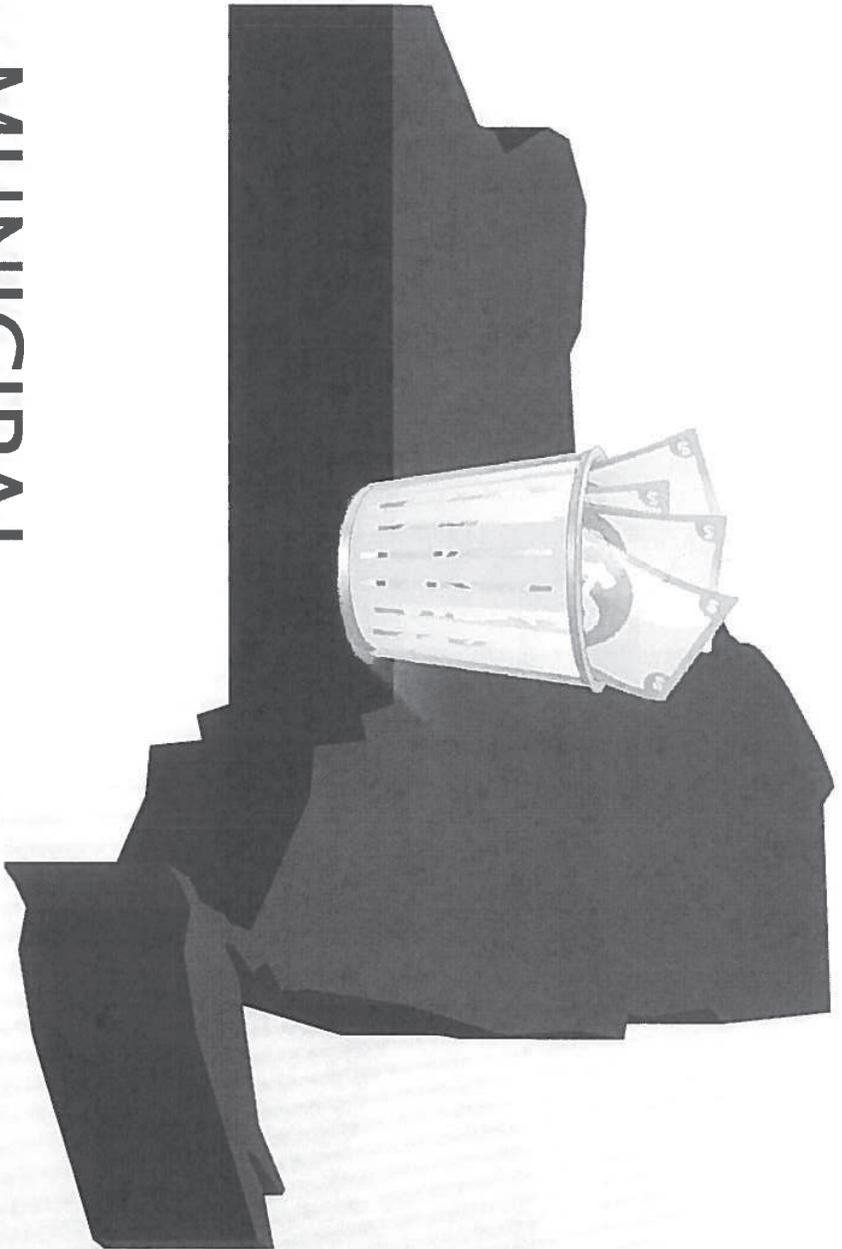
"Thoma Development Consultants has advised me to discuss the following:

Paul Fregoe has been pre-qualified and approved for assistance under the Flooding Relief Program the Council funded last Council meeting with Community Development Block Grant (CDBG) program income. The CDBG program is funded under the U.S. Department of Housing and Urban Development (HUD).

HUD regulation 24 CFR 570.489(h) prohibits the participation of any employee, agent, officer, elected or appointed official or any person with whom they have business or family ties from participating in CDBG funded programs without a waiver of the Conflict of Interest requirements. Since funds for the Emergency Rehabilitation Program – Flooding Relief are CDBG program income funds, HUD's conflict of interest regulation applies in this case.

Mr. Fregoe's mother, Judy Chamberlain, is the City Clerk. Since Judy does not participate in decision-making functions with respect to the CDBG Program or the use of its program income, nor was she involved in the funding of the Program for which her son has applied, an official conflict of interest waiver to the NYS Office of Community Renewal may not be necessary. However one of the requirements of the conflict of interest regulation requires public disclosure of participation of an individual where there is a perceived conflict of interest. This discussion represents the required disclosure.

Anyone who has any questions or objections is asked to contact Thoma Development Consultants at 753-1433."



INTER-MUNICIPAL WASTE PARTNERSHIP

A Strategic Opportunity for Two New York Counties

OVERVIEW

1. Concepts

2. Background

- Challenges
- Opportunities

3. Benefits

- Financial
- Operational
- Environmental

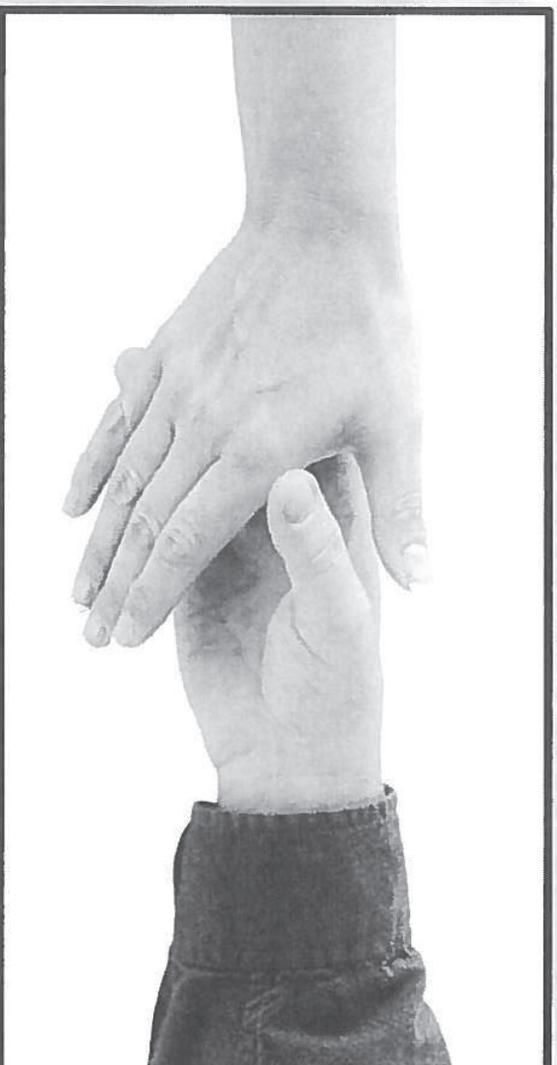
4. Next Steps



CONCEPT

Inter-Municipal Partnerships

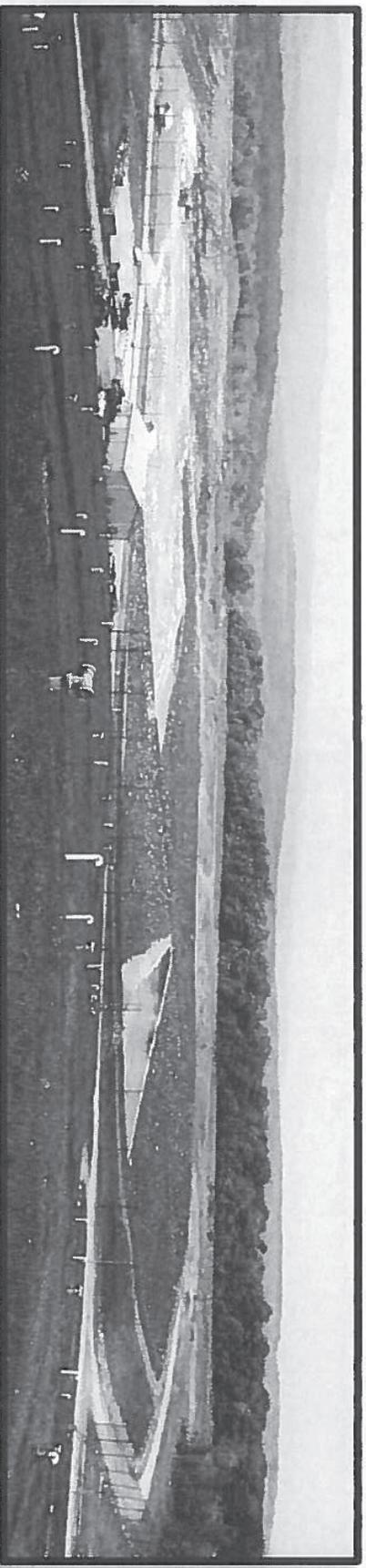
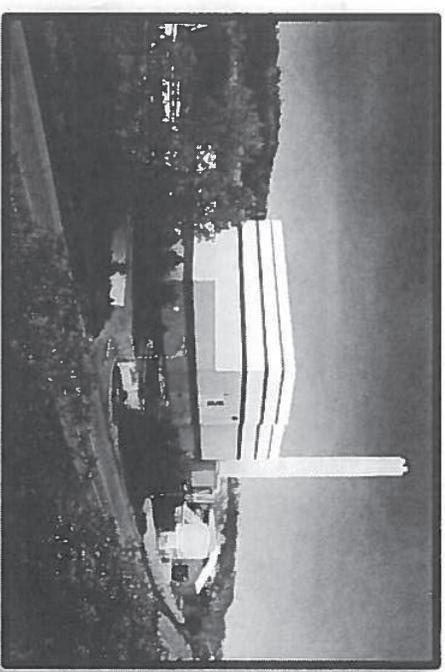
Provide public services with increased efficiency and effectiveness



CONCEPT

Waste Disposal = Universal Need

Delivering environmentally and financially sustainable waste disposal through an inter-municipal partnership is a win for both communities



BACKGROUND

LOCAL Waste Management = Common

The Onondaga County Resource Recovery Agency (OCRRRA) owns and operates Onondaga County's solid waste management system.

Cortland County owns and operates the County's solid waste management system.

BACKGROUND - CHALLENGES

Cortland County

- Landfill is underutilized
 - Insufficient tonnage
 - Deficient revenues
 - Inadequate reserves
 - Wasteful daily cover ratio
 - Devastating regulatory reform

Onondaga County

- Waste-to-Energy (WTE) Facility is underutilized
 - 160 mile roundtrip for ash transport
 - Using cash reserves to fund the system

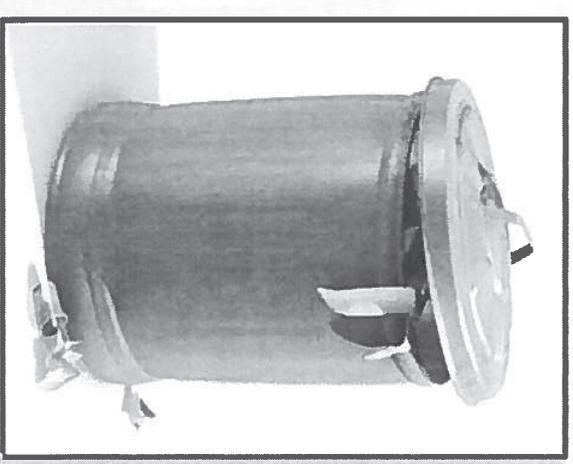
BACKGROUND - OPPORTUNITIES

Partnership Opportunity

OCRRA transports / disposes of 90,000 tons of ash residue from WTE Facility at Cortland County's Landfill

OCRRA backhauls 25,000 tons of Cortland County trash to

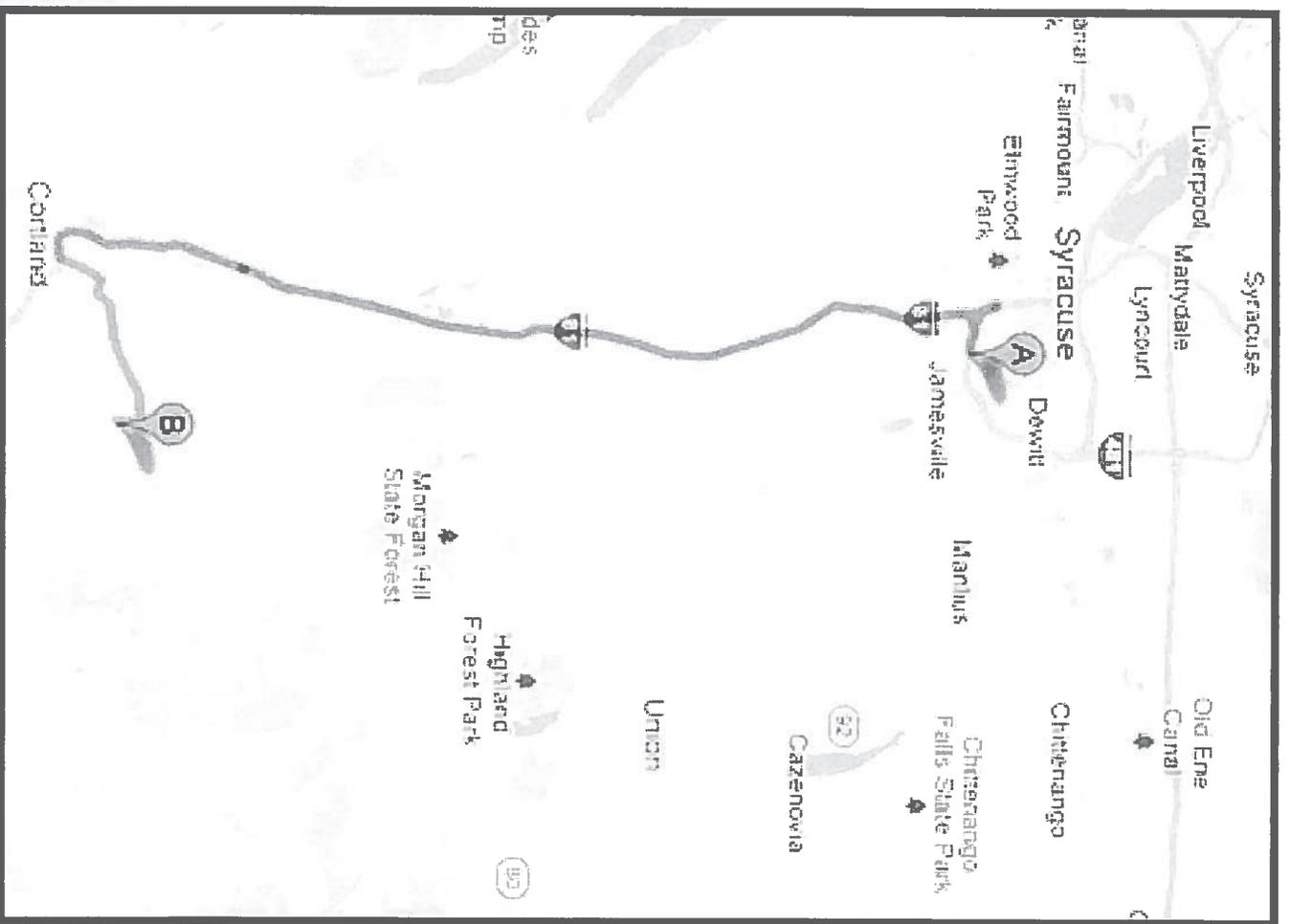
OCRRA's WTE Facility



BACKGROUND

**Distance
Between
Facilities:**

➤ 40 miles /
50 minutes



BENEFITS – FINANCIAL

Potential cost savings/revenue generation for both counties is in excess of 1 million dollars a year

Cortland County

- Increases revenue
- Minimizes future capital investments

Onondaga County

- Reduces ash residue transportation and disposal costs
- Increases electricity revenue

BENEFITS – OPERATIONAL

Cortland County

- Simplifies landfill operations
- Avoids soil excavation for daily cover

Onondaga County

- Cuts ash transport distance in half
- Increases number of trips per day
- Reduces fleet size
- Capitalizes on backhaul opportunity
- Improves WTE Facility efficiency

BENEFITS - ENVIRONMENTAL

Cortland County

- Eliminates landfill gas (methane/greenhouse gas) emissions as the ash is inert
- Avoids soil excavation for daily cover
- Increases metal recycling

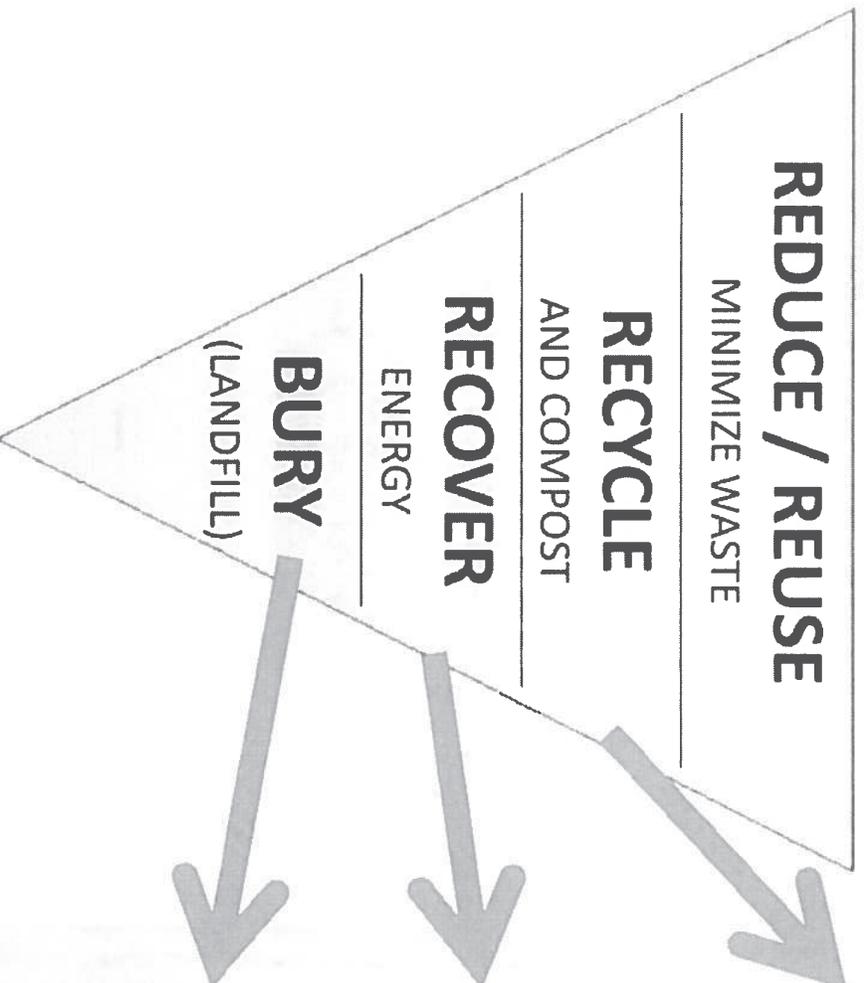
Onondaga County

- Reduces fuel consumption
- Cuts greenhouse gas (GHG) emissions for ash transport
(Saves 20 gallons of diesel fuel / avoids 500 lbs. of GHG per trip)

BENEFITS - ENVIRONMENTAL

Partnership Increases Waste Hierarchy Consistency

Waste Management Hierarchy



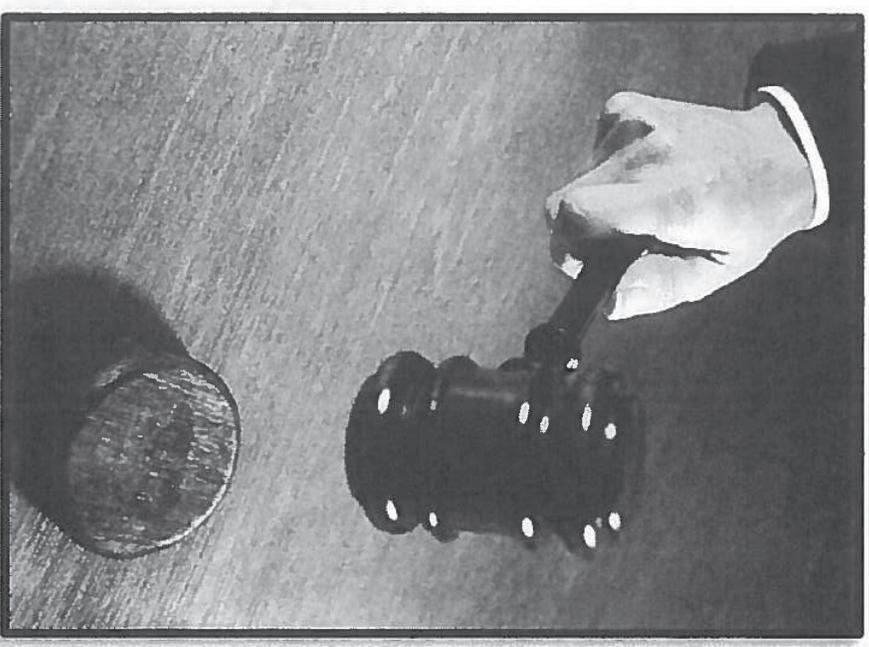
More **metal recovery** achieved at WTE Facility; opportunity for increased **food waste composting**

Increased energy recovery from additional **25,000 tons of MSW**; reduced total GHG emissions

Less landfill space utilized, because ash residue is 1 / 10 the original trash volume

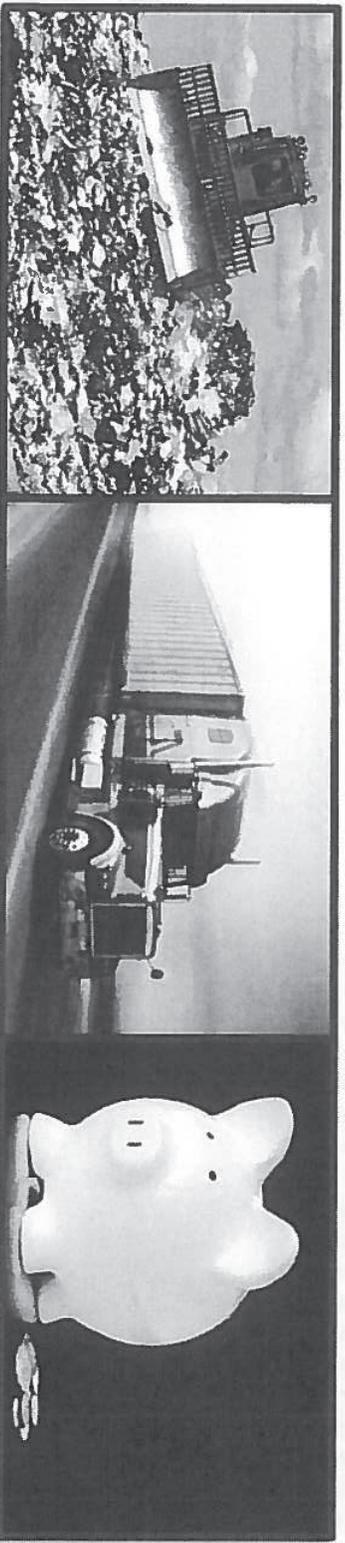
INTER-MUNICIPAL AGREEMENTS

- Allowed by NYS Constitution
- Inter-municipal garbage services are not subject to competitive bidding process, regardless of cost of services
- Similar WTE and Landfill agreements have been deemed valid by court system



NEXT STEPS

- Amend out-of-County waste laws
- Modify Cortland County Landfill solid waste permit to accommodate ash residue tonnage
- Realize partnership's increased efficiency and effectiveness
- Explore future partnership opportunities





CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

TO: Mayor Brian Tobin
Members of the City Council
Mack Cook, Director of Administration and Finance
Lori Crompton, Finance Department

FROM: John McNerney, Youth Bureau Director

RE: Wickwire Pool Trust Fund Deposit

DATE: October 7th, 2013

As you are fully aware the Wickwire Pool fund-raising committee has been busy seeking donation for the renovation of Wickwire Pool. I would like to ask the common council to accept and recognize the following donations:.

<i>Donation</i>	<i>Amount</i>
<i>Mary L. Congdon</i>	<i>\$100.00</i>
<i>Rescue Wickwire Softball Fundraiser (First responders)</i>	<i>\$605.00 (cash)</i>
<i>CPD Bike Sale (31 bikes x \$25)</i>	<i>\$775.00 (cash)</i>

Total Donations = \$1,480.00

Funds should be deposited into the Wickwire Pool Trust Fund. Attached are copies of the checks. Feel free to contact me with any questions at 753-3021 ext.23.





October 10, 2013

YWCA of Cortland

14 Clayton Avenue
Cortland, NY 13045

City of Cortland
25 Court Street
Cortland, NY 13045

- Aid to Victims of Violence
 - 24 Hour Crisis Hotline
 - Crime Victims Assistance
 - Domestic Violence Shelter
 - Educational Programming
 - Support and Advocacy Services
- Breast Cancer Support Group
- Bridges for Kids
- Childcare
 - Drop-In Child Care Center
 - Here We Grow Child Care Center
 - Learning Adventure Childcare Center
 - Nursery and Day School
 - School Age Care
 - Summer Care and Recreation
- Health and Fitness
 - Aerobics
 - Aquatics
 - Recreation
 - Weight Training

Dear Cortland City Council,

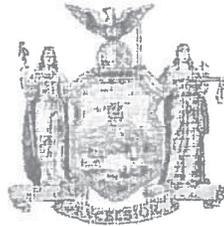
October is Domestic Violence Awareness month. All throughout this month, the Aid to Victims of Violence, out of the YWCA in Cortland, is attempting to raise awareness, through tabling and placing ribbons across the SUNY Cortland campus. But we are asking for your help to expand our efforts. On October 16th, 2013, New York is going purple. This is the day that we are asking everyone to wear purple. We are also asking to have permission to tie purple ribbons on trees around the city, ideally around Main Street. These ribbons would be put up on Wednesday morning and taken down on Wednesday night. They would simply be there for that day just to increase awareness of domestic violence. This is a crime that affects everyone, one out of every four women are affected by domestic violence, and its time to put an end to it. We await your call regarding your decision, (607) 753-3639; please ask for Linda or Amy.

Thank you for your consideration,

Ashley Grube

Phone: (607) 753-9651
Fax: (607) 753-8774
E-mail: info@cortlandywca.org
Website: www.cortlandywca.org





NYS Division of Homeland Security and Emergency Services (DHSES)

FY2013 Technical Rescue and USAR Grant Program: Request for Applications (RFA) Worksheet

A. Description of Regional Partnership

A1. Description of Regional Partnership: Partners

The City of Cortland and Marathon Fire Departments, in conjunction with the Cortland County Office of Emergency Management, have formed a plan in order to deal with the swift water / flood hazard in our region. We propose to outfit each department to be able to respond as a NIMS type III water rescue / flood teams, and outfit them to be able to respond jointly as a type II team. We feel this is an optimum solution as both departments are able to bring resources to the partnership. The City of Cortland, as a combination department, is able to offer the benefits of a career staff already operating as a regional hazardous materials team, as well as a local rope and confined space rescue team. Most flood events involve hazardous materials situations and when coupled with existing rope and rescue equipment, and a trailer available in which to store the equipment required increases this partnerships value. The Marathon Fire Department has a boat, paramedics, basic water rescue supplies, and a functional team that is stressed when the scope of the emergency is regional in scope. Neither one of us can serve the county alone, but can collectively bring resources together and make an impact on the region. By working together, we are able to fill in each other's gaps, creating a great combined resource that will benefit our region. We are working now toward finalizing our planning so that we are ready to order supplies as soon as funding is awarded. Once we receive supplies, we will begin conducting training. We will train all team members to be NFPA compliant water technicians (NYS OFPC Course). We will also conduct NFPA compliant boat operator training (NYS OFPC Course) for a majority of the team to ensure that we have an adequate supply of operators and bowmen. We will send team members with the potential to be team managers to the National Fire Academy to receive planning sector chief and operations section chief training. All other required training, per NIMS typing, has already been obtained or is available free of charge to us locally.

A2. Description of Regional Partnership: Environment

- **Location in New York State:** Central New York
- **Approximate Number of Square Miles Covered:** 502
- **Population of Region:** 49,366 (2010 U.S. Census)

Helpful Hint: Answers in Section A2 should be answered on behalf of the submitting partner and participating partner(s) cumulatively.

A3. Description of Technical Rescue/USAR Partnership: Personnel

A3. Personnel Table			
Submitting Partner	Number of Career Personnel	Number of Volunteer Personnel	Total
City of Cortland / Cortland Fire Department	34	35	69
Participating Partners	Number of Career Personnel	Number of Volunteer Personnel	Total
Marathon Fire Department	0	50	50
Cortland County Emergency Management	1	5	6
Regional Partnership (Submitting + Participating Partners)	Number of Career Personnel	Number of Volunteer Personnel	Regional Total
	35	90	125

A4. Description of Technical Rescue and USAR Regional Partnership: Technical Rescue and USAR Call Volume

A4. Technical Rescue and USAR Call Volume Table						
Submitting Partner	2009 Calls	2010 Calls	2011 Calls	2012 Calls	2013 Calls	Total
City of Cortland	8	9	39	5	114	175
Participating Partners	2009 Calls	2010 Calls	2011 Calls	2012 Calls	2013 Calls	Total
Marathon Fire Department	19	20	25	20	55	139
Cortland County Emergency Management	10	10	5	10	50	85
Regional Partnership (Submitting + Participating Partners)	2009 Calls	2010 Calls	2011 Calls	2012 Calls	2013 Calls	Regional Total
	37	39	69	35	219	399

Helpful Hint: The definition of a Technical Rescue and USAR call for the purposes of this application is: “A situation which necessitated the dispatch of a Technical Rescue/USAR response team and utilizing special equipment or devices normally only possessed by a Technical Rescue/USAR team.”

A5. Description of Regional Technical Rescue Partnership: (Past Activities)

Describe how the regional partnership or single emergency response team has coordinated planning, training, exercise, and/or equipment acquisition activities prior to the development of this grant application. If no coordination has occurred previously, note this and explain how the new regional partnership will work in the future. Explanations should focus on how the partnerships have and/or will benefit the region's ability to respond to technical rescue emergencies.

This application seeks \$149,791 in funding to implement a swift water / flood rescue team and increase firefighter safety and the safety of the residents of our county. This project will be completed by the City of Cortland Fire Department and Marathon Fire Department to serve the residents of all of Cortland County.

In the past, Cortland County has not had an official water rescue team, despite having the Tioughnioga River running through the center of the County and a rugged topography that leaves the County very prone to flash flooding. The only organization with any water rescue capabilities is the Marathon Fire Department at the southern border of the County. Marathon's capabilities are largely focused on their local needs which are very stressed when a regional event occurs. Marathon was recently called into action to respond with their boat, as it was the only boat in the entire county. We have had many flood events over the last 12 years within Cortland County. Although not a river flooding event, on August 8th 2013 we had significant flash flooding event throughout the County, that stressed resources for 24 hours and effected several large commercial as well as residential neighborhoods. Rescues included: evacuating a family out of second story windows, evacuating 70 residents from an assisted-living center, and evacuating nearly 100 customers and employees from our local Wal-Mart and other nearby stores. Marathon's boat and resources were committed to a residential rescue, and submerged vehicles when it was needed at the other rescue scenes. When they completed the residential calls in Virgil, there were so many impassable roads in the county that they were significantly delayed. The region utilized SEMO to attempt to reach out to water rescue teams in Cayuga and Tompkins County; however, Tompkins county was already committed and Cayuga was eventually enroute; however, they were also delayed due to impassable roads. In July of this year we had a fairly large flash flood event that would have had a similar impact but struck a smaller village and more rural housing. These events continue to increase and a decade ago we most often faced flooding attributed to snow pack melt and seasonal runoff as opposed to local storms popping up as a Thunderstorm/s dumping inches of water in hours as opposed to days. These events continually pose a risk to our emergency responders and the communities we serve. Historically our region has seen an increase in Flash Flood events that continues to place our communities at risk. The fact that large statistical injuries and lives lost has not been a huge factor to date is impart to the time of day the events occurred and/or coupled with rural character of our county. The recent event in August was less of an impact due to the event occurring during non-peak hours in commercial areas and on the roadways.

When researching resources available, we were shocked to learn that there were only 8 type I, type II, or type III teams in New York State. Most of these are in the Albany area or the Adirondacks (Fire Resource Information System). The closest one to us is over an hour away, and if they are committed or otherwise unavailable, the next closer team is a full three hours away.

All agencies within the county are currently operating and training together regionally for structural applications and this process falls inline with our needs and operations.

The NYS report "response to climate change in NYS Ch12 states intense precipitation events (heavy downpours) have increased in recent decades and this trend certainly has in the last decade regionally. Urbanization of our watersheds continue to rapidly aggregate water and have limited capacity to attenuate rainfall inputs. This coupled with extreme elevation extreme changes of over 1000ft and the convergence of several valleys within the region makes us continually more susceptible to extreme flash flooding events.

According to the U.S. Census Bureau, the County has a total area of 502 sq. miles with 49,366 permanent residents, and a full-time college student population of 8,000. Cortland is located in the geographic center of New York State between the Pennsylvania and Canadian Borders on I-81. We are 215 miles NW of NYC and 33 miles south of Syracuse.

As the northern terminus of the Appalachian region, the county's topography consists of small mountains, rolling hills, gentle valleys, and an abundance of small lakes and streams, which attracts outdoor recreational enthusiasts throughout the year. The Tioughnioga River flows south through the county into the Susquehanna River and eventually on into the Chesapeake Bay. The County serves as home to 2 ski resorts and a large indoor water park. The combined annual attendance at these facilities exceeds 1 million per year. We are also home to the New York Jets professional football team's training camp, with 41,000 visitors per year.

The City of Cortland is the county's largest municipality and the regional center for commerce, industry, health care, culture, government, and economic development.

All of the agencies within our county participate in our County Mutual Aid agreement. Cortland County also has mutual aid agreements with all of our surrounding counties, a total of 195 departments. These mutual aid agreements necessitate strong interagency cooperation amongst these agencies, and the need for effective interoperable communications is mandated for operational efficiency, incident scene safety and proper allocation of resources in compliance with NIMS mandates. We are also participants in the NYS Fire Service Mobilization and Mutual Aid Plan. In 2011 the Cortland our County mobilized 20 different units to the areas affected by Hurricane Irene and Tropical Storm Lee, including 2 mobilizations each of the City of Cortland's HazMat Team, and 2 mobilizations of Marathon's Boat.

B. Proposed Projects and Capability Enhancement

B1. Description of Projects

Provide a brief description of each project that your partnership is requesting FY2013 Technical Rescue/USAR Grant funds for.

The City of Cortland and Marathon Fire Departments, in conjunction with the Cortland County Office of Emergency Management, have formed a plan in order to deal with the swift water / flood hazard in our region. We propose to outfit each department to be able to respond as a NIMS type III water rescue / flood teams, and outfit them to be able to respond jointly as a type II team. We feel this is an optimum solution as both departments are able to bring resources to the partnership. The City of Cortland, as a combination department, is able to offer the benefits of a career staff already operating as a regional hazardous materials team, as well as a local rope and confined space rescue team. Most flood events involve hazardous materials situations and when coupled with existing rope and rescue equipment, and a trailer available in which to store the equipment required increases this partnerships value. The Marathon Fire Department has a boat, paramedics, basic water rescue supplies, and a functional team that is stressed when the scope of the emergency is regional in scope. Neither one of us can serve the county alone, but can collectively bring resources together and make an impact on the region. By working together, we are able to fill in each other's gaps, creating a great combined resource that will benefit our region. We are working now toward finalizing our planning so that we are ready to order supplies as soon as funding is awarded. Once we receive supplies, we will begin conducting training. We will train all team members to be NFPA compliant water technicians (NYS OFPC Course). We will also conduct NFPA compliant boat operator training (NYS OFPC Course) for a majority of the team to ensure that we have an adequate supply of operators and bowmen. We will send team members with the potential to be team managers to the National Fire Academy to receive planning sector chief and operations section chief training. All other required training, per NIMS typing, has already been obtained or is available free of charge to us locally.

B2. Total Cost of Project(s):

Identify the total cost of each project in your application for FY2013 Technical Rescue/USAR Grant funds. As a reminder, the application cap for the FY2013 Technical Rescue/USAR Grant is \$150,000.

Budget Summary by Participant

Cortland, City of - Version 1

#	Personnel	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	Career Firefighter Pay / Backfill During Attendance of Water Rescue Technician	576	\$43.50	\$25,056.00	\$25,056.00	\$0.00
Justification: This will provide for 18 Career Firefighters to take Water Rescue Technician 18FFs x 32 hours						
2	Career Captain Pay / Backfill While Attending NIMS Required Swiftwater / Flood Leadership Classes	324	\$47.45	\$15,373.80	\$15,373.80	\$0.00
Justification: Career Captain Pay / Backfill while attending NIMS required swiftwater / flood leadership training classes. 2- Operation Section Chief, 2- Planning Section Chief, 2, Logistics Section Chief. A total of 6 people/classes, 54 hours per class (40hours plus round trip travel); 324 hours						
3	Career Firefighter Pay / Backfill during of Water Rescue Boat Operator Training	240	\$43.50	\$10,440.00	\$10,440.00	\$0.00

Justification: This represents straight pay for Career Firefighters during attendance of approved Boat Operator Training Course 10FFs x 24hours per class.

Total	\$50,869.80	\$50,869.80	\$0.00
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#	Equipment	AEL	Number	Unit Cost	Total Cost	Grant Funds	Matching Funds
1	Fire Extingisher	03OE-04-EXAC	2	\$62.00	\$124.00	\$124.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
2	Boat Equipment Bag	01WA-06-BAGS	2	\$70.00	\$140.00	\$140.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
3	Swiftwater Dry Suit	01SW-01-SUIT	10	\$735.00	\$7,350.00	\$7,350.00	\$0.00
Justification: Brings us up to the minimum required amount for swiftwater - flood, NIMS type II teams. Suits to include whistles, chemical light sticks, and Window Punch.							
4	PFD -Type V - Swiftwater Rescue Technician Vest W/ quick release Harness	01SW-04-SPFD	10	\$195.00	\$1,950.00	\$1,950.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
5	Dry Suit Liner - Fleece	01SW-04-UNDR	14	\$186.00	\$2,604.00	\$2,604.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
6	Helmet, swiftwater rescue	01SW-04-HLMT	10	\$40.00	\$400.00	\$400.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
7	Water Rescue Booties	01SW-03-FTWR	10	\$78.00	\$780.00	\$780.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team and provides enough size variety for all members to be outfitted							
8	Water Rescue Gloves	01SW-03-GLOV	10	\$42.00	\$420.00	\$420.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team, and provide enough sizes to outfit all members							
9	Water PPE Gear Bags	19GN-00-BGPK	10	\$48.00	\$480.00	\$480.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
10	Waterproof Headlamps	03OE-04-LTHH	14	\$60.00	\$840.00	\$840.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
11	Water Rescue Knife	03WA-01-DNIF	10	\$30.00	\$300.00	\$300.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							

12	Waders / Hip boots	01SW-02-FTWR	9	\$49.00	\$441.00	\$441.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
13	Swim Fins, Pair	01SW-04-FINS	14	\$80.00	\$1,120.00	\$1,120.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
14	Dry Bag / Gear Bag	01WA-06-BAGG	14	\$70.00	\$980.00	\$980.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
15	Stokes Litter with float kit	09ME-05-LITR	1	\$750.00	\$750.00	\$750.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
16	Spine Board, Floating Type	09ME-04-SPIN	1	\$125.00	\$125.00	\$125.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team.							
17	Hypothermia Wrap / Bag / Heavy blankets	09MS-01-LINEN	1	\$103.00	\$103.00	\$103.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
18	Emergency Blankets	09MS-01-LINEN	30	\$7.00	\$210.00	\$210.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
19	Headsets for Radios	06CP-03-PRAC	10	\$500.00	\$5,000.00	\$5,000.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team. Headsets are for existing P25 Radios							
20	Handheld GPS	04AP-02-DGPS	1	\$500.00	\$500.00	\$500.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
21	Aircraft band radio	06CP-01-MOBL	4	\$400.00	\$1,600.00	\$1,600.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
22	Night Vision Goggles	030E-02-TILA	2	\$497.00	\$994.00	\$994.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
23	Whitwater Raft / Cat Raft	17WC-00-BOAT	2	\$7,300.00	\$14,600.00	\$14,600.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
24	Inflatable Rescue Boat	17WC-00-BOAT	1	\$21,370.00	\$21,370.00	\$21,370.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team. Inflatable Rescue Craft will serve as primary boat for team. Price to include motor, fuel tanks, air horn, flares, mooring lines, boat hooks, inflation blower (both hand and electric), boat lift sling, and paddles.							

25	Search Light, Portable	03OE-03-LTPA	2	\$100.00	\$200.00	\$200.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
26	Mobile Radio	06CP-01-MOBL	1	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team. Would be for water rescue boat							
27	Throwable PFDs	01SW-04-SPFD	2	\$40.00	\$80.00	\$80.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
28	Smoke Signaling Device	03WA-01-ALRT	2	\$500.00	\$1,000.00	\$1,000.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
29	First Aid Kit for Boat	03OE-03-KTFA	2	\$100.00	\$200.00	\$200.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
30	Throw Bag, 60 foot	03WA-01-LINE	2	\$200.00	\$400.00	\$400.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
31	Emergency Blankets	09MS-01-LNEN	8	\$10.00	\$80.00	\$80.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
32	Binoculars	03OE-02-BNOC	2	\$50.00	\$100.00	\$100.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
33	Line Gun / Line Thrower	03SR-01-TLPN	2	\$1,925.00	\$3,850.00	\$3,850.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
34	Portable PA System	03OE-03-MEGA	1	\$150.00	\$150.00	\$150.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
35	Carabineer aluminum - Locking D	03OE-05-ROPH	20	\$28.00	\$560.00	\$560.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
36	Steel Rescue Pulley 4 inch	03OE-05-ROPH	6	\$123.00	\$738.00	\$738.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
37	Knot Pass Pulley	03OE-05-ROPH	2	\$179.00	\$358.00	\$358.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
38	Prussic Slings 60 and 72 inch	03OE-05-ROPE	8	\$12.00	\$96.00	\$96.00	\$0.00

Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
39	Web Slings of 5, 12, 16 or 20 feet	03OE-05-ROPE	40	\$20.00	\$800.00	\$800.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team. Ten each length							
40	Rope Static Rescue, 1/2 inch x 300 feet	03OE-05-ROPE	1	\$405.00	\$405.00	\$405.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
41	Rope Static Rescue, 1/2 inch x 600 feet	03OE-05-ROPE	1	\$810.00	\$810.00	\$810.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
42	Rope Water Rescue, 8mm x 200 feet	03OE-05-ROPE	4	\$114.00	\$456.00	\$456.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
43	Rope Water Rescue 8mm x 300 feet	03OE-05-ROPE	2	\$172.00	\$344.00	\$344.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
44	Pickets 1 inch x 5 feet	03OE-05-ROPH	12	\$38.00	\$456.00	\$456.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
45	Class 2 or 3 Rescue Harnesses	03OE-05-HARN	8	\$248.00	\$1,984.00	\$1,984.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
46	Victim Harnesses	03OE-05-HARN	2	\$500.00	\$1,000.00	\$1,000.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
47	Administrative Paper Work Kit	04AP-05-CDSS	1	\$500.00	\$500.00	\$500.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
48	MRE's Meals Ready to Eat	21CR-00-FOOD	240	\$10.00	\$2,400.00	\$2,400.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team. Price to include meal heaters							
49	Cases of Bottled Water	21CR-00-WATR	42	\$10.00	\$420.00	\$420.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
50	Hand Sanitizer Lotion	09MS-03-DSIN	30	\$1.00	\$30.00	\$30.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
51	Water Filter	19GN-00-H2OP	1	\$70.00	\$70.00	\$70.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							

52	Coolers	19GN-00-H2OD	3	\$25.00	\$200.00	\$200.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
53	Chemical Light Sticks	03WA-01-ALRT	800	\$2.00	\$1,600.00	\$1,600.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
54	Dry Suit Repair Kit	01WA-06-MAIN	14	\$15.00	\$210.00	\$210.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
55	Mechanicals Tool Kit	03SR-02-TLHN	1	\$500.00	\$500.00	\$500.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
56	Portable Toilet	19GN-00-HSSF	2	\$199.00	\$398.00	\$398.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
57	Fan	19GN-00-FANV	2	\$50.00	\$100.00	\$100.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
58	Hot Knife	03SR-02-TPEL	1	\$70.00	\$70.00	\$70.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
59	Assorted Batteries	10BC-00-BATT	1	\$400.00	\$400.00	\$400.00	\$0.00
Justification: Assorted batteries to bring team to level of supply as outlined minimum quantity for NIMS Type II swiftwater - flood team							
60	8lb Sledge Hammer	03SR-02-TLHN	2	\$50.00	\$100.00	\$100.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
61	Parbuckle Net, Victim Retrieval	09ME-05-LITR	2	\$3,200.00	\$6,400.00	\$6,400.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
62	Body Bags	03WA-01-BAGB	4	\$50.00	\$200.00	\$200.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
63	Inflatable Hose Kit	03SR-01-OTLPN	2	\$500.00	\$1,000.00	\$1,000.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
64	River Rescue Board	03WA-02-BORD	4	\$425.00	\$1,700.00	\$1,700.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
65	Water Rescue Throw Bags with 70 feet of Floating Rope	03WA-02-BAGT	14	\$76.00	\$1,064.00	\$1,064.00	\$0.00

Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
66	Dive Mask	01WA-06-MASK	4	\$60.00	\$240.00	\$240.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
67	Snorkel	01WA-06-SNRK	4	\$18.00	\$72.00	\$72.00	\$0.00
Justification: Brings us up to minimum quantity for NIMS Type II swiftwater - flood team							
Total				\$98,922.00	\$98,922.00	\$0.00	

Version 1 Total	Total Cost	Grant Funds	Matching Funds
	\$149,791.80	\$149,791.80	\$0.00

B3. Return on Investment (ROI) of Project- Qualitative:

For each project in your application, identify the Return on Investment (ROI) you expect qualitatively in a narrative format. This section should outline how each project will benefit the regional partnership (e.g. development of a previously non-existent capability, decreased response times, decreased scene times, the collaborative working environment that has developed in the region, etc.). The Target Capability List (TCL) NIMS and NYS Typing, and other capabilities-based doctrine should be referenced, as appropriate. Also, partnerships must outline what capability gaps will be addressed through the project(s) requested under their application for FY2013 Technical Rescue/USAR Grant Program funding.

The goal of this project will be to develop a previously non-existent capability. We currently have no NIMS-type water rescue teams within our region. In fact, there are only 8 Type I, II or III teams in all of New York (FRIS). We propose to create a new Type II team. This will have a large impact on safety locally. It will also have an impact beyond Cortland County. Currently, there is only one Type II team in Central New York (Auburn), and only 8 Type I-III teams in all of New York State. With Cortland's centralized location, we will be able to respond rapidly to any incident in Central New York. For major incidents we are 30 minutes or less from Interstates 81, 86, 88, 90 (NYS Thruway), 690, 481, and US Highways 11 and 17. Putting us in a prime location to rapidly respond. We are within an hour of the Cities of Binghamton, Syracuse, Ithaca, Auburn, and Norwich, and within 2 hours of Elmira, Oneonta, Oswego, Watertown, Corning, and Elmira. Our resources coupled with interstate arterials and our geographical location would place a solid swift water rescue / flood resource within the heart of Central NY, and would also benefit New York State as a whole.

B4. National Incident Management System (NIMS)/New York State Typing Status: Current Status

Applications for FY2013 Technical Rescue & USAR Grant Program funding must focus on advancing the region's standing within FEMA's NIMS Resource Typing System for search and rescue utilizing the August 2008 Draft FEMA Typed Resource Definition booklet (FEMA 508-8) where applicable, or NFPA 1670 - Standard on Operations and Training for Technical Search and Rescue Incidents for technical rescue entities not addressed within the NIMS Resource Typing System.

For the submitting partner and each participating partner, identify each team's current status within FEMA's or NYS's Typing Framework. A current copy of each individual partner's FEMA or NYS Typing Worksheet is a required component of this application. Note: FEMA typing is used for USAR and New York State typing is used for rope, confined space and trench. Entries should be shown as "USAR Type #, Rope Type #, etc.

B4. Typing Status, Current Status	
Partner	FEMA NIMS or NYS Typing Status
Submitting Partner	
Cortland Fire Department	Does not currently meet any swiftwater / flood NIMS type
Participating Partners	
Marathon Fire Department	Does not currently meet any swiftwater / flood NIMS type
Cortland County Emergency Management	Does not currently meet any swiftwater / flood NIMS type

B5. Typing Status: Anticipated Regional Status

Describe how your application for FY2013 Technical Rescue/USAR Grant Program funding will increase the regional partnership's standing within FEMA's and NYS's Typing System.

Currently, we do not meet any NIMS typing standards for swiftwater / flood response. With this grant we will have the ability to respond as two Type III teams, or jointly as a Type II team. This fills a gap not only within Cortland County, but also within all of Central New York.

C. Linkage to Key Federal and State Guidance

C1. Link to Target Capability Activities: For each project within your budget, identify the "Core Activity" from the "Technical Rescue/USAR" target capability that it best links to.

Core Activities

1. Develop and Maintain Plans, Procedures, Programs and Systems
2. Develop and Maintain Training and Exercise Programs
3. Direct Search and Rescue Tactical Operations
4. Activate Search and Rescue Resources
5. Provide Materials and other Support
6. Conduct Search and Rescue Reconnaissance
7. Search
8. Extricate
9. Provide Medical Treatment
10. Demobilize/Redeploy

C2 Link to NYS Homeland Security Strategy: Describe how your overall application relates to Goal 5: "Enhance Incident Management and Response Capabilities" via Objective 5.19: "Strengthen State and local Rescue Team and Urban Search and Rescue (USAR) capabilities through targeted planning, training, exercise, and equipment acquisition activities" in the NYS Homeland Security Strategy. The Strategy can be accessed online at: http://www.dhSES.ny.gov/media/documents/2009_NYS_Homeland_Security_Strategy.pdf

The NYS report "response to climate change in NYS Ch.12 states that extreme precipitation events (heavy downpours) have increased in recent decades and we have also experienced this in the last decade regionally.

The granting of this request will strengthen the Local Rescue Teams capability. It will greatly enhance our incident management and response capabilities. Training will include both response capabilities as well as advanced level Incident Management training for key personnel such as Operations and Planning Section Chief coursework. This also benefits the Associated National Priority of Implementing the National Incident Management System by creating a new regional Type II swiftwater / flood response team, and two new Type III teams.

D. Regional Implementation Plan

Describe how your regional partnership (for the purposes of this grant program) will implement and/or deploy the projects outlined in your budget.

- *D1. Equipment: Describe how the equipment will be stored, dispatched, and used in response operations within the region and made available to regional partners upon request.*
- *D2. Planning: Detail how planning activities (if applicable) will be implemented by your regional partnership and how such activities will address identified capability gaps.*
- *D3. Training: Identify all related training programs (if applicable) that will be funded by this grant program and how the training related to the emergency response team's capability enhancement goals.*
- *D4. Exercises: Identify all related exercises (if applicable) that will be funded by this grant program and identify how the exercise(s) relates to the emergency response team's capability enhancement goals.*

D1, D2, D3 and D4. Regional Implementation Plan	
Project	Regional Implementation Plan
Project #1 Title:	The majority of the equipment purchased will be stored in the existing, under utilized technical rescue trailer owned by the City of Cortland Fire Department. It will be dispatched by Cortland County Emergency Management and be available for immediate response by the Career and Volunteer staff of the Cortland Fire Department. The remainder of the equipment will be stored at the Marathon Fire Department; it will also be dispatched by Cortland County Emergency Management and be available for immediate response by the volunteers of the Marathon Fire Department.
Project #2 Title:	Planning activities are already underway, and we are working to close the gaps within our regional capabilities. These planning activities will continue at no cost to the grant program.
Project #3 Title:	Water Rescue Technician Training and Boat Operator Training will be conducted by NYS OFPC. These courses will be taught as soon as possible after receiving the new equipment and will be as the baseline training. NIMS Operations section chief and Planning section chief training will be obtained by sending staff to the National Fire Academy and will serve as training for those with the potential to serve as Team Managers. Additional specialist/technical level training will be provided for key personnel upon completion of the initial training.
Project #4 Title:	No exercises will be conducted with grant funding with the exception of those included in the training classes listed above. We plan to conduct regular exercises with local funds.
Project #5 Title:	

Appendix B: Notice of Endorsement

Acknowledgement

My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the Technical Rescue & USAR Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.

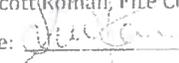
Examples of a Jurisdiction Authorized Municipal Official would be: Mayor, Town Supervisor, Chairman of Board of a Fire District or Town Supervisor.

I. Application Type (select only one)

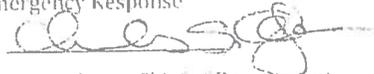
Option 1 - Single Team (For use by an eligible municipality submitting an application on behalf of a single emergency response team providing technical rescue and USAR related services to multiple jurisdictions or region). Complete section II and IV below.

Option 2: Multiple Teams (For use by an eligible municipality submitting an application on behalf of emergency response teams cooperatively providing technical rescue and USAR related services to multiple jurisdictions or region (**regional partnerships**)). Complete sections II, III and IV below.

II. Submitting Partner

Jurisdiction: City of Cortland
Authorized Municipal Official signature: 
Name and title: Brian Tobin, Mayor
County Fire Coordinator¹ or County/Local Emergency Manager
Name: Scott Roman, Fire Coordinator
Signature: 

III. Participating Partner(s) (if Multiple team application)

Jurisdiction: City of Cortland Fire Department
Representative of Emergency Response
Team Signature: 
Name and Title: Charles S. Glover, Chief of Department

Jurisdiction: Marathon Fire Department
Representative of Emergency Response
Team Signature: 
Name and Title: Dustin Contri, Chief of Department

IV: Jurisdictions covered by Submitting Team/Teams

Cortland County

¹ Signature by the County Fire Coordinator or County/Local Emergency Manager serves as a verification that this applicant does provide the technical rescue service as defined in this RFA as a component of the region's emergency response system, and awarding of this application will benefit the technical rescue response capabilities of the region.

Alex Goldstein
13 Stevenson Street
Cortland, New York 13045
(516) 996-0110
goldstein.alex.a4@gmail.com

October 8, 2013

Brian Tobin
Mayor
City of Cortland
25 Court Street
Cortland, New York 13045

Dear. Mr. Tobin:

It is with regret that I inform you that I am resigning from my position as Assistant to the Mayor for the City of Cortland; my last day of employment will be October 23, 2013.

I have truly enjoyed my time with the City of Cortland and interacting with all the people associated with this municipality. I have experienced a great deal during my time here and will value it during my future endeavors, however I will be moving to Ft. Lauderdale, Florida to pursue a career in satellite technology and look forward to the new direction of my career.

Thank you for allowing me this opportunity to learn and serve the community. It has been a pleasure to serve the City of Cortland.

Sincerely,


Alex Goldstein

SECRETARY TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS

This is a para-professional work involving the performance of a variety of routine but important tasks assisting the Mayor, the Legal Department and the City Clerk. This is important clerical work involving responsibility for performing a variety of unrelated tasks in connection with the proceedings of the Common Council and City Boards and Commissions, assisting the City Clerk in the issuance of licenses and permits and the collection of fees and assisting the Law Department as needed. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda, agendas, minutes and forms. The work is performed under the general supervision of the Mayor, Corporate Counsel and the City Clerk. Does related work as required as specific duties may vary.

TYPICAL WORK ACTIVITIES (Illustrative only)

Prepares correspondence, documents, records and other written material in final or draft form using computer software from handwritten, rough drafts, marked copy, oral recordings or data from various equipment as the source material.

Prepares material for meetings of the Common Council and city boards and commissions if needed, attends meetings as required, records proceedings, prepares minutes and maintains records of said meetings.

Issues state and city licenses and permits such as hunting and fishing, marriage, ~~taxi~~, peddler, dog license, etc.

Assists the Mayor in arranging appointments, preparing correspondence and maintaining files and is liaison to the Mayor.

May conduct routine correspondence on matters where policies and procedures have been defined under the direction of Corporate Counsel

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases with an acceptable rate of speed and accuracy.

Ability to maintain alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested materials and periodically purging obsolete material

Ability to analyze and organize data and prepare records and reports

Ability to handle confidential material

Ability to work effectively with a variety of public and private agencies as well as the general public.

Ability to work independently

Ability to readily acquire familiarity with the functions of local government and the character of relationships between departments and between public and private agencies

Ability to establish and maintain effective working relationships with others

Initiative with resourcefulness

Tact and courtesy, integrity

Physical condition commensurate with demands of the position

MINIMUM QUALIFICATIONS

1. Graduation from a regionally accredited colleges or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in secretarial science or closely related field and two (2) years of clerical experience which involved the maintenance of records and the operation of computer word-processing, database or spreadsheet applications; or
2. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (1); or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2)



**CITY OF CORTLAND
OFFICE OF CORPORATION COUNSEL
RICHARD VAN DONSEL, ESQ.**

25 Court Street, Cortland, New York 13045 | Ph. 607.758.8374 | Fx. 607.756.4644
www.cortland.org / lawdept@cortland.org

October 9, 2013

Mayor Brian Tobin
City Hall
25 Court Street
Cortland, NY 13045

Re: Lifting the Hiring Freeze

Dear Mayor Tobin:

I am requesting that the Common Council approve the lifting of the hiring freeze so that I can hire a part time secretary for the Law Department.

The secretary would work ten hours per week at a pay rate of \$16 per hour.

Please add this to the October 15, 2013 Common Council meeting.

Very truly yours,

A handwritten signature in black ink, appearing to read "Richard Van Donsel".

Richard Van Donsel, Esq.

cc: Mack Cook

City of Cortland New York

Local Law No. 3 of the year 2013

A local law amending various fines and penalties for violations of the Cortland Code.

Legislative intent: The purpose of this law is to amend the dollar amount of fines and penalties for violation of various City of Cortland laws, ordinances and regulations in order to account for inflation, and to encourage compliance with said laws ordinances and regulations.

Findings: The Common Council of the City of Cortland finds that various fines and penalties for violation of the Code of the City of Cortland (the "Code") have not been recently updated and therefore finds it proper to adjust fines and penalties to account for inflation and in order to maintain or augment the deterrent against first-time and repeat violations of the Code.

Be it enacted by the Common Council of the City of Cortland as follows:

300-172. Penalties for offenses.

A. Any person who shall violate or fail to comply with any of the provisions of this chapter, with the exception of Section 300-171.B., or who shall violate or fail to comply with any order or regulation made thereunder, or who shall continue to work upon any building, structure or sign, or who shall continue to operate or conduct any use prohibited by this chapter, with the exception of section 300-171.B, shall be guilty of an offense and subject to a criminal penalty of a fine of \$250 or imprisonment of 150 days, or both such fine and imprisonment, or a civil penalty of a fine of \$1,000 for each offense. Each day that such violation continues to exist shall constitute a separate offense. The application of the above penalty shall be effective as the date of the service of the violation upon the property owner on his/its designated agent and not be held to prevent the enforced removal or correction of a prohibited condition as provided in Section 300-174 of this chapter, nor appropriate civil action to restrain the violation of any provision of this chapter.

B. Any person who shall violate or fail to comply with Section 300-171.B of this chapter or who shall violate or fail to comply with any order or regulation made thereunder, or who shall continue to operate or conduct any use prohibited by Section 300-171.B, shall be guilty of an offense and subject to a criminal penalty of a fine of \$500 or imprisonment of 150 days, or both such fine and imprisonment, or a civil penalty of a fine of \$2,500 for each offense. The application of the above penalty shall be effective as the date of the service of the violation upon the property owner of his/its designated agent and not be held to prevent the enforced removal or correction of a prohibited condition as provided in Section 300-174 of this chapter, nor appropriate civil action to restrain the violation of any provision of this chapter.

C. To the fullest extent authorized under the New York State General

City Law and the New York state Real Property Tax Law, the Common Council shall the authority to issue levies against the owner's real property for fines and/or fees due under this chapter.

Be it further enacted that the following existing sections be amended as follows:

Section	Title	Former Fine			Fine		
					1st	2nd	3rd
Amend 1-22	General Penalties	\$0 - \$250 or 15 Days			\$100 or 15 Days	\$175 or 15 Days	\$250 or 15 Days
Amend 74-13	Unlicensed Dog	1st \$10	2nd \$10/\$25	3rd \$25/\$50	1st \$25	2nd \$25/\$50	3rd \$50/\$100
Amend 74-19a	Physical Restraint of Dog	Same as Above			Same as Above		
Amend 74-22a	Noisy Dog	Same as Above			Same as Above		
Amend 181-3	Littering	\$25 and/or 15 Days			1st \$50	2nd \$100	3rd \$250
Amend 193-2	General Prohibited	\$100-\$250 or 15 Days			1st \$100	2nd \$175	3rd \$250
Amend 193-3	Noise Prohibited	Same as Above			Same as Above		
Amend 208-2a	Consumption of Alcohol in Public	\$0 - \$250 or 15 Days			1st \$100	2nd \$175	3rd \$250
Amend 208-2b	Possession of Alcohol Open Container	Same as Above			Same as Above		
Amend 208-3	Disorderly Conduct	Same as Above			Same as Above		
Amend 220-1	Unsanitary Deposit of Waste	1st \$0-\$50	2nd \$150	3rd \$250	1st \$100	2nd \$175	3rd \$250

CITY OF CORTLAND

WORKPLACE VIOLENCE PREVENTION POLICY

ADOPTED BY COMMON COUNCIL OCTOBER 1, 2013

Policy

The City of Cortland is committed to providing a safe work environment for all employees that is free from intimidation, threats, and violent acts. The City will respond promptly to threats, acts of violence and acts of aggression by employees or against employees by coworkers, members of the public or others. This document sets forth standards for employee conduct and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence should they occur in the workplace.

Prohibited Conduct

- A. The City of Cortland will not tolerate any act or threat of violence made in the workplace, on City property, or while in work status.
- B. No person may engage in violent conduct or make threats of violence, implied or direct, on the City of Cortland property or in connection with City business. This includes, but is not limited to:
 - 1. The use of force with the intent to cause harm, e.g., physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects;
 - 2. Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic disparagement or harassment;
 - 3. Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly;
 - 4. Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- C. No person, without legal authority, may carry, possess or use any dangerous weapon on the City of Cortland's property or in City buildings or facilities. Unauthorized possession or use of firearms, knives (except non-spring pocket knives) or other weapons or explosives is prohibited.

Reporting Procedures

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any employee of the City of Cortland. Workplace violence should be promptly reported to the City Police (see below). Additionally, all employees of the City are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

- A. Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the City Police at 8311 immediately.

- B. Any person who is the subject of a suspected violation of the Workplace Violence prevention Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to the City Police.
- C. Employees are expected to report any threat or act of violence that they have witnessed, received, or have been informed of, to the City Police.
- D. Every threat must be reported.
- E. Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or civil/criminal prosecution as appropriate.
- F. Any individual who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on the City of Cortland's property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

Employee Responsibilities

- A. All the City of Cortland employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indicators of increased risk of violent behavior including, but not limited to the following examples:

Precautions:

- In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- In the event of suspicious conduct, request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with the Department of Administration and Finance.
- Never leave money, credit card travel documents or anything else of value in an unlocked desk or cabinet.
- If something is stolen, report it immediately to City Police.

Indicators:

- Direct or veiled threats of harm;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts with supervisors and other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating desperation (over family, financial or other personal problems) to the point of contemplating suicide;
- Drug/alcohol abuse; and

- Extreme changes in behavior.
- B. Employees are expected to notify City Police whenever a protective restraining order or order of protection is granted which mentions the City of Cortland's property, or involves a City employee or a person working at the City, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor of such protective restraining orders or orders of protection.
 - C. Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor and the City Police. Confidentiality will be maintained to the extent possible.
 - D. All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to City Police immediately. Following notification to City Police, employees should inform their supervisor of the incident.
 - E. ***NYS Labor Law §27b mandates that all public employees participate in annual Workplace Violence Prevention Training. Employees must either attend one of the classes (announced in the Daily on a regular basis) or may fulfill this requirement by completing the web-based workplace violence prevention training which can be accessed through (will be on the City's website)***

Supervisors

- A. Each Department Head or any other person with supervisory responsibility (hereinafter "supervisor") is responsible within his/her area of jurisdiction for the implementation of this policy.
- B. Department Heads and Supervisors are required to contact the City Police immediately in the event of imminent or actual violence involving weapons or potential physical injuries.
- C. Department Heads and Supervisors must report to City Police any complaint of workplace violence made to him/her and any other incidents of workplace violence of which he/she becomes aware of or reasonably believes to exist. Supervisors are expected to inform their immediate supervisor promptly about any complaints, acts, or threats of violence even if the situation has been addressed and resolved. After having reported such complaint or incident to the City Police and immediate supervisor, the supervisor should keep it confidential and disclose it only as necessary during the investigation process and/or subsequent proceedings.
- D. Following notification to the City Police, Department Heads and supervisors are obligated to contact the Director of Administration and Finance immediately to report incidents involving City employees.
- E. ***Department Heads must ensure that their employees participate in annual Workplace Violence Prevention Training as mandated by NYS Labor Law §27b. This training may be completed in classes (announced in the Daily on a regular basis) or may fulfill this***

*requirement by completing the web-based workplace violence prevention training which can be accessed through *(will be on the City's website)**

City Police

- A. The City Police Department is responsible for:
 - Responding to;
 - Intervening; and
 - Documenting all incidents of violence in the workplace.
- B. City Police will immediately log all incidents of workplace violence and will notify the respective Department and the Director of Administration and Finance of an incident involving an employee.
- C. City Police will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the Director of Administration and Finance detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or security procedures that were or should be implemented to maintain a safe working and learning environment.
- D. City Police officers will be trained in workplace violence awareness and prevention, non-violent crises intervention, conflict management, and dispute resolution.
- E. When informed, City Police will maintain a record of any Orders of Protection and will provide escort service to employees of the City within the City's geographical confines when sufficient personnel are available. Such services are to be extended at the discretion of the Chief of Police or designee. Only the Director of Administration and Finance can authorize escort service outside of the geographical confines of the City.

Director of Administration and Finance

- A. The Director of Administration is responsible for:
 - Assisting the Chief of Police and Department Heads in responding to workplace violence;
 - Facilitating appropriate responses to reported incidents of workplace violence;
 - Notifying the City Police of workplace violence incidents reported to the Director; and
 - Consulting with, as necessary, counseling services to secure professional intervention;
 - Coordinate mandated Workplace Violence Prevention Training classes and web-based training program.
- B. The Director of Administration and Finance is responsible for providing new employees or employees transferred to the City with a copy of the Workplace Violence Policy and Procedures and insuring that employees receive appropriate training pursuant to NYS Labor Law §27b.

WORKPLACE RISK EVALUATION

EVALUATION PROCESS

As required by Section 27-b of the New York State Labor Law, The City of Cortland performed a risk evaluation of the workplace in general and each work site specifically in the months of June and July of 2013.

The work site specific risk evaluation process included:

1. An examination of the workplace to determine existing or potential hazards that may place employees at risk for incidents of workplace violence, pay particular attention to the following: working with the public or in public settings, exchanging money with the public, working alone or in small numbers, working late night or early mornings, uncontrolled access to the workplace, and having a mobile workplace;
2. An examination of past workplace violence incidents to identify any patterns as to the type and cause of injuries, particular work areas, or specific operations or individuals involved;
3. A review of occupational injury and illness records) i.e., SH-900 and SH-900.2 logs, C-2 Forms, accident reports, and any available insurance, police, or other incident reports in order to identify that may have been the result of workplace violence;
4. A survey of Department Heads to gather information regarding violent incidents that may have been experienced or witnessed but not reported, as well as to identify conditions that could be contribution to potential incidents.

EVALUATION OUTCOMES

Work site Risk Evaluations

The risk evaluation entailed conducting a physical inspection of each worksite where one or more City employees perform any duties pertaining to their assigned job functions.

Review of Past Workplace Violence Incidents

A review of accident reports, insurance records, police reports, and other incident reports for the year 2012 was performed by the City and information on injuries due to violence were either recorded or not present for each facility. A review will be made by the County on an annual basis to review reportable incidents of workplace violence, if any.

Department Surveys

Each Department was provided with a Workplace Violence Prevention-Department self-evaluation of hazards and risk reduction plan in June 2013. The Department Head was asked, in conjunction with the authorized employee representative, to evaluate opportunities within the Department to reduce the risk of workplace violence, identify what improvements the Department can make by itself, and what risks the Department will need specific support from other departments to reduce, including related training needs. The Department Heads were asked to return the completed survey to the Director of Administration and Finance.

It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify and all conditions and risk factors that may exist within the City’s workplace, and that the City’s ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.

The City of Cortland is committed to a safe environment and will continue to assess substantiated risks that are reported.

Specific Site Recommendations:

Based on the risk factors identified in the risk evaluation, it is recommended that the City of Cortland implement the following measures in the effort to reduce or prevent workplace violence.

It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify and all conditions and risk factors that may exist within the City’s workplace, and that the City’s ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.

LOCATION	DEPARTMENT OF PUBLIC WORKS, FRANKLIN STREET, CORTLAND NY
	CONTROLS
1	Consider additional lighting in parking lot where the Department's vehicles are parked.
	WORK PRACTICE CONTROLS
1	During hours that the DPW office building has limited staff working, visitor access should be restricted to the side entrance with service window. All doors should be locked and visitors should be directed to the service window to request entrance.
2	Written procedures for dealing with conflicts occurring offsite involving a fellow employee or individual not employed by the City should be developed and reviewed with employees in DPW Department.

	TRAINING
1	Temporary and seasonal employee must be provided with Workplace Violence Prevention Awareness training.
LOCATION	CITY HALL 25 COURT STREET, SECOND FLOOR, DEPARTMENTS OF FINANCE, CODES ,WATER AND CLERK
	CONTROLS
1	All doors leading to and from restricted employee work areas should be equipped with automatic closing mechanisms to insure the doors close and lock after employees enter or exit
	WORK PRACTICE CONTROLS
1	Individual panic devices should be provided to all non-sworn employees working within the secure areas of the facility, including the maintenance staff
2	Exterior lighting around the entire City Hall Complex and the parking lots should be monitored to ensure that light is adequate at difference times of the day and evening. Timers should be checked regularly to ensure functioning properly at all times.
3	Emergency evacuation plans for City Hall building and individual offices on the second floor should be reviewed with employees and periodic evacuation drills should be conducted.
4	Updated floor plans of the second floor offices in City Hall should be posted.
5	The service counter at the Clerk's office should be extended to restrict access to the employee work area and the office of the City Clerk should be closed and locked when unoccupied. Panic devices should be installed at the service counter to alert employees in the rear office that assistance is needed
6.	A floor-wide inspection should be made at the end of the business day to ensure no unauthorized visitors remain in the offices after closing.
	TRAINING
1	State mandated training requirement for Second Floor City Hall employees must be complied with and training acknowledgement should be maintained by the Deputy Director of Administration and Finance Employee training needs must be evaluated on an ongoing basis. Representatives of the Finance, Codes and Water Departments should meet periodically to review the Workplace Violence Program.
2	In the event additional protective devices such as panic buttons are installed employees must be trained on proper use.
LOCATION	CITY HALL 25 COURT STREET, FIRST FLOOR, POLICE
	WORK PRACTICE CONTROLS
1	Employees on the Second Floor should be notified when a prisoner

	exchange is to occur and remain in designated work areas until the exchange has been completed.
	TRAINING
1	Maintenance staff should be included in training provided to non-sworn staff regarding emergency response and use of panic devices within secure area.
2	NYS training requirements mandated for law enforcement professional must be met and acknowledgements for relevant employee training should be maintained by Department and copies provided to the City's Safety and Health Officer in order to keep City training records current.
LOCATION	CITY HALL 25 COURT STREET, THIRD FLOOR, DEPARTMENTS OF CORPORATE COUNSEL AND POLICE RECORDS
	ENGINEERING CONTROLS
1	A closed circuit camera should be mounted in the stairway and hall outside of the City Attorney and Public Defender's offices and monitors should be placed in the offices to provide employees a view of visitors approaching via stairway and the hallway. Doors should be equipped with automatic locking devices controlled from within
	WORK PRACTICE CONTROLS
1	A floor-wide inspection should be made at the end of the business day to ensure no unauthorized visitors remain in the offices after closing. Particular attention should be paid to the restrooms and back hallway.
2	Emergency evacuation plans for the City Office Complex building and individual departments should be reviewed with employees and periodic evacuation drills should be conducted
3	Updated floor plans of the City Office Complex should be posted
	TRAINING
1	In the event additional protective devices such as panic buttons are installed employees must be trained on proper use.
LOCATION	YOUTH BUREAU, 35 PORT WATSON STREET, CORTLAND
	ENGINEERING CONTROLS
1	Install a buzzer or bell to alert an employee working in the back offices of the Youth Bureau Department of a visitor entering the front door.
2	Exterior lighting around the facility and in employee parking should be checked regularly to ensure all lights are functioning properly and to ensure lighting is adequate throughout the day and evening hours.
	WORK PRACTICE CONTROL
1	In the event an employee has to perform duties offsite, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.
	TRAINING
1	All seasonal employees should be provided with workplace violence

	prevention awareness training as part of orientation
LOCATION	WICKWIRE POOL AND YAMAN BEACH
	WORK PRACTICE CONTROLS
1	There should be a minimum of three guards assigned to all shifts. At openings and closings guards to enter all locker rooms in pairs.

General Recommendation for All Departments:

It is recommended that the City develop and implement the following administrative policies and procedures that would be applicable to all departments:

1. Post the Workplace Violence Prevention Policy Statement in each department where it is easily visible to employees and visitors.
2. Conduct training on the City's Workplace Violence Prevention Program for all current employees and within 30 days after a new employee is hired. Thereafter, conduct training on an annual basis. Employee training acknowledgement should be placed in personnel files.
3. Written protocols for dealing with conflicts occurring while working offsite involving a fellow employee (s) or an individual (s) not employed by the City should be developed and/or reviewed with employees in each department. Train all employees on basis conflict resolution techniques and when to call for assistance.
4. Consistently conduct exit interviews at the time employees separate from the City. This will allow the City the opportunity to request all keys, uniforms, ID badges, etc., in the employee's possession as well as gauge the individual's demeanor and the potential risk of workplace violence.
5. For all employees who work off-site, develop procedures for notifying Department Heads when work shifts begin and end.
6. Improve communication of services available through the Assistance Program (EAP) to address employees' personal problems. Establish procedures for providing crisis counseling to affected employees after an incident and develop protocols to determine when such counseling should be made available.
7. Consider issuing a single City-wide employee identification card that shall be displayed work hours.
8. Work sites that handle money should keep it in a locked safe and post signs stating that minimal or no cash is kept on the premises. Deposits should be made daily, if possible, to ensure the amount of money kept on the premises is kept to a minimum. The time of day, person making the deposits and route taken to the financial institution should be varied and monitored by Police, when necessary.
9. Each department should post emergency telephone numbers (including 911) next to or on every phone. If possible, program emergency telephone numbers into each phone.

Workplace Violence Prevention (WPVP) - Department self-evaluation of hazards and risk reduction plan

This assessment asks you to evaluate opportunities in your department to reduce the risk of workplace violence, identify what improvements you can make by yourselves and what risks you need specific support from other departments to reduce, including related training needs. The assessment should be completed in discussion with department employees. This pack contains three assessment forms plus training needs form and a form for requesting specific actions. The completed pack will be passed to the Office of Administration and Finance for analysis and prioritizing of actions. Please make additional copies of any of these items as required.

The assessment looks at:

- Risks related to the physical environment
- Risks related to work practices, policies and procedures
- Risks related to individuals

- If your department operates in more than one building, a separate form on risks associated with the physical environment for each building should be completed and considered by department staff who works there.
- Department Heads, assisted by an appropriate third person if required, will conduct a building walk-through to assess risks associated with the physical environment. They will complete the first row on the risk assessment form (shaded grey and marked with a *). They will then pass this assessment to department staff groups to discuss appropriate actions, if any.
- Department staff groups will complete the rest of the risk assessment process through discussion. If there is not enough space on any part of the form to include all information required, please mark a number in the box where the information would go and write the information on a separate sheet labeled with the same number. If any box is not applicable, or there are no risks identified in a particular category, please leave blank
- The deadline for completion and return of these forms to the Office of Administration and Finance is: July 5, 2013
- Transfer actions your department can undertake without support onto the department action plan sheet in this pack and allocate responsibilities and deadlines to appropriate individuals for completing the actions.
- Retain copies of all forms in this pack and file them in the front of your department's Workplace Violence Prevention Manual.
- Send a copy of all forms to the Office of Administration and Finance for consideration by the WPVP advisory committee who will prioritize actions and disseminate good practice.
- If you have questions, would like help completing these forms, or would like help to facilitate the risk assessment discussion in your department, please contact Mack Cook at mcook@cortland.org

Thank you for your support in making our work environment safer for everyone.

Checklist	Date completed
Building walk-through completed and risk assessment forms passed to departments	
Remaining risk assessment elements completed in discussion with department employees	
All forms completed	
Actions to be taken by department allocated with timescale for completion	
Training needs identified	
Copies of all forms sent to Administration and Finance for consideration by WPVP advisory group	
All forms filed in department Workplace Violence Prevention folder	

Department:	Building/Location:						
	Parking/ surrounding area	Building exterior	Access/exit routes, controls and signage	Building interior design/layout	Work- space usage	Access to emergency equipment and backup	Other
Risks associated with the physical environment							
Are there any unique physical concerns? If so, what are they? *	*	*	*	*	*	*	*
What do we want to change to reduce the risks?							
What can we do ourselves?							
What can we not do ourselves?	Details of help required in each category						
Notable good practice to share with other departments?							

Department:		Building/Location:					
Risks associated with work practices	Nature of the work – i.e. handling money	Shifts i.e. out of hours working	Staffing numbers	Policies and procedures	Locations and procedures for interacting with visitors to the department	Work loads/stress levels	Other
Are there any risks? If so, what are they?							
What do we want to change to reduce the risks?							
What can we do ourselves?							
What can we not do ourselves?	Details of help required in each category						
Notable good practice to share with other departments?							
Department:	Building/Location:						

Risks associated with individuals	Nature of contact with visitors, i.e. angry/distressed students	Nature of interactions with colleagues outside work group	Nature of interactions with colleagues in work group	Sources of guidance and support for work and/or personal issues	Information, knowledge and skills to deal with violent or other emergency situations	Other
Are there any risks? If so, what are they?						
What do we want to change to reduce the risks?						
What can we do ourselves?						
What can we not do ourselves?						
Details of help required in each category						
Notable good practice to share with other departments?						

Based on your department's self-evaluation, please indicate what further specialist training is required for your employees.

Training topic	Number of employees requiring training	Please indicate whether you think this training should be mandatory (M) or optional (O) for your employees	Notes on special requirements
Workplace Violence Prevention – basic training (for those who missed the first round)			
Dealing with disruptive/aggressive students			
Personal safety			
First aid			
Practical skills for managing conflict			
Sexual harassment			
Managing stress			
Principles of diversity and social inclusion			
Understanding domestic violence			
Introduction to mental health issues relating to workplace violence			
Anger management			
Other training needs relating to Workplace Violence Prevention – please provide details:			

Workplace Violence Prevention -- Request for specific support with actions your department cannot complete unaided

Details of support required	Location(s)	Name, phone number and email of individual to be contacted for further information.	Priority level - likelihood of hazard contributing to a significant incident low (highly unlikely) medium, high or urgent (extremely likely)

Workplace Violence Prevention - Department Action Plan

Action	Individual responsible	Deadline for completion	Additional resources required

Name of Victim _____ Date _____ Position _____

Signature _____ Telephone # (____) _____ -- _____

If you are an authorized representative of the employees affected by this complaint, please state the name of the organization that you represent and your title.

Organization _____ Title _____

Manager/Supervisor

Name: _____

Date: _____

Signature: _____

Telephone: (____) _____ -- _____

Office Location: _____

Preparer of this Report _____

Recommendations:

Follow up future actions

Protective Measures:

Policy/Procedural Change:

Law Enforcement Agency (include officer name, agency and contact information or attach report from agency)

Reporting instruction: Employers who have a serious incident or imminent danger must contact law enforcement and report to the Commissioner of Labor at ?



City of Cortland, NY Workplace Violence Prevention Policy & Incident Reporting

City of Cortland is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City of Cortland property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. City of Cortland has identified response personnel that include a member of management and an employee representative. If appropriate, the City of Cortland will provide counseling services or referrals for employees.

All City of Cortland personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: Mack Cook

Title: Director of Administration and Finance

Department: Finance

Phone: 607-749-0678

Location: 25 Court Street, (City Hall 2nd Floor), Cortland, NY 13045

Bernard T. King
 Charles E. Blitman*
 Jules L. Smith
 James R. LaVaute
 Donald D. Oliver
 Jennifer A. Clark
 Melvin H. Pizer*
 Monica R. Heath
 Kenneth L. Wagner
 Timothy R. Bauman
 Nathaniel G. Lambright
 Daniel E. Kornfeld⁰⁹
 Daniel R. Brice
 Jonathan M. Corrito[^]
 Ginger B. LaChapelle⁶

Brian J. LaClair
 Bryan T. Arnault*
 Michael R. Daum

- * Also admitted in MA
- * Also admitted in FL
- ^ Also admitted in MD
- ^ Also admitted in CT
- ^ Also admitted in DC

Blitman & King

Attorneys and Counselors at Law **LLP**
 Syracuse • Rochester • New York • Albany

bklawyers.com

August 23, 2013

Agenda Item #16

Franklin Center, Suite 300
 443 North Franklin Street
 Syracuse, NY 13204-5412
 Phone: 315.422.7111
 Fax: 315.471.2623

Helly L. Cook, CEBS
 Leslie A. DuMond, CEBS
 Marlene G. Groskin, MBA

Nathan H. Blitman
 (1909-1990)

VIA FACSIMILE AND ELECTRONIC MAIL

Mayor Brian Tobin
 City of Cortland
 25 Court Street
 Cortland, New York 13045

Re: Request for Recognition City of Cortland Professional Management Association

Dear Mayor Tobin:

We represent the City of Cortland Professional Management Association. This Union consists of the following job titles: Fire Chief (Charles S. Glover), Assistant Fire Chief (Wayne C. Friedman), Assistant Fire Chief (William Knickerbocker), Chief of Police (F. Michael Catalano), Deputy Chief of Police (Paul A. Sandy), Superintendent of Public Works (Christopher L. Bistocchi), Deputy Superintendent of DPW (Nicholas Dovi), Deputy Director of Administration and Finance (Lori J. Crompton), IT Director (David P. Stathis), Chief Wastewater Treatment Operator (Bruce Adams), Deputy Wastewater Supervisor (John D. O'Connell), Director of Youth Bureau (John McNerney), Chief Water Operator (Matthew R. Wethje). The Union will include three separate bargaining units. The first unit consists of the Fire Chief and the Police Chief. The Second Unit consists of the Assistant Fire Chiefs, and the Assistant Police Chief and the third consists of the Superintendent of Public Works, Deputy Superintendent of DPW, Deputy Director of Administration and Finance, IT Director, Chief Wastewater Treatment Operator, Deputy Wastewater Supervisor, Director of Youth Bureau, Chief Water Operator. The Taylor Law requires that a majority of employees in the proposed bargaining unit "Show Interest" in order for a Union to be certified. A majority of the employees have expressed a "Showing of Interest" in being represented by the City of Cortland Professional Management Association.

Please advise as to whether the City will agree to voluntarily recognize the City of Cortland Professional Management Association. I ask that the City respond to this request by August 30, 2013. The Union will file for Certification with the Public Employment Relations Board if the City does not agree to voluntarily recognize the Union.

Blitman & King LLP

August 23, 2013

Page 2

Finally, I note that it is an Improper Practice pursuant to the Taylor Law for the City to change any existing terms and conditions of employment as of the date of this letter. Thus, the City may not change any terms and conditions of employment absent agreement by the Union until any and all representation questions are resolved.

Very truly yours,

BLITMAN & KING LLP

Nathaniel G. Lambricht / jas

Nathaniel G. Lambricht

NGL:jas