

**CITY OF CORTLAND  
BOARD OF FIRE COMMISSIONERS  
MONTHLY MEETING  
Thursday, January 11th, 2024, 5:15 p.m.  
Meeting @ Armory**

*MINUTES*

The regular monthly meeting of the City of Cortland Board of Fire Commissioners was called to order at 17:23 hours by Fire Chief Friedman.

Commissioners Present: Chairperson Bonnie Heath, Commissioner Amy Buggs, and Commissioner Dale Saddlemire. Vice-Chair Paul Quinlan and Commissioner Chris Hotchkiss are excused.

Attendees: Fire Chief Wayne Friedman, Deputy Chief Derek Reynolds, Alderperson Wayne Schutt, Dannie Reynolds, and Kristen Gregory.

Pledge of Allegiance

Nominations: Commissioner Saddlemire nominates Bonnie Heath for Chairperson, seconded by Commissioner Buggs. All in favor. Motion carried. Commissioner Buggs nominates Paul Quinlan for Vice-Chair, seconded by Commissioner Saddlemire. All in favor. Motion Carried.

Chairperson Heath now presides over the meeting.

Minutes: The December 2023 meeting minutes were presented. Motion made by Commissioner Saddlemire, seconded by Commissioner Buggs, to accept December minutes. All in favor. Motion carried.

Sick Leave Report: The December 2023 sick leave report presented. Motion made by Commissioner Buggs, seconded by Commissioner Saddlemire, to accept sick report as presented. All in favor. Motion carried.

Financial Report: Reviewed December credit card purchases. Verified purchases. Motion made by Commissioner Buggs, seconded by Commissioner Saddlemire, to accept Financial Report as presented. All in favor. Motion carried.

Budget Status Report: Fire and Code budget reports were received and filed for current year to date.

Alderperson Report:

- Alderperson Wayne Schutt is our representative from Common Council once again.

Fire Chief's Report:

- 2023 budget is wrapping up
- 2024 budget has started
- Two new hires, Benjamin Bowers and Vincent Reed
- Firefighters Edwards and Stockwin are now in code. Edwards for 1 year, Stockwin for 6 months
- Thomas Tobin is retiring January 18
- Volunteer payment under way
- County mutual Aid approved

### Deputy Chief's Report:

- The Here Comes Santa event we handed out over 300 gifts at over 60 stops
- Tree lighting at the end of November had 200-300 people attend
- Menorah lighting had 50-75 people attend
- Set up clock tower for "Midnight on Main." Worked with Codes and the fireworks company to ensure the event went smoothly
- All small apparatus have been inspected/serviced except 298 staff car. This car will go on 1/24/2024
- Big apparatus will begin annual PM and inspection process. They will be going to JPB in Syracuse. This is typically a 2-Month process, costing around \$60,000 for the fleet.
- 2023 Statics:
  - Total number of alarms – 3258
    - Fire calls – 1,641 (46 fires, 22 Structure fires)
    - EMS calls – 1,617
    - Monitors calls: 607
  - Average time from dispatch to en-route – 1:33 (one minute thirty-three seconds)
  - Busiest month – September, 322 alarms
  - Slowest month – May, 241 alarms
  - Simultaneous calls: (27% of the alarms)
    - Two or more: 887
    - Three or more: 141
    - Four or more: 38
    - Five or more: 11
    - Six or more: 9
    - Seven or more: 4
    - Eight or more: 3
    - Nine or more: 1

Volunteer Deputy Chief Charles Sherman Report: Not Present

### The Cortland Crown Company Report by Dannie Reynolds:

- Held elections in November – all positions stayed the same
- Still looking through constitution and by laws
- In the process of starting animal CPR class

Volunteer Membership Coordinator Greg Maxwell's Report: Not Present, presented by Kristen Gregory

- One volunteer ready for Membership Committee review

### Old Business:

- Volunteer contract approved

### New Business:

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Meeting Adjourned at 17:50 hours.

Minutes taken by:

Nicole Bennett

Administrative Assistant