

**CITY OF CORTLAND
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
Thursday, March 9th, 2023, 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 17:20 hours by Chairperson Bonnie Heath.

Commissioners Present: Chairperson Bonnie Heath, Vice-Chair Paul Quinlan, Commissioner William Starr, and Commissioner Dale Saddlemire. Commissioner Chris Hotchkiss is unavailable.

Attendees: Fire Chief Wayne Friedman, Deputy Chief Michael Ten Kate, Greg Maxwell, and Dannie Reynolds.

Pledge of Allegiance

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

Sick Leave Report: The February 2023 sick leave report presented. Motion made by Commissioner Starr, seconded by Vice-Chair Quinlan to accept sick report as presented. All in favor. Motion carried.

Financial Report: Reviewed February credit card purchases. Verified purchases. Motion made by Vice-Chair Quinlan, seconded by Commissioner Saddlemire to accept report. All in favor. Motion carried.

Budget Status Report: Fire and Code budget reports were received and filed for current year to date. Motion made to accept reports. All in favor. Motion carried.

Fire Chief's Report:

- Encumbrances for budget should occur 3/10/2023
- Firefighter Louis Loiselle is retiring March 29th, as well as City IT Dave Stathis and City Accounts Payable Connie Sorells. There will be a celebration on the 29th
- One captain has requested a demotion back to Firefighter. This will require interviews by the Commission for Captain
- 139 Main St. Garcia's fire – Great job done by all. No injuries. Fire damage in roof area but optimistic for complete fix. 6-8 volunteers responded to the call. Great turnout by career staff.

Deputy Chief Ten Kate Report:

- Nearing end of maintenance cycle for vehicles. 204 is being serviced now. Firefighter Travis Marshall is coordinating.
- Approval was received from Common Council for Safer Grant to increase to 8 people per shift
- Deputy Chief Michael Ten Kate will now retire on April 26th

Battalion Chief Derek Reynolds: Not Present. Report given by Chief Friedman and D/C Ten Kate

- Garcia's fire – teamwork by all was excellent. Duty shift and first arrivals responded exactly as they should have. No damage to nearby buildings

Volunteer Deputy Chief Charles Sherman Report: Not Present

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The Cortland Crown Company Report by Dannie Reynolds: Not Present

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Volunteer Membership Coordinator Greg Maxwell's Report:

- Andrew Sawyer application with reference checks was reviewed by the Commission. Only two references were received. Greg Maxwell will inform the applicant that the application is incomplete.
- Brandon Fairbanks submitted his resignation. Motion to accept the resignation made by Vice-Chair Quinlan, seconded by Commissioner Saddlemire. All in favor. Motion carried.

Old Business

- **Agenda Item: Adoption of volunteer membership enrolled in LOSAP Program**
- In December, the Commission agreed to sign a resolution once the LOSAP was completed. Two lists have been presented for signatures as well as a resolution for the payout schedule, which will be twice a year in January and July.
- Motion to accept the lists of those who do and do not qualify for LOSAP made by Vice-Chair Quinlan and seconded by Commissioner Saddlemire. All in favor. Motion carried.
- Motion to accept the pay schedule made by Commissioner Starr and seconded by Commissioner Saddlemire. All in favor. Motion carried.

New Business:

- Commission recognizes Fire Chief Wayne Friedman's 20th work anniversary on March 19, 2023

Meeting Adjourned at 18:06 hours.

Minutes taken by:

Nicole Bennett

Administrative Assistant