



Judiciary & Public Safety Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, August 8, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:06 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Chair	Present		
Christopher Newell	Cortland County, NY	Committee Member	Present		
Douglas Bentley	Cortland County, NY	Committee Member	Present		
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present		9:55 AM
Mitchel Eccleston	Cortland County, NY	Committee Member	Present		
Reed Cleland	Cortland County, NY	Committee Member	Present		
Kris Valentine-Behnke	Cortland County, NY	Committee Member	Present		
Savannah Hempstead	Cortland County, NY	Clerkof the Legislature	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present		
Anita Ribiero	Cortland County, NY	Chief Assistant Public Defender	Present		
Michael Cardinale	Cortland County, NY	Assigned Counsel Plan Administrator	Present		
Chad Burhans	Cortland County, NY	Undersheriff	Present		
Mark Helms	Cortland County, NY	Sheriff	Present		
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present		
Courtney Metcalf	Cortland County, NY	Dep. Director of Emergency Response & Comm.	Present		
Patrick Perfetti	Cortland County, NY	District Attorney	Present		9:34 AM
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Morgan	Cortland	Grant Administrator	Present		

Spaulding	County, NY				
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present		
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Trish Hansen	Cortland County, NY	TLC	Present		
David Butler	Cortland County, NY	TLC	Present		
Nicole Compton	Cortland County, NY	Paralegal	Remote		
William McGovern	Cortland County, NY	Board Member	Present		
Doug Schneider	Cortland Standard	Reporter	Present		

MINUTES

- Judiciary & Public Safety Committee - Committee Meeting - Jun 13, 2024 9:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Service Agreement - Monroe Piping and Sheet Metal - Department of Emergency Response

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Newell, Bentley, Waldbauer, Eccleston, Cleland, Valentine-Behnke

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Service Agreement - Monroe Piping and Sheet Metal - Department of Emergency Response

WHEREAS, through competitive bidding, Cortland County's Department of Emergency Response & Communications purchased two computer room air conditioning (CRAC) units for its server room in the 911 facility at 22 West Court Street; AND

WHEREAS, Cortland County's Department of Emergency Response & Communications is seeking to have preventative maintenance completed on the CRAC units twice a year, in line with manufacturer recommendations, by a certified contractor and in keeping with the established warranty; AND

WHEREAS, the Department has funding in account A30205.54015 for the 2024 budget year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute an agreement with Monroe Piping and Sheet metal in the amount of \$1,980.00 for preventative maintenance on two CRAC units located at 22 West Court Street.

AGENDA ITEM NO. 2 – Authorize Hazard Pay for Corrections Unit - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Newell, Bentley, Waldbauer, Eccleston, Cleland, Valentine-Behnke

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Hazard Pay for Corrections Unit - Sheriff's Department

WHEREAS, employees in the Corrections Division of the Cortland County Sheriff's Department worked through the COVID-19 pandemic on a continuous basis providing 24/7 coverage at the Cortland County Jail in hazardous conditions in enclosed areas without additional compensation; AND

WHEREAS, the Cortland County Legislature desires to compensate those employees who worked during the COVID-19 pandemic for their service to Cortland County; NOW THEREFORE BE IT

RESOLVED, that full-time employees of the Cortland County Corrections Division who worked between the dates of March 17, 2020 and December 31, 2021, and who are currently employed by the Cortland County Sheriff's Department Corrections Division as of September 1, 2024, be paid a one time payment of \$1,500.

AGENDA ITEM NO. 3 – Authorizing Entry of Contracts with School Districts for School Resource Officers - Sheriff's Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Newell, Bentley, Waldbauer, Eccleston, Cleland, Valentine-Behnke

ON MOTION OF PRICE

RESOLUTION NO.

Authorizing Entry of Contracts with School Districts for School Resource Officers - Sheriff's Department

WHEREAS, Resolution No. 95-23 created two (2) part-time Special Patrol Officers (Security) and four (4) part-time Special Patrol Officers (School Resource Officer); AND

WHEREAS, the four (4) part-time Special Patrol Officers (School Resource Officers) are paid for by the school districts which they serve; AND

WHEREAS, Resolution No. 26-24 authorized annual salary increases for the above positions; AND

WHEREAS, Cortland County school districts are in need of School Resource Officers (SRO) in the form of a Police Officer (Deputy Sheriff) from the Sheriff's Department; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Cortland County Administrator, upon review and approval by the County Attorney or designee, to enter into agreements for School Resource Officers with school districts within Cortland County.

AGENDA ITEM NO. 4 – Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Newell, Bentley, Waldbauer, Eccleston, Cleland, Valentine-Behnke

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

WHEREAS, the Cortland County Legislature adopted Resolution No. 107-15, which established the County Vehicle Repair/Replacement Reserve for the purpose of vehicle related costs; AND

WHEREAS, funds are required for the repair of a Sheriff Road Patrol 2021 Dodge Charger damaged in an accident on 05/02/2024; AND

WHEREAS, the County Vehicle Repair/Replacement has funding available to cover this expense; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature be and hereby approves the use of the County Vehicle Repair/Replacement Reserve for the repair of a damaged Sheriff Road Patrol vehicle; AND BE IT FURTHER

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

A31205.54300	Vehicle Repairs & Maintenance	\$17,311.58
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A351100	Appropriated Reserves	\$17,311.58
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AGENDA ITEM NO. 5 – Abolish One Position of Assistant Public Defender/Create One Position of Associate Assistant Public Defender/Assistant Public Defender - Public Defender's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/22/2024 6:00 PM
MOVER:	Christopher Newell, Committee Member
SECONDER:	Reed Cleland, Committee Member
AYES:	Price, Newell, Bentley, Waldbauer, Eccleston, Cleland, Valentine-Behnke

ON MOTION OF PRICE

RESOLUTION NO.

Abolish One Position of Assistant Public Defender/Create One Position of Associate Assistant Public Defender/Assistant Public Defender - Public Defender's Office

WHEREAS, the needs of the agency will be better service by abolishing one (1) position of Assistant Public Defender and creating one (1) position of Associate Assistant Public Defender/Assistant Public Defender; AND

WHEREAS, the Judiciary and Public Safety Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Assistant Public Defender (Management Compensation Plan, Attorney Grade 2, \$85,000-\$111,041, non-competitive class, full-time with benefits) be and hereby is abolished effective August 22, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Assistant Public Defender/ Assistant Public Defender (Management Compensation Plan, Attorney Grade 3, \$72,000-\$94,058, pending jurisdictional classification, full-time with benefits or Management Compensation Plan, Attorney Grade 2, \$85,000-\$111,041, non-competitive class, full-time with benefits) be created with approval to fill on August 22, 2024 at 12:01 AM.

PRESENTATION

1. Emergency Response & Communications Committee Presentation

RESULT:	COMPLETED
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MONTHLY REPORTS

1. District Attorney Monthly Report

RESULT:	COMPLETED
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2. District Attorney Dismissal Statistics

RESULT:	COMPLETED
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3. Department of Emergency Response and Communications Monthly Report

RESULT:	COMPLETED
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4. Probation Department Monthly Report

RESULT:	COMPLETED
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5. Probation Department Monthly Report - July 2024

RESULT:	COMPLETED
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6. Monthly Coroner Report - June & July 2024

RESULT:	COMPLETED
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7. Assigned Counsel Monthly Reports

RESULT:	COMPLETED
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8. Public Defender Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

EXECUTIVE SESSION

It was MOVED by Mr. Eccleston, seconded by Mr. Cleland, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding proposed litigation, with Mark Helms, Chad Burhans, Savannah Hempstead, Ashley Millard, Victoria Monty, Sharon MacDougall, Rob Corpora, and all legislators present permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:40 a.m. to 10:05 a.m., at which time on motion of Mr. Cleland, seconded by Mr. Bentley, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:05 AM



Judiciary & Public Safety Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

1.1

~ Minutes ~

Thursday, June 13, 2024

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Sandra Price

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Chair	Present		
Christopher Newell	Cortland County, NY	Committee Member	Present		
Douglas Bentley	Cortland County, NY	Committee Member	Present		9:50 AM
Susan Wilson	Cortland County, NY	Committee Member	Present		
Eugene Waldbauer	Cortland County, NY	Committee Vice-Chair	Present		
Mitchel Eccleston	Cortland County, NY	Committee Member	Present		
Reed Cleland	Cortland County, NY	Committee Member	Present		
Patrick Perfetti	Cortland County, NY	District Attorney	Present		
Savannah Hempstead	Cortland County, NY	Clerkof the Legislature	Present		
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present		
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present		
Rob Corpora	Cortland County, NY	County Administrator	Present		
Mark Helms	Cortland County, NY	Sheriff	Present		
Chad Burhans	Cortland County, NY	Undersheriff	Present		
Anthony Phelps	Cortland County, NY	Road Patrol	Present		
Kevin Jones	Cortland County, NY	Public Defender	Present		
Nicole Albro	Cortland County, NY	Probation Director	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present		
Ronald J. Van	Cortland	Board Member	Present		

Minutes Acceptance: Minutes of Jun 13, 2024 9:00 AM (MINUTES)

Dee	County, NY				
Andrea Herzog	Cortland County, NY	Director of Finance	Present		
Margaret Mellot		Cortland Standard Reporter	Present		
Trish Hansen	Cortland County, NY	TLC	Present		
William McGovern	Cortland County, NY	Board Member	Present	9:24 AM	
Paul Heider	Cortland County, NY	Board Member	Present	9:44 AM	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote		
Nicole Compton	Cortland County, NY	Paralegal	Remote		

MINUTES

- Judiciary & Public Safety Committee - Committee Meeting - May 9, 2024 9:00 AM

RESULT:	APPROVED
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DISCUSSION ITEMS

- Road Patrol Presentation

RESULT:	COMPLETED
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- Sheriff's Department Civil Division Presentation

RESULT:	COMPLETED
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- Committee Update - ILS Statewide Expansion Grant

RESULT:	COMPLETED
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MONTHLY REPORTS

- Assigned Counsel Monthly Report

RESULT:	COMPLETED
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- Monthly Probation Report- May 2024

RESULT:	COMPLETED
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- Coroner Monthly Report

RESULT:	COMPLETED
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- Public Defender Monthly Report

RESULT:	COMPLETED
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- DOERC Report - June 2024

RESULT:	COMPLETED
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- District Attorney Monthly Report

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Members Assigned Counsel Plan Committee - Office of Assigned Counsel

RESULT:	APPROVED [UNANIMOUS]
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Next: 6/27/2024 6:00 PM

MOVER: Christopher Newell, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

ON MOTION OF PRICE**RESOLUTION NO.**

Appoint Members Assigned Counsel Plan Committee - Office of Assigned Counsel

WHEREAS, the Cortland County Legislature adopted Resolution No. 61-15 which created the Assigned Counsel Plan and the Assigned Counsel Plan Administrator; AND

Minutes Acceptance: Minutes of Jun 13, 2024 9:00 AM (MINUTES)

WHEREAS, the Assigned Counsel Plan calls for the appointment of a Assigned Counsel Plan Committee to oversee the operation of the Assigned Counsel Plan and its Administrator; AND

WHEREAS, the Assigned Counsel Plan specifies that the Assigned Counsel Plan Committee shall consist of four members of the Bar Association elected by membership as a whole, and four members of the County Legislature to be selected as the County may determine; NOW THEREFORE BE IT

RESOLVED, that the following individuals are hereby appointed to serve on said Assigned Counsel Plan Committee for a two year term commencing immediately upon adoption of this resolution and expiring on December 31, 2026.

LEGISLATORS

Douglas Bentley
Joseph Nauseef
Sandra Price
Ron VanDee

ATTORNEYS

Keith Dayton
Janice Stafford
Zela Brotherton
Karen Leahy

AGENDA ITEM NO. 2 – Reallocate Salary Grade Data Officer - Assigned Counsel

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

ON MOTION OF PRICE

RESOLUTION NO.

Reallocate Salary Grade Data Officer - Assigned Counsel

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Data Officer in the Assigned Counsel Office; AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 4H (\$21.1369-28.1333/hr) to Grade 6H (\$24.4262-32.5115/hr) in the Management Compensation Plan; AND

WHEREAS, the Data Officer position is 100% grant funded; NOW THEREFORE, BE IT

RESOLVED, that the position of Data Officer is hereby reallocated from Grade 4H (\$21.1369-28.1333/hr) to Grade 6H (\$24.4262-32.5115/hr) in the Management Compensation Plan effective June 28, 2024.

AGENDA ITEM NO. 3 – Authorize Contract - Celerity Integrated Services - Department of Emergency Response & Communication

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

Authorize Contract - Celerity Integrated Services - Department of Emergency Response & Communication

WHEREAS, Cortland County's Department of Emergency Response & Communications is seeking professional services for a fiber optic routing feasibility study to route a fiber optic network connection from its 911 facility at 22 West Court Street into the County's radio system that does not go through the County Office Building and that prevents a single point of failure; AND

WHEREAS, Cortland County's Department of Emergency Response & Communications has used Celerity Integrated Services before for fiber optic feasibility routing services; AND

WHEREAS, the Department was awarded grant funding for this project, which was approved by Resolution No. 72-23; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute an agreement with Celerity Integrated Services in the amount of \$8,380.00.

AGENDA ITEM NO. 4 – Authorize Agreement - Smart Transcription Service - Department of Emergency Response & Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

Authorize Agreement - Smart Transcription Service - Department of Emergency Response & Communications

WHEREAS Cortland County's Department of Emergency Response & Communications operates a Motorola Vesta 911 telephone system supported by Frontier Communications previously awarded under resolution 194-23; AND

WHEREAS Cortland County's Department of Emergency Response & Communications is seeking to add the service of Smart Transcription to its Vesta 911 telephone system; AND

WHEREAS there is funding available in the Department of Emergency Response and Communications 2024 budget for the initial startup and configuration costs of Smart Transcription services in account A30205.54015; NOW BE IT THEREFORE

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute an agreement with Frontier Communications to upgrade to the County's 911 telephone system in the amount of \$26,657.14.

AGENDA ITEM NO. 5 – Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Christopher Newell, Committee Member
AYES:	Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

ON MOTION OF PRICE**RESOLUTION NO.****Authorize Use of County Vehicle Repair/Replacement Reserve for Sheriff Vehicle - Sheriff's Office**

WHEREAS, the Cortland County Legislature adopted Resolution No. 107-15, which established the County Vehicle Repair/Replacement Reserve for the purpose of vehicle related costs; AND

WHEREAS, funds are required for the repair of a Sheriff Road Patrol vehicle damaged in an accident; AND

WHEREAS, the County Vehicle Repair/Replacement Reserve has funding available to cover this expense; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature be and hereby approves the use of the County Vehicle Repair/Replacement Reserve for the repair of a damaged Sheriff Road Patrol vehicle; AND BE IT FURTHER

RESOLVED, that the 2024 County Budget be and hereby is amended as follows:

Increase:

A31205.54300	Vehicle Repairs & Maintenance	\$3,400.00
A351100	Appropriated Reserves	\$3,400.00

AGENDA ITEM NO. 6 – Endorsement of Senate Bill S06602 to Amend Military and Workers' Compensation Law for World Trade Center Rescue, Recovery, and Cleanup Operations

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/27/2024 6:00 PM
MOVER:	Reed Cleland, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Price, Newell, Bentley, Wilson, Waldbauer, Eccleston, Cleland

ON MOTION OF PRICE**RESOLUTION NO.****Endorsement of Senate Bill S06602 to Amend Military and Workers' Compensation Law for World Trade Center Rescue, Recovery, and Cleanup Operations**

WHEREAS, New York Senate Bill S06602 seeks to amend the military law and the workers' compensation law to include members of the organized militia in the World Trade Center rescue, recovery, and cleanup operations as qualifying for employee status under workers' compensation law; AND

WHEREAS, members of the organized militia, including the New York Army National Guard, New York Air National Guard, New York Naval Militia, and New York Guard, have demonstrated extraordinary bravery and sacrifice in their participation in the World Trade Center operations following

Minutes Acceptance: Minutes of Jun 13, 2024 9:00 AM (MINUTES)

the tragic events of September 11, 2001; AND

WHEREAS, it is vital to ensure that these brave individuals receive the proper recognition and benefits they deserve for their service, including eligibility for workers' compensation claims related to their participation in these operations; AND

WHEREAS, Senate Bill S06602 provides necessary amendments to the military and workers' compensation laws to facilitate these benefits, including allowing alternative proof of active service in the rescue, recovery, and cleanup operations as recognized by the division of military and naval affairs; AND

WHEREAS, supporting this bill aligns with Cortland County's commitment to honor and support our servicemen and servicewomen who have rendered invaluable service to our state and nation; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby expresses its strong support for New York Senate Bill S06602 and urges its swift passage by the New York State Legislature; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature be and hereby is directed to forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature, and all others deemed necessary and proper.

AGENDA ITEM NO. 7 – Authorize Agreement Between the County of Cortland/Sheriff and the CSEA Cortland County Local 812, Correction Officer/Civilian Unit #6550-03 - Effective January 1, 2025 to December 31, 2029

It was MOVED by Mr. Eccleston, seconded by Mr. Cleland, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law, with Rob Corpora, Savannah Hempstead, Melanie Vildari, Laurie Leonard, Mark Helms and Chad Burhans permitted to stay in the room. MOTION CARRIED.

An executive session was held from 9:52 a.m. to 10:03 a.m., at which time on motion of Mr. Newell, seconded by Mr. Cleland, it was unanimously approved by voice vote to exit executive session

RESULT: APPROVED [6 TO 0]

Next: 6/27/2024 6:00 PM

MOVER: Susan Wilson, Committee Member

SECONDER: Reed Cleland, Committee Member

AYES: Price, Newell, Wilson, Waldbauer, Eccleston, Cleland

AWAY: Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Agreement Between the County of Cortland/Sheriff and the CSEA Cortland County Local 812, Correction Officer/Civilian Unit #6550-03 - Effective January 1, 2025 to December 31, 2029

WHEREAS, Cortland County/Sheriff and CSEA Local 812, Corrections Officer/Civilian Unit #6550-03 negotiating committees have met to negotiate a new contract; AND

WHEREAS, the negotiating committees have agreed on a new contract; AND

Minutes Acceptance: Minutes of Jun 13, 2024 9:00 AM (MINUTES)

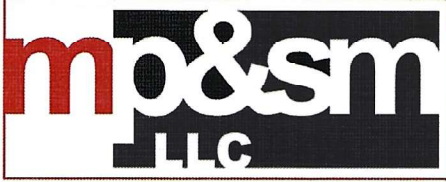
WHEREAS, CSEA ratified the contract on May 7, 2024; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland and CSEA Cortland County Local 812, Unit #6550, for the time period of January 1, 2025 to December 31, 2029.

ADJOURNMENT

The meeting was closed at 10:04 AM

Monroe Piping & Sheet Metal, LLC



Mechanical Contractors

68 Humboldt Street
P.O. Box 90600
Rochester, NY 14609-0600
Telephone (585) 482-0200
Main Office Fax (585) 482-6516
Service Fax (585) 654-4891

Court Land County
911 Building
Courtland, NY 13045

June 14, 2024

Attn: Scott Roman

Re: PLANNED MAINTENANCE AGREEMENT - LIEBERT UNITS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT

Dear Scott:

Monroe Piping & Sheet Metal (MP&SM), LLC is pleased to provide the following proposal for service, material and equipment necessary for the Planned Maintenance of the Stulz units at your facility. The new contract will commence on the first day of the month upon contract signing. MP&SM will provide qualified personnel to perform the work promptly and satisfactorily according to the terms of this agreement.

EQUIPMENT COVERED UNDER THIS AGREEMENT:

Two (2) Stulz CRAC indoor units
Two (2) Stulz CRAC outdoor units

SERVICES PROVIDED UNDER THIS AGREEMENT:

Change filters
Clean condensate drain pan and check operation of condensate pump.
Clean evaporator coil and condensate coil.
Check humidifier operation and clean.
Install condensate anti sludge pan tabs
Amp compressor and fan motor.
Brush clean condenser coils
Check operation of all limit and controls.
Check refrigerant charge.

- *MPSM will provide two (2) visits a year with this agreement*
- *Filters, Belts are included, Refrigerant is excluded*

SERVICE CALLS:

During the contract period, MP&SM, LLC will provide qualified personnel to service the equipment during normal working hours (7:30 a.m. to 4:00 p.m., Monday thru Friday). For service beyond the normal working hours, the appropriate service technician may be reached through a 24-hour answering service at (585) 453-2085.

Emergency services and repairs will be provided and charged to the customer on an hourly basis as authorized. Contract customers shall receive¹:

- Preferred service rates
- 10% savings on parts
- Priority scheduling

AGREEMENT coverage will commence on first day of the month upon contract signing.

The AGREEMENT price is \$1980.00 plus applicable taxes per year payable \$990.00 per semi-annual basis in advance beginning on first day of the month upon contract signing.

This proposal is the property of Monroe Piping & Sheet Metal, LLC and is provided for the use of the above named parties only. The Contractor guarantees the price stated in this AGREEMENT for thirty (30) days from the proposal date above. This proposal shall become a binding agreement only after acceptance by the above named customer and approval by a manager of Monroe Piping & Sheet Metal, LLC as indicated by their signatures below. This agreement states all the terms and conditions binding on the above named parties; no party has the authority to make any claim, representation, promise or condition on behalf of Monroe Piping & Sheet Metal, LLC which is not expressed herein. This annual AGREEMENT shall continue in effect from year to year unless either party gives written notice to the other of their intention not to renew thirty (30) days prior to any anniversary date.

Please return a signed copy of this proposal upon acceptance. We look forward to the opportunity to be of service.

Respectfully submitted,

MONROE PIPING & SHEET METAL, LLC

Todd Mitchell

Todd Mitchell/Service Manager

6/14/2024

Date

Accepted by:

Customer

Date

1. Rates and Discounts are subject to change. Discounts to apply only if account is in good standing at time of service



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Associate/Assistant Public Defender Abolish Assistant Public Defender

Bargaining Unit: Management

Purpose and Background:

To create an ability to hire law school graduates who have not yet passed the bar examination or been admitted to practice law in New York State.

Fiscal Impact: ☒ County Funded 50 % ☒ Grant Funded 50 % Grant Exp. Date _____

Current Grade/Salary of Position: Grade see below Salary Range \$ see below

Requested Grade/Salary of Position: Grade see below Salary Range \$ see below

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

Assistant Public Defender is Management Attorney Grade 2 with a salary range of \$85,000 to \$111,041. Associate Assistant Public Defender is Management Attorney Grade 2 with a salary range of \$72,000 to \$94,058. No change in grade/salary is being requested.

GOALS: To afford a wider pool of attorney applicants for the County to recruit from.

Operational Impact:

Increase the County's ability to fill attorney vacancies and retain attorney employees.

Requested By:

Kevin A. Jones
Signature of Requesting Department Head

7/29/24
Date

Personnel Officer Approval

James Loran
Signature of Personnel Officer

7/29/24
Date

County Administrator Budget Impact Statement:

County Administrator Approval

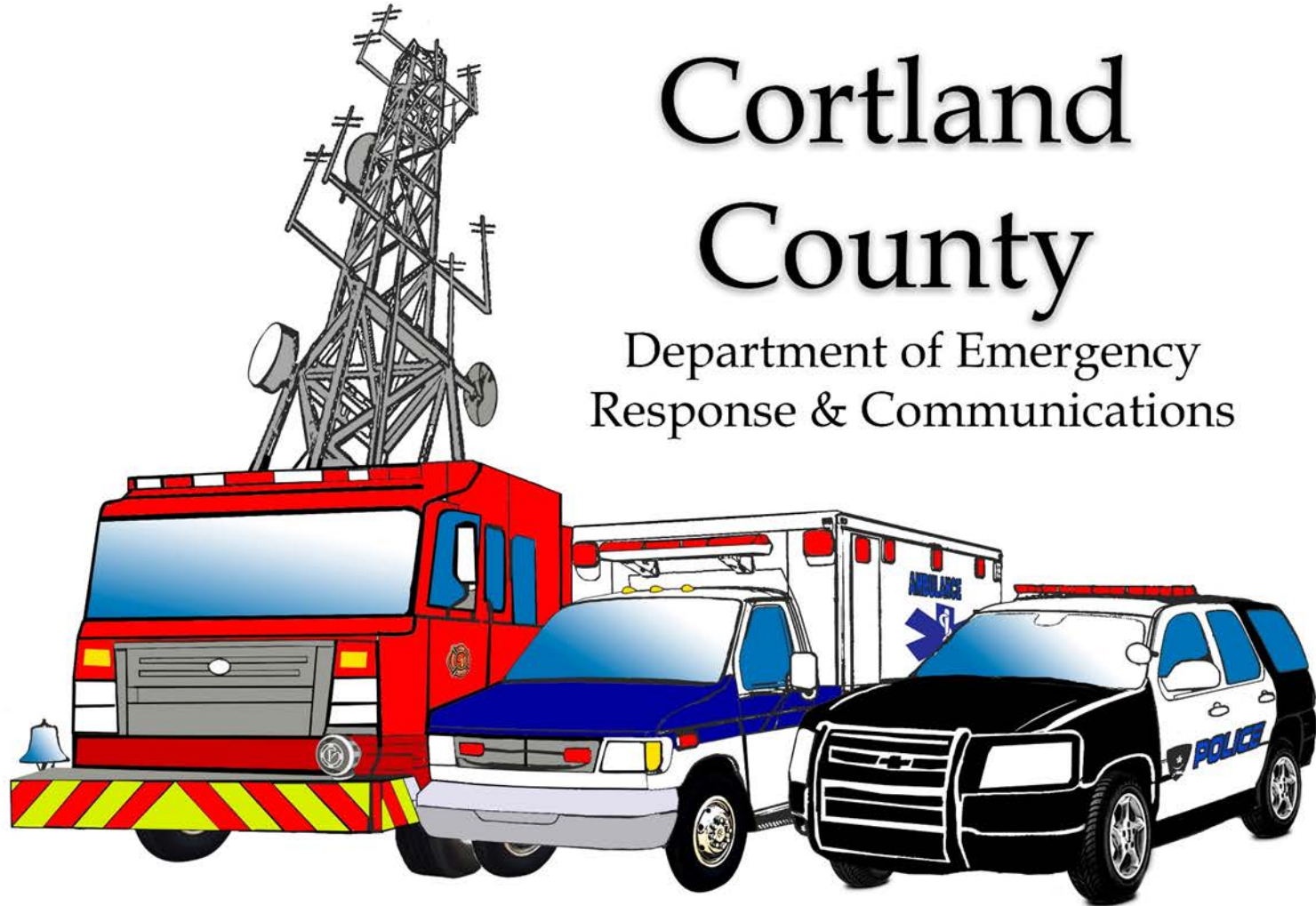
[Signature]
Signature of County Administrator

8/1/2024
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Cortland County

Department of Emergency
Response & Communications



22 WEST COURT STREET





Divisions

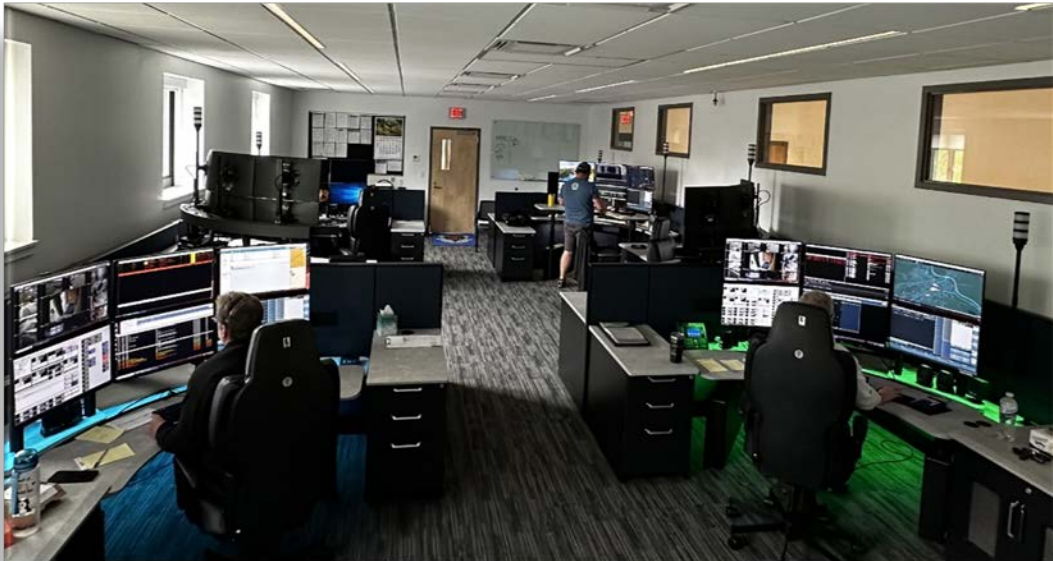
- Communications (911)
- Emergency Management
- Fire Coordinator
 - Deputy Fire Coordinators
 - Firefighter Training
 - Mutual Aid







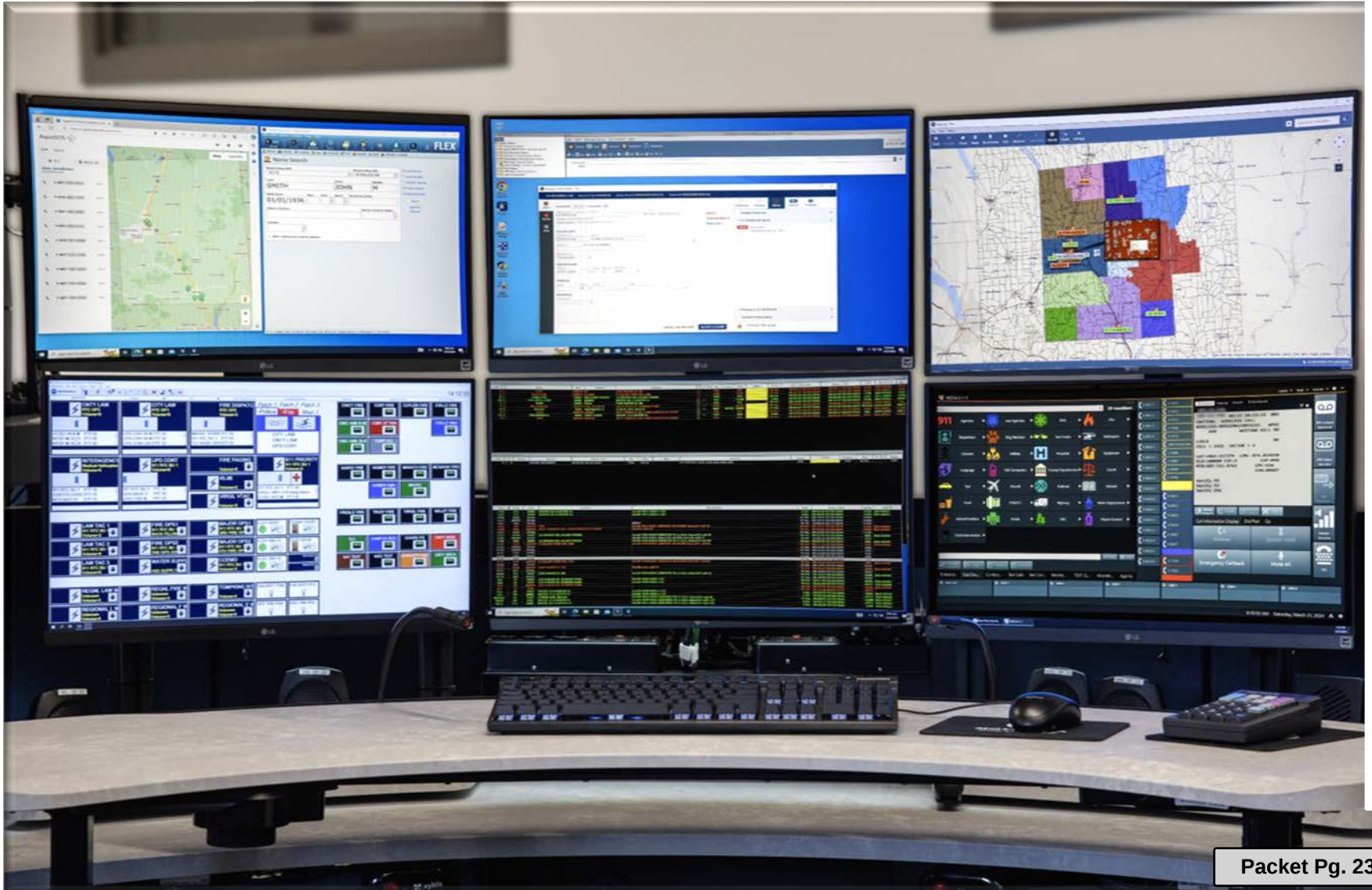
Communications - 911



- ❖ Assistant Director
- ❖ Technical Communications Officer
- ❖ 15 Dispatchers



Dispatcher View



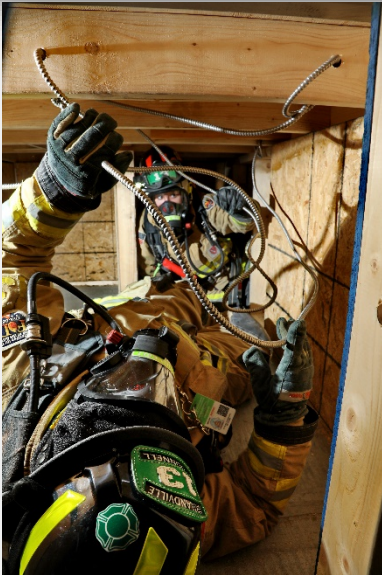


REGIONAL TRAINING CENTER

- ❖ 8 State Fire Instructors
- ❖ 4 County Fire Instructors
- ❖ 6 EMTs

- ❖ Starting 28th Firefighter Training Series
 - ❖ 2/year
 - ❖ Cortland & Contiguous Counties
- ❖ Nearly 500 graduates

- ❖ Law Enforcement Training





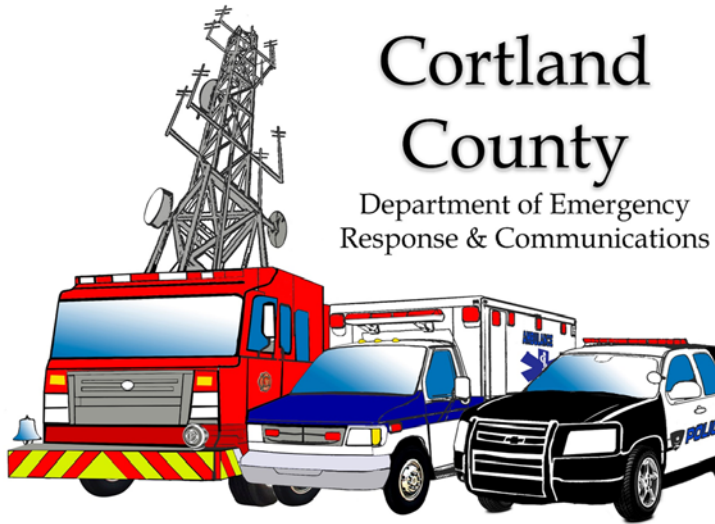
LIVE FIRE TRAINING FACILITY



- ❖ Class A (Straw & Pallets)
- ❖ 2 Burn Rooms
- ❖ Average 10 Live Fire Trainings/Yea

- ❖ Non – Live Fire Training
 - ❖ Search
 - ❖ Ladders / Ladder Truck
 - ❖ Hose Stretches
- ❖ Confined Space
- ❖ Rappel Teams (NYSP)





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2023 DA Statistics

	Jan 2023	Jan 2024	Feb 2023	Feb 2024	Mar 2023	Mar 2024	Apr 2023	Apr 2024	May 2023	May 2024	June 2023	June 2024
Fel-County & City	33	24	29	16	21	19	44	31	23	35	23	13
Misd City	26	28	35	17	32	23	35	30	28	27	40	26
Misd County	32	35	36	35	31	36	34	52	43	40	48	29
Violations City	4	10	5	9	16	12	13	7	6	16	2	11
Violations County	2	2	0	5	1	12	1	1	1	2	3	3
Sealed Indictments	0	0	0	0	0	0	0	2	0	2	0	1
TOTALS:	97	99	105	82	101	102	127	123	101	122	116	83
Vehicle and Traffic	255	271	327	208	293	223	251	404	329	344	245	313
DWI's	13	11	15	10	12	10	12	24	7	15	9	9
	July 2023	July 2024	Aug 2023	Aug 2024	Sep 2023	Sep 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	Dec 2023	Dec 2024
Fel-County & City	24	25	43		25		29		29		19	
Misd City	31	35	22		26		32		23		27	
Misd County	34	14	45		35		35		26		37	
Violations City	9	10	12		26		30		13		8	
Violations County	3	9	1		6		2		3		5	
Sealed Indictments	0	0			1		1		0		0	
TOTALS:	101	93	123	0	119	0	129	0	94	0	96	0
Vehicle and Traffic	264	335	230		314				286		183	
DWI's	12	16	8		6		9		15		12	

According to statistics from the NYS Division of Criminal Justice Services, the New York State average for cases “Dismissed-Not ACD” was 25% from 2018 to 2022 (the most recent statistics available).

In Cortland County the dismissal rate was 9%. Additionally, Cortland County’s rate of felony convictions was 85% while the statewide average was 60%.

07/02/24
09:41

DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call

4402
Page: 1

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
911 HANG UP	136	1.76
911 NOT DISPATCHED	142	1.84
911 OPEN LINE	72	0.93
ABDOMINAL PAIN	5	0.06
ABDOMINAL PAIN II	4	0.05
ADMINISTRATIVE	151	1.96
POLICE ALARM	79	1.02
ALCOHOL OFFENSE	1	0.01
ALLERGIC REACTION	4	0.05
ALLERGIC REACTION II	1	0.01
ANIMAL PROBLEM	124	1.61
ANIMAL BITE II	2	0.03
ARREST VI	3	0.04
ARREXT X	6	0.08
ASSAULT	4	0.05
ASSIST	296	3.83
ATTEMPT TO LOCATE	43	0.56
FIRE ALARM	49	0.63
BACK PAIN II	3	0.04
BAR CHECK	2	0.03
TROUBLE BREATHING	35	0.45
BURGLARY	24	0.31
BURNS II	2	0.03
CARBON MONOXIDE	9	0.12
CHEST PAIN	38	0.49
CHEST PAIN II	2	0.03
CHOKING II	1	0.01
CITY CODE VIOLATION	1	0.01
CIVIL ONLY	176	2.28
CRIMINAL MISCHIEF	17	0.22
SPECIAL DETAIL	96	1.24
DIABETIC PROBLEM	5	0.06
DIABETIC PROBLEM II	1	0.01
DIABETIC PROBLEM III	1	0.01
DISORDERLY CONDUCT	72	0.93
DISPATCHER DUTY	3	0.04
DISTURBANCE	121	1.57
DOMESTIC	105	1.36
DROWNING III	1	0.01
DRUG INVESTIGATION	13	0.17
DSS ASSIST/HOME VISIT	16	0.21
DSS NOTIFICATION	78	1.01
ILLEGAL DUMPING	6	0.08
EMERGENCY BUTTON ACTIVATION	11	0.14
EMOTIONALLY DISTURBED PERSON	49	0.63
EMS	6	0.08
EQUIPMENT PROBLEM	7	0.09
EXPOSURE II	1	0.01
FALL	7	0.09
FALL II	68	0.88
FALL IX	2	0.03
FIELD INVESTIGATION	79	1.02
OUTSIDE FIRE	14	0.18
FOLLOW UP INVESTIGATION/ACTIO	530	6.86
FOUND PROPERTY	52	0.67

Attachment: June 2024 calls by nature (12361 : DOERC Report August 2024)

07/02/24
09:41

DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call

4402
Page: 2

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
FRAUD	29	0.38
HARASSMENT	135	1.75
HAZARDOUS CONDITION	15	0.19
HAZARDOUS MATERIALS INCIDENT	1	0.01
HEADACHE	1	0.01
HEART	1	0.01
HEMORRHAGE	3	0.04
HEMORRHAGE II	7	0.09
INFORMATION	3	0.04
INVESTIGATION	62	0.80
JUVENILE PROBLEM	24	0.31
LARCENY	93	1.20
LIFTING ASSISTANCE	6	0.08
LOST PROPERTY	24	0.31
MISSING PERSON	12	0.16
NOISE COMPLAINT	45	0.58
NOTIFICATION	48	0.62
OVERDOSE/POISONING II	1	0.01
OVERDOSE/POISONING III	2	0.03
OVERDOSE/POISONING V	1	0.01
OVERDOSE/POISONING VII	2	0.03
OVERDOSE/POISONING X	1	0.01
OPEN DOOR	11	0.14
COMMUNITY OUTREACH	26	0.34
PARKING COMPLAINT	32	0.41
PROPERTY DAMAGE MVA	125	1.62
PERSONAL INJURY MVA	30	0.39
PREGNANCY	1	0.01
PROCESSING	4	0.05
PROPERTY CHECK	1940	25.12
REPOSSESSION	13	0.17
ROAD FLOODING/CLOSURE	3	0.04
ROBBERY	1	0.01
SEIZURES	10	0.13
SEIZURES II	3	0.04
SEND	15	0.19
SERVICE CALL	35	0.45
SEX CRIME	12	0.16
SEX OFFENDER	30	0.39
SHOTS FIRED	2	0.03
SICK PERSON	32	0.41
SICK PERSON II	53	0.69
STAB/SHOOT VIII	1	0.01
STOLEN VEHICLE	9	0.12
STROKE	4	0.05
STRUCTURE FIRE	15	0.19
SUSPICIOUS	94	1.22
TEST CALL	21	0.27
TRAFFIC PROBLEM	67	0.87
TRANSFER	9	0.12
TRANSPORT	110	1.42
TRAUMATIC	3	0.04
TRAUMATIC II	3	0.04
TREE DOWN	66	0.85
TRESPASSING	72	0.93

Attachment: June 2024 calls by nature (12361 : DOERC Report August 2024)

07/02/24
09:41

DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call

4402
Page: 3

Nature of Call	Total Calls Received	% of Total
TRAFFIC STOP	1133	14.67
UNCONSCIOUS/FAINTING	18	0.23
UNCONSCIOUS/FAINTING II	4	0.05
UNKNOWN PROBLEM	22	0.28
VEHICLE COMPLAINT	150	1.94
VEHICLE FIRE	5	0.06
WARRANT ARREST	27	0.35
WATER PROBLEM/PUMPING DETAIL	1	0.01
PERSON WITH A WEAPON	15	0.19
WELFARE CHECK	173	2.24
WIRES DOWN	30	0.39

Total Calls:	7722	

Report Includes:

All dates between `00:00:00 06/01/24` and `23:59:59 06/30/24`
 All nature of incidents
 All cities
 All types
 All priorities
 All agencies
 All zones

*** End of Report /tmp/rptiAgNdI-rpcdtccr.r1_1 ***

Attachment: June 2024 calls by nature (12361 : DOERC Report August 2024)

07/02/24
09:42DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
CAD Calls by Day and Time4402
Page: 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	33	43	32	44	44	68	49	313
01:00-01:59	32	40	37	52	43	52	62	318
02:00-02:59	47	39	38	39	57	46	54	320
03:00-03:59	23	36	34	31	48	34	32	238
04:00-04:59	32	20	33	37	18	29	31	200
05:00-05:59	29	19	32	21	30	21	29	181
06:00-06:59	14	10	17	18	22	14	20	115
07:00-07:59	31	27	25	18	28	30	20	179
08:00-08:59	38	39	34	55	36	40	38	280
09:00-09:59	45	66	61	65	61	46	28	372
10:00-10:59	61	63	76	61	50	59	50	420
11:00-11:59	85	57	58	63	50	33	49	395
12:00-12:59	72	50	53	37	48	57	67	384
13:00-13:59	62	56	51	45	39	50	61	364
14:00-14:59	67	64	54	66	50	43	54	398
15:00-15:59	48	49	40	54	56	52	48	347
16:00-16:59	54	53	50	66	53	80	55	411
17:00-17:59	52	63	68	78	71	75	36	443
18:00-18:59	53	43	58	49	53	72	51	379
19:00-19:59	38	46	56	37	49	67	35	328
20:00-20:59	63	56	42	37	63	59	43	363
21:00-21:59	39	39	49	34	51	67	70	349
22:00-22:59	38	34	41	35	49	62	53	312
23:00-23:59	35	21	37	44	57	77	49	320
Total by Day	1091	1033	1076	1086	1126	1233	1084	7729

Report Includes:

All reported dates between `00:00:00 06/01/24` and `23:59:59 06/30/24`
 All nature of incidents
 All respond to addresses
 All respond to cities
 All agencies

*** End of Report /tmp/rpt8Ta9SM-rpcdcdt.r1_1 ***

Attachment: June 2024 calls by time of day (12361 : DOERC Report August 2024)



Elliott, LeBoeuf & McElwain
NY Certificate of Authorization #0013620

Phone (703) 321-2100
Fax (703) 321-2112

8001 Forbes Place Suite 201
Springfield, VA 22151
www.elaengineers.com

Report on the:

2024 Structural Evaluation

At the:

Cortland County Regional Training Center
Live Fire Training Structure ("Burn Building")
EL&M No.: 24018

Prepared for:

County of Cortland – Cortlandville Fire Department

Prepared by:

Jeremy D. Jones
Associate, Senior Training Center Designer

Roger M. LeBoeuf, P.E.
President

Date:

July 26, 2024



This report has been electronically signed and sealed by Roger M. LeBoeuf, P.E. on July 26, 2024 using a Digital Signature.

Printed copies of this report are not considered signed and sealed and the signature must be verified on any electronic copies.

Attachment: 2024 Cortland Co NY Burn Building Structural Evaluation (12361 : DOERC Report August 2024)



2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Table of Contents

1. INTRODUCTION	1
1.1 Purpose of Structural Evaluation	1
1.2 Description of Survey at this Burn Building	1
2. BURN BUILDING DESCRIPTION	2
2.1 Structural Systems	4
2.2 Non-Structural Features	4
2.3 Use of Facility, Based on Interview with Facility Personnel	4
3. OBSERVATIONS AND RECOMMENDED ACTIONS	6
4. SUMMARY AND CONCLUSIONS	16

Table of Contents - Appendices

Appendix 1	Approximate Floor Plans with Field Notes
Appendix 2	Glossary of Structural Terms



1. Introduction

1.1 Purpose of Structural Evaluation

The "burn building" at the Cortland County Regional Training Center is a live fire training structure located at 999 NYS Rte. 13, Cortland, NY 13045. It is used for training firefighters in live fire training evolutions.

The purpose of this structural evaluation is to determine the extent of any structural damage and to make recommendations. Accomplishing this purpose will keep the Owner in conformance with NFPA's requirements for structural evaluations of the burn building for a maximum of 5 years, depending on the additional requirements of the Authority Having Jurisdiction, though EL&M recommends evaluating the structure at least every three years. This structural evaluation and report fulfill the requirements of NFPA 1402 and 1403 for periodic structural evaluations of live fire training structures.

1.2 Description of Survey at this Burn Building

To accomplish the purpose, Mr. Jeremy Jones, of Elliott, LeBoeuf & McElwain (EL&M), traveled to the site on April 30, 2024, to conduct a visual structural survey. Upon arriving at the burn building for the field survey, Mr. Jones interviewed Mr. Kevin Whitney, Chairman of the Cortlandville Fire District, and Ms. Courtney Metcalf, Deputy Director of Cortland County Emergency Response & Communications. The interview included a walk-through of the burn building. During this interview, Mr. Jones obtained information about the burn building history, condition, and use. Mr. Whitney and Ms. Metcalf pointed out damage and enumerated specific concerns about the burn building.

After the interview and walk-through, Mr. Jones conducted a non-destructive, visual structural survey of the burn building. Visual observations were made of exposed surfaces in every accessible room for the purpose of evaluating the general condition of the existing structural systems. Furthermore, exposed top surfaces of the concrete topping at roofs and floors were sounded in an attempt to locate delaminations. The exterior was observed from the ground and accessible roof locations. Thermal linings (Padgenite panels at walls and ceilings) were temporarily removed by the Owner from a few, small, representative areas to expose hidden structural elements. Although the burn building was generally clean during the survey, furniture, burn racks, wood pallets, straw, soot, and other debris existed on many surfaces which impaired the ability to observe every surface clearly.

The survey did not include soils testing, materials testing, evaluation of structural load capacity or building stability, or evaluation of non-structural items, such as standpipes, sprinkler pipes, temperature monitoring system, lights, electrical wiring, rope anchors, or any items beyond the exterior walls of the burn building. The only non-structural items included in the survey were doors, window shutters, guardrails, thermal linings, and any other items indicated in the report. The assessment of non-structural items was limited to a visual assessment of their general condition. Testing and inspections were not performed on the non-structural items. For example, door and shutter hinges were not



inspected or tested for wear or risk of failure, but visible corrosion and warping on doors and shutters would have been noted.

Evaluations of code compliance, OSHA compliance, NFPA standards compliance, and other safety issues, such as door and window dimensions, egress requirements, and guardrail heights, were not included in the scope of work for this evaluation and were not performed. The scope of the evaluation was limited to an evaluation of the visible condition of structural elements. Therefore, evaluations of fuel loads, training temperatures, training procedures, and other operational items were not performed.

NFPA 1402, Standard on Facilities for Fire Training and Associated Props, includes minimum facility requirements for this training structure and should be followed unless waived or partially waived by the AHJ. Retrofitting the burn building might be required if there are any components that are not compliant with NFPA 1402. NFPA 1402 Chapters 6, 7, and 11 are especially applicable. An evaluation of NFPA 1402 compliance was not included in the scope of work and has not been performed.

A partial set of the original architectural drawings were available for review during the survey. These drawings were prepared by WHP of Overland Park, Kansas and dated January 10, 2019. The drawings were spot-checked in the field and were found to be a generally accurate representation of the exposed conditions. We have assumed that the drawings accurately reflect the as-built conditions of the existing structure, including the hidden conditions such as foundation and slab-on-grade reinforcing.

The visual survey is a useful method for determining the general structural condition of the burn building. However, without exposing every hidden condition and without testing any of the structural materials for deterioration, the survey is not exhaustive. It is possible for damaged structural elements to appear undamaged at the exposed surface. There may be damage that was not detected during this survey and future damage can occur due to continued live fire training evolutions. Therefore, while it is believed that the survey provides a good general assessment of the building condition, the results of this survey cannot be considered a warranty of the structural condition of the burn building. Furthermore, the survey results cannot be used, in themselves, as contract documents for repairs.

2. Burn Building Description

See Appendix 1 for approximate floor plans. For a glossary of all terms typed in *italics*, see Appendix 2.

The burn building is a three story pre-engineered steel structure measuring approximately 3,100 square feet. Most of the third floor is a low headroom attic. There are currently two burn rooms (rooms used for live fire training). The burn building is approximately 5 years old (constructed in 2019).



2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024
Page No. 3



AB Perspective (above) and CD Perspective (below)





2.1 Structural Systems

The burn building is a pre-engineered steel structure. The structure consists of *lightgage metal C joists* supporting lightgage metal deck with a non-structural concrete topping at elevated floor and roof levels, supported by corrugated structural wall panels. The ground floor is a concrete *slab-on-grade*. The walls are assumed to be supported on concrete spread footings. These descriptions are based on the original drawings and observed conditions. The foundations were not excavated for observation.

2.2 Non-Structural Features

The non-structural features are described in the table below.

Element	Description
Doors	Hollow metal doors at non-burn areas, reinforced steel plate doors at burn rooms.
Windows	Hollow metal shutters with locking mechanism.
Roof Guardrails	Corrugated structural wall panels for parapets with hinged guardrail gates at parapet openings at all flat roofs, none at gable roof over low headroom attic.
Roof Hatch	Bilco roof scuttle at stairwell roof.
Floor Hatches	Bilco floor hatch in low headroom Attic, round manholes at second and third floor landings in stairwell.
Thermal Linings	Padgenite (or possibly Super Padgenite) insulating panels (1" thick calcium silicate insulation boards) on interior wall and ceiling surfaces of the burn rooms only, mounted on steel stud partitions and hung from steel hat channels from the ceiling structure.

2.3 Use of Facility, Based on Interview with Facility Personnel

The following table describes the general use of this burn building, as provided by personnel from the facility. The information provided in this table gives an indication of the general care and condition of the burn building. Typically, one can expect to observe more damage in the building if there are one or more of the following: higher temperatures, frequent training evolutions, misuse, no thermal protection, and no routine maintenance.



2024 Cortland County Regional Training Center Burn Building Structural Evaluation
 July 26, 2024
 Page No. 5

Item	Information Provided by Kevin Whitney and Courtney Metcalf
Personnel that use the burn building	All County Departments, City of Cortland FD, and City of Ithaca FD. The New York State Academy also uses it for their Firefighter I program.
Degree of supervision	State Fire Instructors and County Instructors who are State-certified Instructors lead all training.
Number of live fire training days (days during which at least one fire was set) per year in this burn building	Approximately 10-12 days per year.
Temperature range during training	Temperature monitoring system (TMS) measures approximately 600° F to 800° F max.
Typical fuel used for one evolution	2 pallets shaped in an inverted 'V' and a bale of straw.
Damage to the structure that has either changed training routine or raised concerns about safety	None.
Past repairs and renovations	Added a gutter at the attic roof, an exterior FDC, new drainage from the second floor burn room, and interior lights in non-burn areas.
Maintenance history	Replaced chains at parapet openings with hinged gates. Replace Padgenite panels as needed in burn rooms.
Planned changes for the future	None.
Other information	The first burn occurred in May 2020.



3. Observations and Recommended Actions

The following defects were observed. Recommended actions for repairing the defects are provided in the following tables.

Item	Observations and Recommended Actions
Steel framing and decking (Item 5 in Appendix 1)	<u>Observations:</u> There is minor staining and corrosion on the underside of the steel decking and steel framing at ceilings in non-burn areas at the first and second floors and where a Padgenite panel was removed from the ceiling for observation at the south side of Burn Room #1. <u>Recommended Actions:</u> No action is required at this time for the steel decking and steel framing at the ceiling because the corrosion appears to be minor surface rust. Monitor the corrosion in the future. If the corrosion worsens, corrosion removal and re-coating of steel could be required.



Minor corrosion on steel framing where Padgenite panel was removed for observation at ceiling in Burn Room #1



Minor staining on steel framing at ceiling in Room 101



Corrosion on steel framing at ceiling of Room 204 beyond rollover lining outside door opening into Burn Room #2



Item	Observations and Recommended Actions
Concrete slab-on-grade and concrete topping at elevated floors and flat roofs (Item 1 in Appendix 1)	<u>Observations:</u> There are minor <i>cracks</i>, most likely due to concrete shrinkage during the initial curing, in the top surface of the concrete slab-on-grade at the first floor and in the concrete topping at elevated floors and flat roofs. <u>Recommended Actions:</u> No repairs required since the concrete is non-structural and since the damage is minor. Observe concrete periodically to determine if the condition is worsening. Should any crack in the concrete topping at elevated floors and roofs grow to exceed 1/16" in width, then repairs may be required.



Typical minor crack in concrete slab-on-grade



Typical minor cracks in concrete topping at elevated floors



Typical minor cracks in painted concrete topping at flat roofs



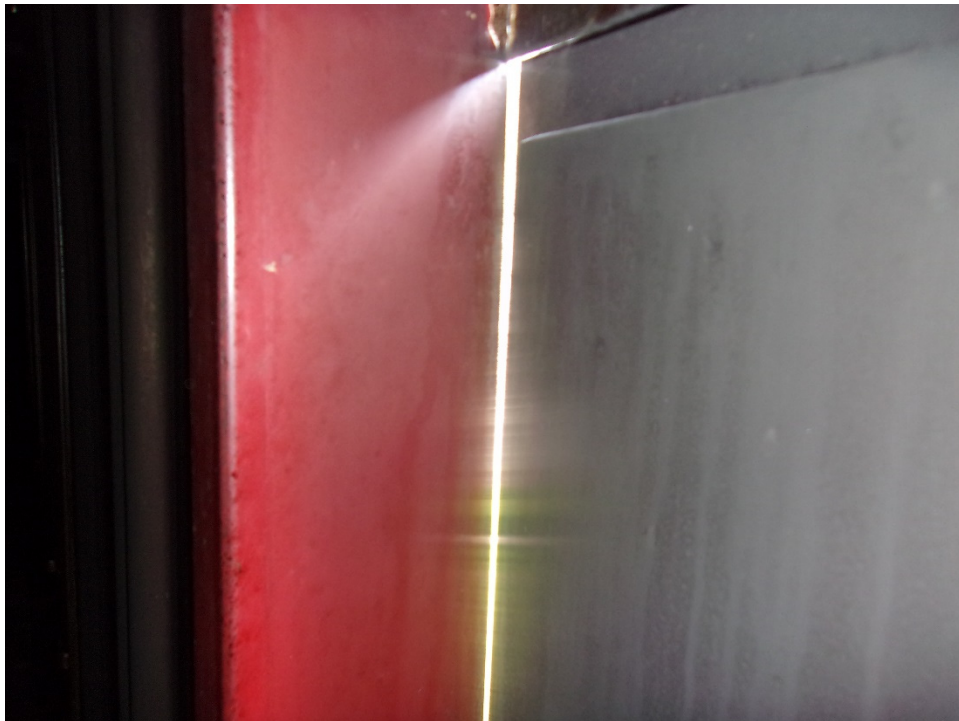
Item	Observations and Recommended Actions
Doors and Window Shutters (Items 6, 7, and 8 in Appendix 1)	<u>Observations:</u> There is moderate corrosion on the reinforced steel plate door at the west side of Burn Room #2. The knob is damaged at the hollow metal door between Hallway 202 and Room 204. There is minor warping at the shutter at the east side of Room 300 (Attic), and the shutter cannot be latched closed due to the warping. <u>Recommended Actions:</u> If desired for aesthetic reasons, but not required, remove corrosion from the steel plate door at the west side of Burn Room #2 and re-paint the door with two coats of a rust-inhibiting, exterior-quality enamel paint. This paint would likely peel again from the steel upon repeated exposure to high temperatures. Replace the damaged knob at the hollow metal door between Hallway 202 and Room 204. Adjust or replace the shutter at the east side of Room 300 so that the shutter can be latched closed.



Corrosion on steel plate door at west side of Burn Room #2



Damaged knob at hollow metal door between Hallway 202 and Room 204

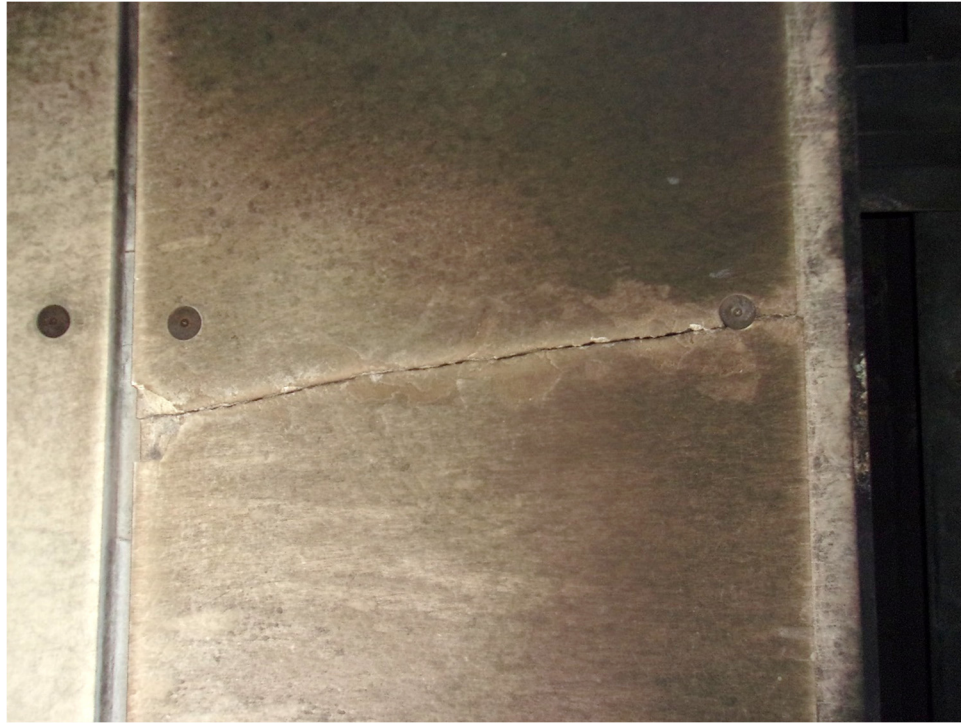


Minor warping at Room 300 window shutter



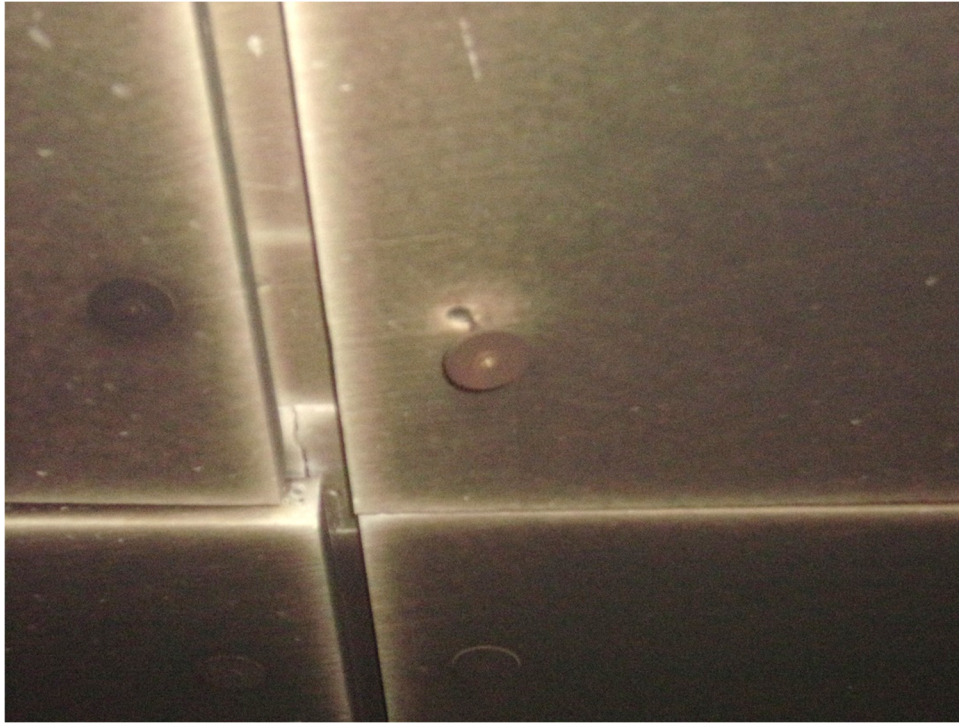
Item	Observations and Recommended Actions
Thermal Lining System at burn room ceilings and walls (Items 2, 3, 4, and 5 in Appendix 1)	<u>Observations:</u> There are minor cracks in Padgenite panels at burn room ceilings and walls. There are several locations at burn room ceilings and walls, and at rollover linings at ceilings outside interior door openings in burn rooms, where screws and washers are loose or missing at edges of Padgenite panels. There is minor corrosion on hat channels where a Padgenite panel was removed from the ceiling for observation at the south side of Burn Room #1. <u>Recommended Actions:</u> Continue to monitor and replace damaged Padgenite panels as needed. Tighten loose screws (without overtightening, because panels need to be able to expand and contract when heated and cooled) and provide new screws and washers where they are missing at Padgenite panels at ceilings and walls in burn rooms. No action is required at this time for the corrosion on the hat channels because the corrosion appears to be minor surface rust. Monitor the corrosion in the future. If the corrosion worsens, corrosion removal and re-coating of steel could be required.

See photos of these conditions on the following pages



Typical cracked Padgenite panels at burn room ceilings (above) and walls (below)





Typical loose screw at Padgenite panels at ceilings and walls in burn rooms



**Missing washer at screw (at left in photo) at Padgenite panel
at east wall in Burn Room #1**



Typical missing screw and washer at Padgenite panels at burn room ceilings and walls



Minor corrosion on hat channel where Padgenite panel was removed for observation at ceiling in Burn Room #1



Note that the recommended actions for structural and non-structural defects are intended to restore visibly deteriorated areas to good condition in order to prolong the life of the burn building. This does not guarantee the burn building will remain in good condition for any particular period of time. Repetitive live fire training will continue to deteriorate the burn building after the following recommendations are implemented. Nevertheless, repairs and maintenance for structural elements, non-structural features, and thermal linings can be expected in the future and should be included in budget planning.

4. Summary and Conclusions

In general, the burn building is in good structural condition but requires some repairs and maintenance. The most significant needs for the structure are listed below, categorized by priority.

The high priority items, which we recommend completing within 6 months, are:

1. Replace the damaged knob at the hollow metal door between Hallway 202 and Room 204.
2. Adjust or replace the shutter at the east side of Room 300 so that the shutter can be latched closed.
3. Tighten loose screws (without overtightening, because panels need to be able to expand and contract when heated and cooled) and provide new screws and washers where they are missing at Padgenite panels at ceilings and walls in burn rooms

In addition, the following low priority items, which are considered ongoing periodic maintenance items, could be performed at any time unless a safety issue arises with any of these:

4. Continue to monitor and replace damaged Padgenite panels as needed.
5. Monitor the corrosion on steel framing, steel decking, and steel hat channels that Padgenite panels are attached to in the future. If the corrosion worsens, corrosion removal and re-coating of steel could be required.
6. Observe concrete periodically to determine if the condition is worsening. Should any crack in the concrete topping at elevated floors and roofs grow to exceed 1/16" in width, then repairs may be required.
7. If desired for aesthetic reasons, but not required, remove corrosion from the steel plate door at the west side of Burn Room #2 and re-paint the door with two coats of a rust-inhibiting, exterior-quality enamel paint. This paint would likely peel again from the steel upon repeated exposure to high temperatures.

Some items, such as the stair railings not extending 1'-0" and the open riser stairs, appear to not meet the requirements of NFPA 1402. An evaluation of NFPA 1402



2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024
Page No. 17

compliance was not included in the scope of work of this structural evaluation and has not been performed. We recommend the Owner review NFPA 1402 and make any necessary renovations and retrofits to the burn building to ensure full compliance.

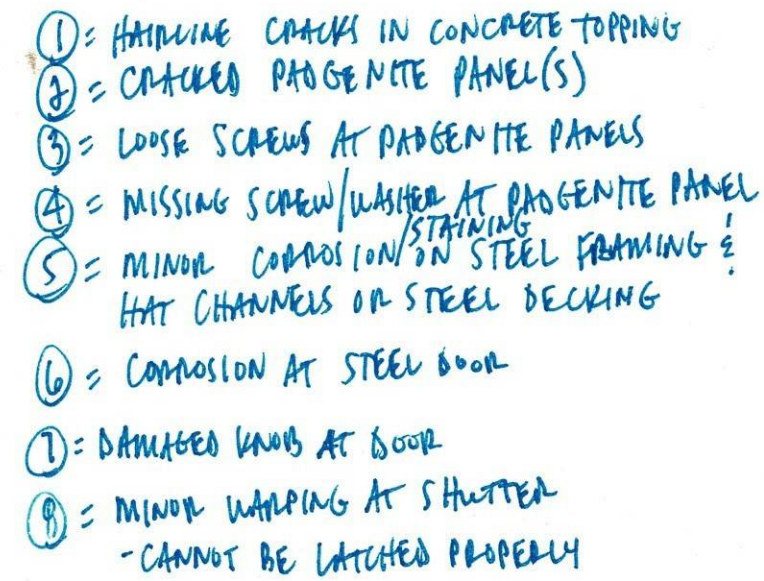
Note that this survey provides a general assessment of the condition of the burn building on the date of the survey. Live fire training and continued exposure to the elements will further degrade the burn building and its components. The condition of the burn building will change with the first live fire training evolution conducted after the survey. Therefore, there is no guarantee that the burn building will remain in its current condition for any length of time. If live fire training evolutions are conducted in the burn building before the recommended repairs and renovations are performed, or if a year elapses with no live fire training in the burn building before the recommended repairs and renovations are performed, then the findings of this report may become invalid and may require additional survey work.



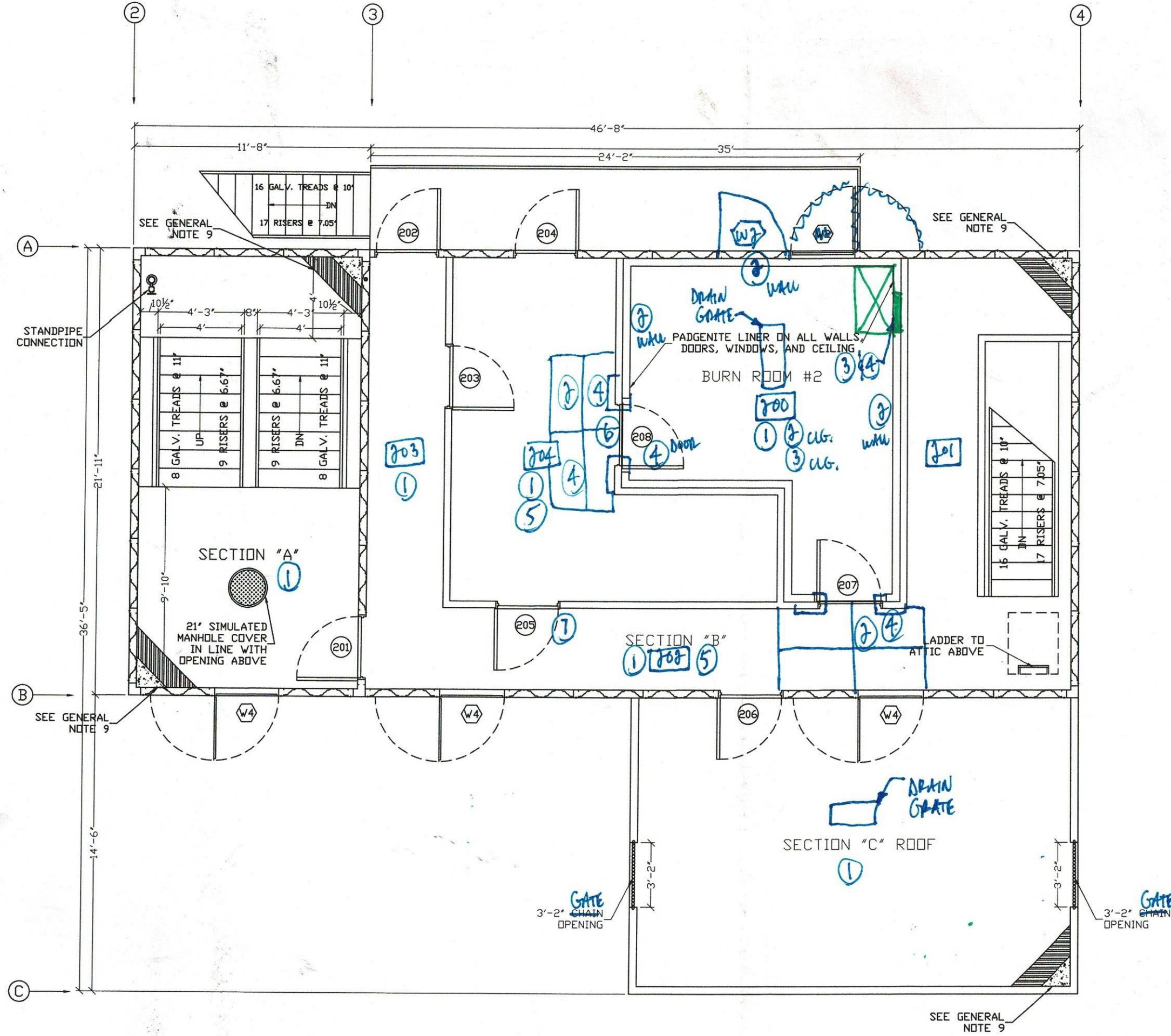
2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Appendix 1

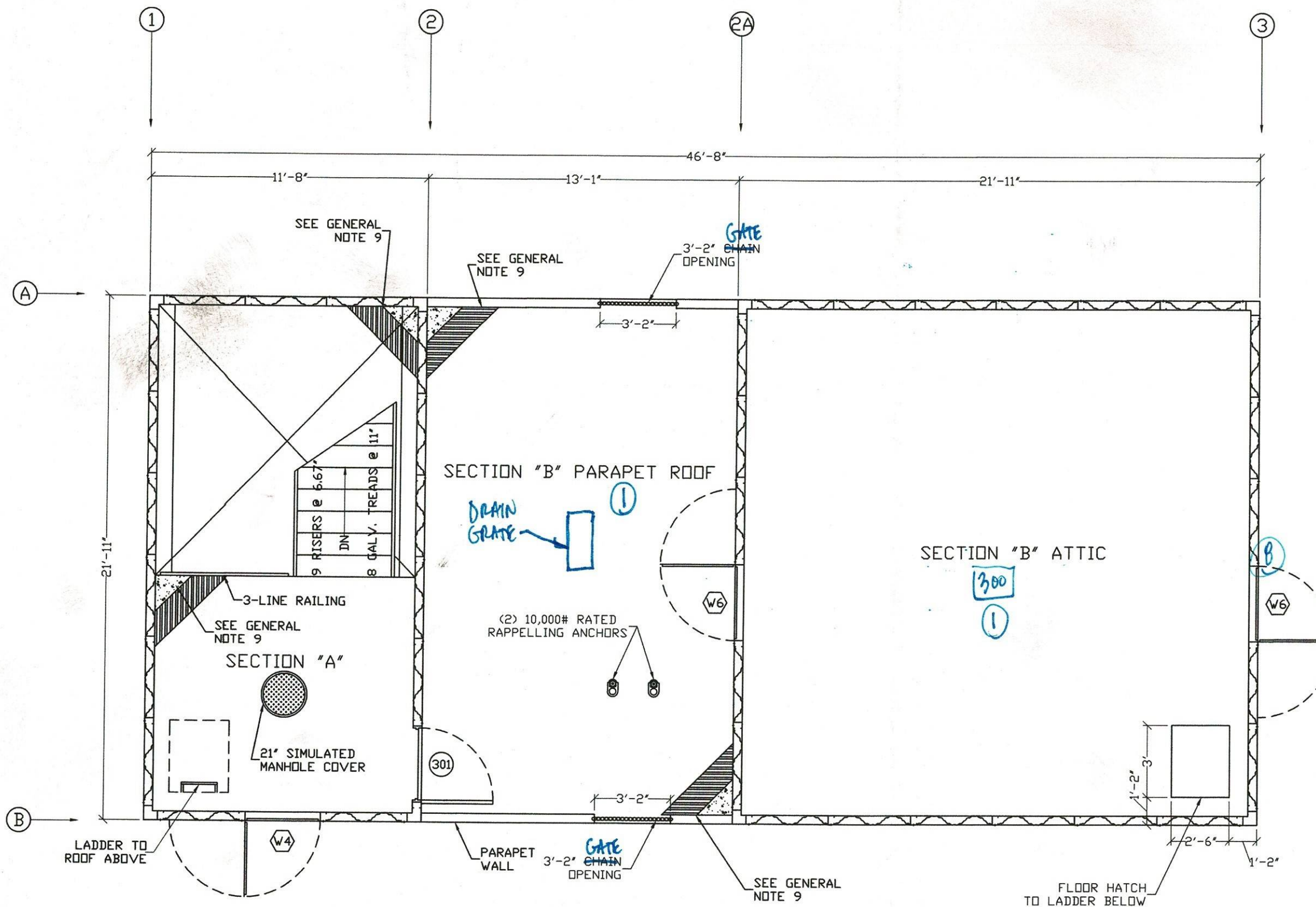
Approximate Floor Plans and Field Notes



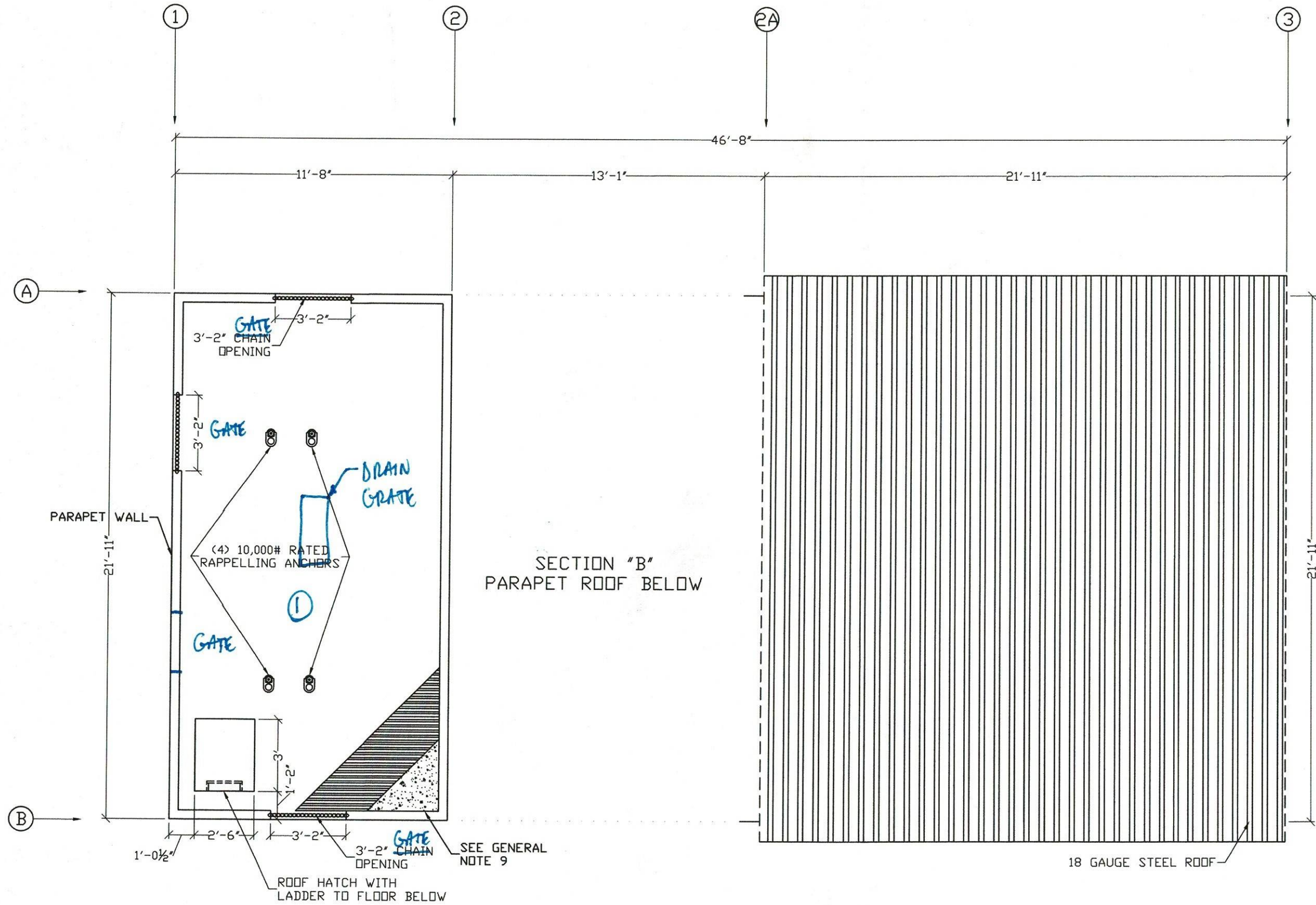
Packet Pg. 53



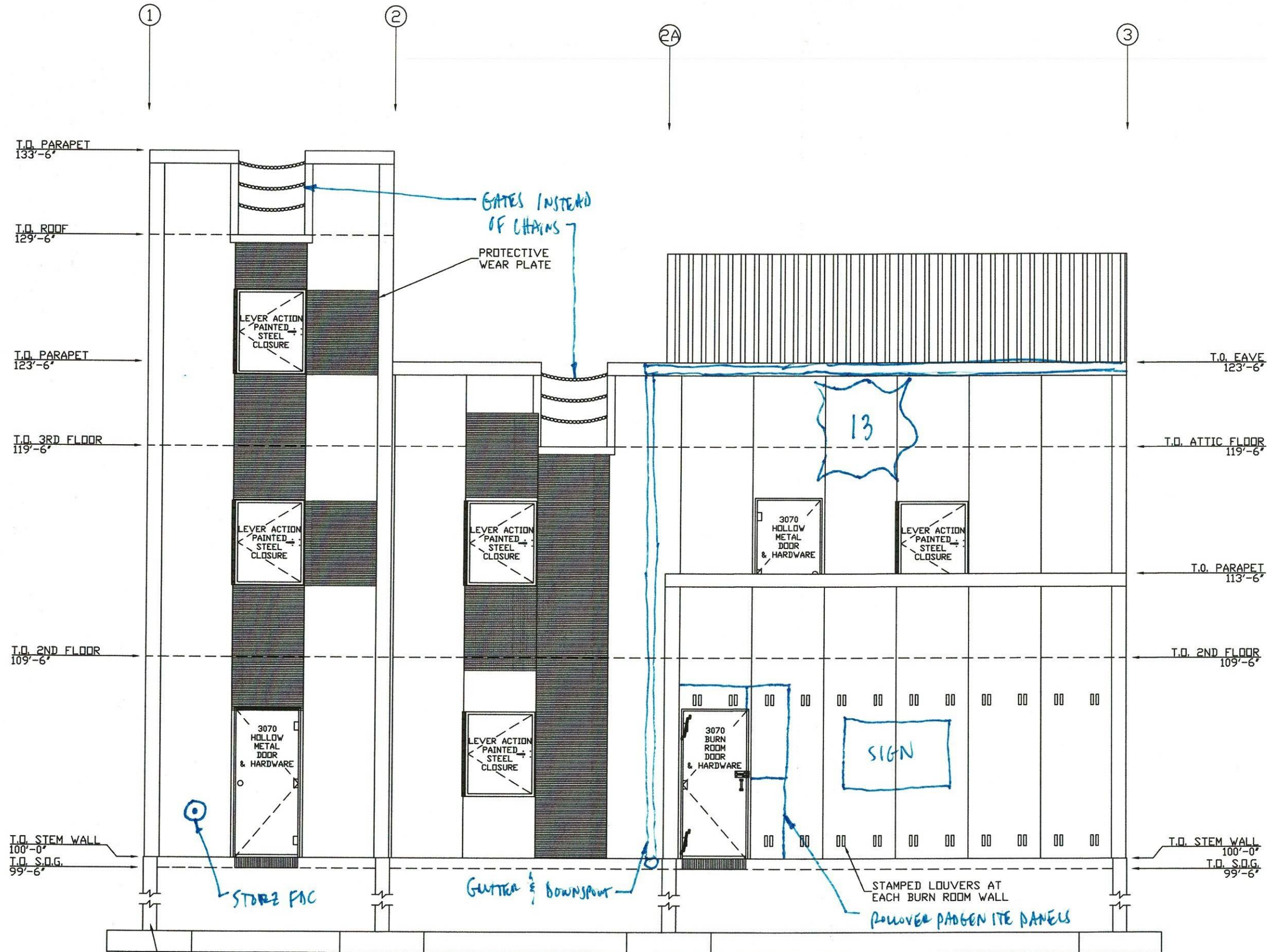
TOWER AND RESIDENTIAL 2ND FLOOR PLAN AND ANNEX ROOF PLAN (1,020 SF)
NOT TO SCALE



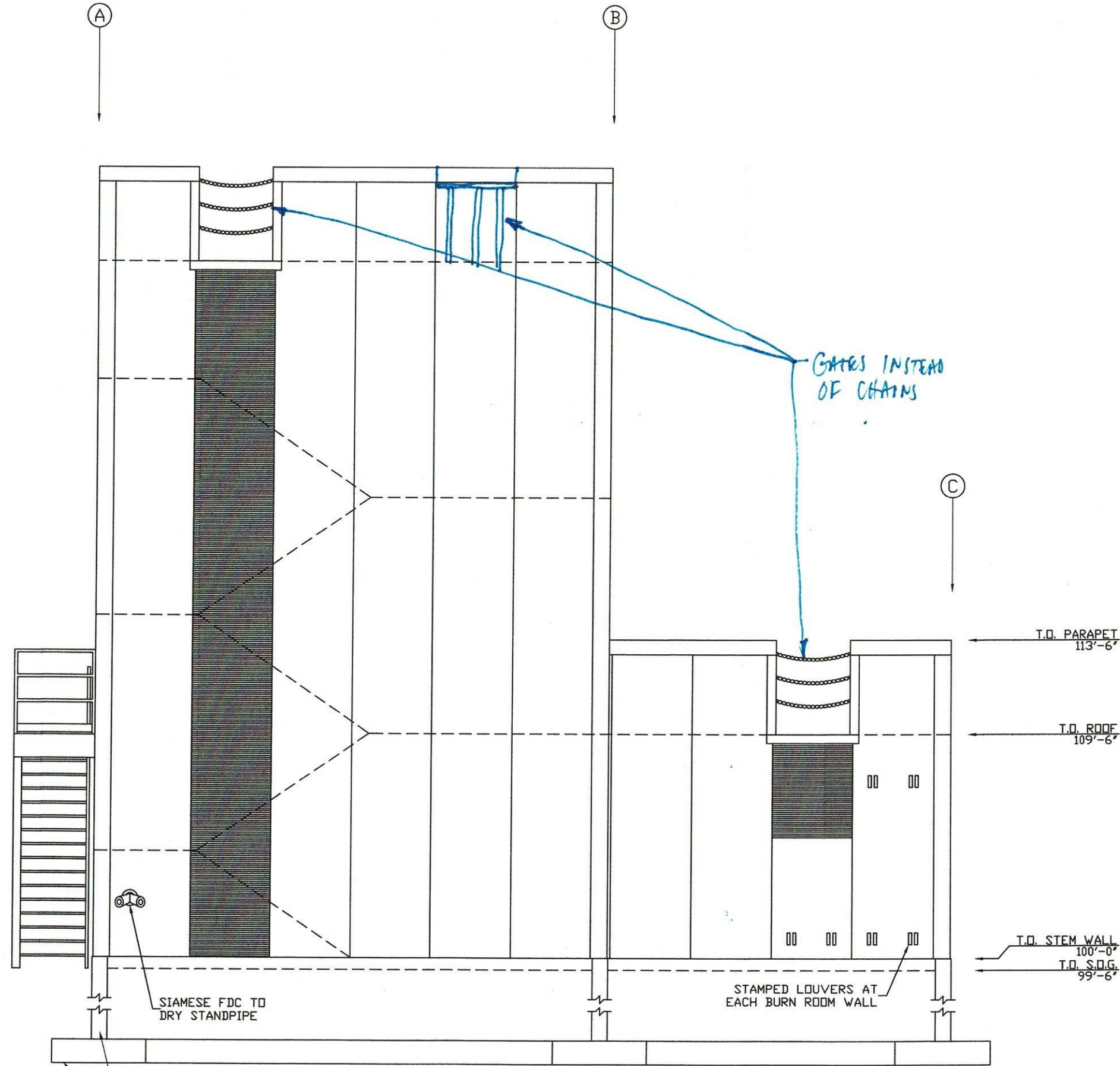
TOWER 3RD FLOOR PLAN AND RESIDENTIAL ATTIC PLAN (661 SF)
NOT TO SCALE



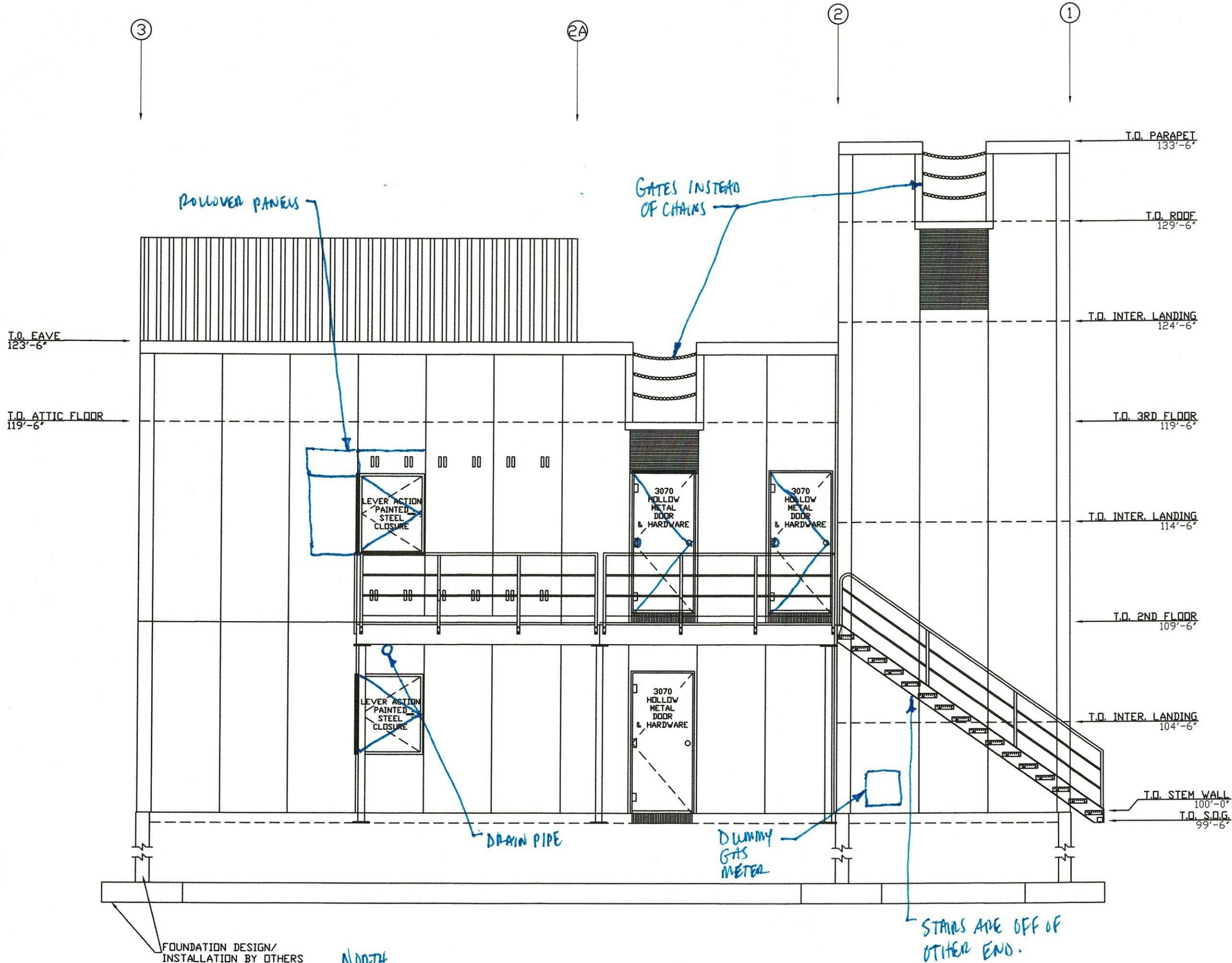
TOWER AND RESIDENTIAL ROOF PLAN
NOT TO SCALE



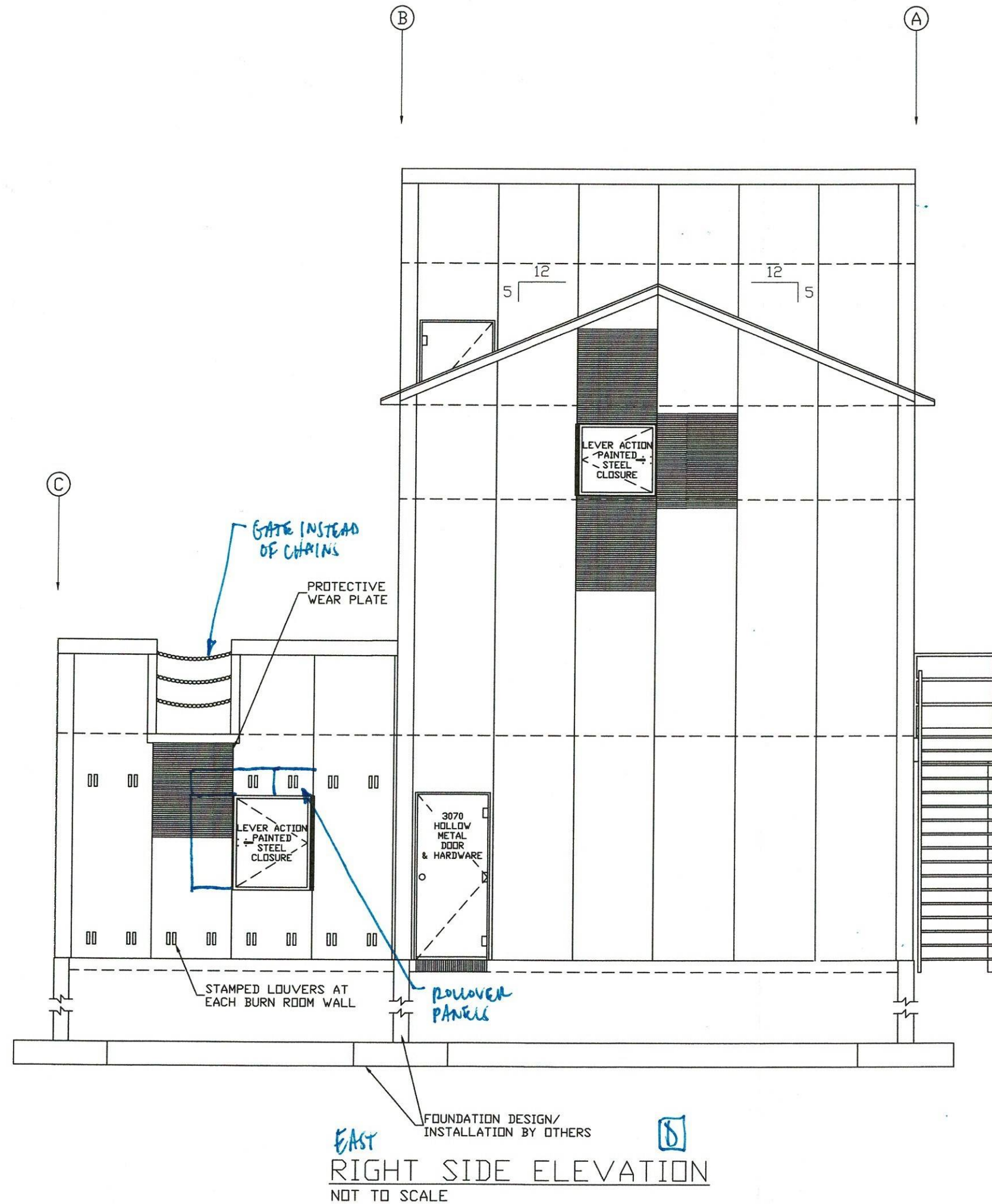
SOUTH
FRONT SIDE ELEVATION A
NOT TO SCALE



WEST
LEFT SIDE ELEVATION B
NOT TO SCALE



NORTH
REAR SIDE ELEVATION [C]
NOT TO SCALE





2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Appendix 2

Glossary of Structural Terms



Appendix 2 - Glossary of Terms
 2024 Cortland County Regional Training Center Burn Building Structural Evaluation
 July 26, 2024

Glossary of Terms

<u>Term</u>	<u>Definition</u>
ACI 318	"Building Code Requirements for Reinforced Concrete", published by the American Concrete Institute (ACI). This concrete code is referenced by the Building Code and provides design standards for reinforced concrete construction.
ASTM	American Society for Testing and Materials. The standards written by ASTM are widely used in the construction and building design industry, and are referenced by the Building Codes.
Bearing wall	A structural wall which supports the roof and elevated floor structures.
Bond beam	A continuous horizontal masonry course, usually at or near a roof or floor elevation, that ties the building together around its perimeter. It can also serve to support roof or floor loads over <i>non-bearing walls</i> or wall openings. A <i>CMU</i> bond beam is typically constructed of U-shape block filled with <i>grout</i> , with continuous <i>reinforcing bars</i> running parallel to the course.
Calcium Aluminate Concrete	A special concrete product produced using calcium aluminate cement instead of standard portland cement. The aggregate can be either normal weight, lightweight, or calcium aluminate aggregates. The chemical composition of calcium aluminate concrete makes it more resistant to high temperatures and thermal shocks. It is less likely to spall or delaminate when first exposed to fires, compared to regular concrete made with portland cement. However, many older burn buildings with structural, reinforced, cast-in-place, calcium aluminate concrete slabs, beams, columns, and walls have large delaminations that are significant safety concerns. Calcium aluminate concrete is also known as "refractory concrete."



Appendix 2 - Glossary of Terms

2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Cement Matrix Deterioration	Chemical breakdown of the cement paste in concrete or <i>CMU</i> due to high temperatures and flame impingement. This deterioration manifests itself as pitting, dusting, or eroding of the exposed concrete or CMU surface.
CMU	Concrete Masonry Unit, also referred to as concrete block, cinder block, or block. These blocks are made of concrete, are typically hollow but can be solid, and are typically 16" long x 8" high x a thickness of 6", 8", or 12" (nominal dimensions). CMU is typically defined by <i>ASTM C-90</i> .
Compression test (concrete)	Removing a cylindrical sample of existing, in-place concrete with a core drill, compressing the concrete sample in a machine until failure, and calculating the compressive strength of the sample from the measured test results. This test is significant because compressive strength is an important concrete quality. Test is defined by <i>ASTM C-42</i> .
Concrete fill	Non-structural, low-grade concrete placed on top of a structural element such as a structural concrete slab or <i>steel deck</i> . Typical uses for concrete fill include insulation, achieving roof slope, providing a smooth finish, and moisture protection for steel deck.
Concrete topping	Structural or non-structural concrete poured on top of a structural element, such as composite <i>steel deck</i> or <i>precast prestressed hollow core plank</i> , to provide a smooth finish and/or additional structural capacity.
Crack	An unintentional break in a building material, such as concrete or <i>CMU</i> , that can be through a partial depth or the entire depth of the material. In a burn building, there can be several causes of cracks, but the most common ones are (1) expansion and contraction of the concrete or CMU during heating and cooling causing excessive stress within the material, (2) shrinkage of the concrete during the original curing process (not related to fire training evolutions).
Crazing	Narrow, shallow surface cracks in concrete that separate the surface into small, irregularly shaped, contiguous areas.
Delamination	A separation along a plane, generally parallel to the concrete surface, causing the surface to become loose though still in place. In a wall, the separation is vertical. In a slab, the separation is horizontal. If the separation falls out



Appendix 2 - Glossary of Terms

2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

or disintegrates, the area becomes a *spall*. In a burn building, delaminations usually occur because (1) moisture within the concrete changes to steam when exposed to high temperatures, and the steam pressure separates the concrete, or (2) fuel used to ignite the fires soaks into the concrete and burns when exposed to high temperatures, increasing internal pressure.

Discoloration	Concrete exposed to high temperatures changes from its typical gray color to a pinkish, salmon color (above 600° F), a white color (above 1,100° F), or a tan, or buff color (above 1,700° F).
Efflorescence	Deposits of salts that form on the surface of concrete, <i>CMU</i> , or brick as a result of evaporation of the water in which the salts were dissolved. Usually an indication that moisture is passing through the structural material.
Expansion joint	Intentional gap through the entire thickness of a building element, such as a wall or a slab, to allow for expansion and contraction of the element when it is exposed to temperature changes. Expansion joints can be built into the element during original construction, or can be cut into the element at a later time. In a burn building, expansion joints are most commonly found in walls, especially near the corners of exterior walls and at the intersection of an interior and exterior wall.
Fire brick	Masonry brick, usually made of <i>fire clay</i> , especially made to withstand the effects of high heat without fusion or softening.
Fire clay	A natural clay which does not fuse or soften when subjected to high temperature. Fire clay typically contains fewer metallic oxides than other natural clays.
Grout	For application in filling hollow cells of <i>CMU</i> walls: a fluid concrete mix that will flow freely into masonry joints and cells within a wall to fill all voids solid. For application in filling a crack in a masonry wall or a gap between two elements: a stiff concrete mix that resembles masonry mortar and is troweled into a crack or gap to seal the void.



Appendix 2 - Glossary of Terms
 2024 Cortland County Regional Training Center Burn Building Structural Evaluation
 July 26, 2024

Hollow core plank	<i>Precast concrete</i> structural slab element reinforced with prestressed steel cables. Typical plank size is 2'-0" wide x 6" or 8" thick x required length up to approximately 35'-0". Circular voids, approximately 4" to 5" in diameter, run the entire length of the plank to reduce the weight of the slab. After curing, planks are transported, lifted into place, and anchored to supporting beams or walls. A structural <i>concrete topping</i> is often placed on top of the planks after erection.
Lightgauge metal joist	A horizontal structural framing element (joist) made of thin steel material, typically 12 gage or thinner. Most common cross section is C-shaped.
Lightgauge metal stud	A vertical structural framing element (stud) made of thin steel material, typically 12 gage or thinner. Most common cross section is C-shaped.
Lintel	A horizontal beam placed across the top of a door or window opening to support the wall immediately above the opening. Lintels in a burn building are typically fabricated out of <i>precast concrete</i> or a reinforced masonry course. Lintels can also be fabricated out of steel angles, steel wide flange section (I-beam), stone, or wood.
Non-bearing wall	A non-structural wall, also called a partition, that divides the space into rooms but does not support floor or roof structures, or any other ceiling loads.
Petrographic analysis (concrete)	Removing a cylindrical sample of existing, in-place concrete with a core drill, slicing the core vertically and horizontally, and analyzing the core along the sliced faces. This test determines, among other properties, the physical composition, degree of cracking, and degree of cement paste degradation within the sampled core. Test is defined by <i>ASTM C-856</i> .
Pilaster	A rectangular column attached to a wall, so that the face of the column projects out from the face of the wall.
Poured-in-place reinforced concrete	Concrete reinforced with steel bars that is poured into forms and cured at its final location. Once the wet concrete cures, the forms are removed but the concrete is not relocated.



Appendix 2 - Glossary of Terms
 2024 Cortland County Regional Training Center Burn Building Structural Evaluation
 July 26, 2024

Pre-engineered metal building	A building constructed of standardized steel roof and wall assemblies, that is engineered by the manufacturer for typical column bay dimensions.
Pre-engineered wood truss	Truss element, typically fabricated out of conventional 2x lumber and steel nail plates, that is engineered by the manufacturer for given spans, configurations, and load requirements.
Precast concrete	Concrete reinforced with steel bars that is poured into forms and cured at a location other than its final location. Once the wet concrete cures, the forms are removed and the concrete element is transported, lifted, and anchored into its final location.
Precast prestressed hollow core concrete plank	See <i>hollow core plank</i> .
Pressure injection (for <i>crack</i> repair)	A concrete <i>crack</i> repair method usually made with epoxy. The typical repair sequence is to seal the exposed faces of the crack(s) with epoxy, drill small holes into the concrete at the cracks, and inject epoxy under pressure to completely fill the crack. If the shiny epoxy appearance at the face of the crack is undesirable, the epoxy that was applied to initially seal the exposed crack faces can be ground away to bare concrete.
Prestressed concrete	Concrete element reinforced with steel cable that is mechanically tensioned.
Prestressed concrete double tee	<i>Precast concrete</i> structural slab element, reinforced with prestressed steel cables, with a cross-section in the shape of a double tee (TT). After curing, the sections are transported, lifted into place, and anchored to supporting beams or walls.
Prism test (masonry)	Removal of a piece of masonry (CMU) wall at the mortar joints, typically 2'-0" height x 1'-6" length x wall thickness, compressing the sample in a machine until failure, and calculating the compressive strength of the sample from the measured test results. This test is significant because compressive strength of the masonry wall assembly (f_m) is an important masonry quality. Test is defined by ASTM E-447.



Appendix 2 - Glossary of Terms

2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Refractory concrete	A special concrete product produced using calcium aluminate cement instead of standard portland cement. The aggregate can be either normal weight, lightweight, or calcium aluminate aggregates. The chemical composition of refractory concrete makes it more resistant to high temperatures and thermal shocks. It is less likely to spall or delaminate when first exposed to fires, compared to regular concrete made with portland cement. However, many older burn buildings with structural, reinforced, cast-in-place, refractory concrete slabs, beams, columns, and walls have large delaminations that are significant safety concerns. Refractory concrete is also known as "calcium aluminate concrete."
Reinforcing bar	A round, steel bar used to reinforce concrete or <i>CMU</i> . Typical bar diameters range between 3/8" and 2-1/4". Reinforcing bars are typically defined by <i>ASTM A-615</i> .
Repoint	To remove and replace mortar in the joints of a masonry wall.
Scaling	Small, shallow pits in a concrete surface, usually grouped in a small area. Scaling does not expose reinforcing and is smaller and shallower than a <i>spall</i> .
Slab-on-grade	A concrete slab element poured on, and permanently supported by, the ground.
Spall	An area in a concrete surface in which the outer surface has separated from the base concrete element and disintegrated, leaving a shallow crater in the surface. Spalls can occur on a vertical wall surface, a horizontal floor slab surface, or an overhead ceiling slab surface. In a burn building, spalls usually occur because (1) moisture within the concrete changes to steam when exposed to high temperatures, and the steam pressure separates the concrete, or (2) fuel used to ignite the fires soaks into the concrete and burns when exposed to high temperatures, increasing internal pressure.
Spread footing	A concrete foundation for a wall or column. The dimensions of a spread footing are larger than those of the supported element, so as to distribute the load across a larger area of supporting soil and reduce settlement. Also called a "footing" or a "footer".



Appendix 2 - Glossary of Terms

2024 Cortland County Regional Training Center Burn Building Structural Evaluation
July 26, 2024

Steel deck	Corrugated sheets fabricated from thin steel, typically 16 gage or thinner, that can be used in floor and roof construction. Steel deck is typically used in one of three ways: (1) as a structural support for a non-structural <i>concrete fill</i> ; (2) as a non-structural element used only as a form for a structural concrete slab; (3) as a structural element that acts compositely with a structural <i>concrete topping</i> .
Steel joist	A horizontal structural framing element (joist) made of <i>structural steel</i> material that is a parallel-chord truss. Typically, the top and bottom chords of the joists are steel angles or bars, and the webs are steel bars.
Structural steel	Steel elements fabricated in shapes, such as wide flanges (I-beams), channels, angles, pipes, tubes, bars, and plates. These can be used as structural or non-structural elements.
Tensile test (reinforcing)	Removing a length of steel <i>reinforcing bar</i> from an existing, in-place concrete element, pulling the reinforcing sample in a machine until failure, and calculating the tensile strength of the sample from the measured test results. This test is significant because tensile strength is an important reinforcing quality. Test is defined by <i>ASTM A-370</i> .
Tensile test (structural steel)	Removing a length of existing <i>structural steel</i> , pulling the reinforcing sample in a machine until failure, and calculating the tensile strength of the sample from the measured test results. This test is significant because tensile strength is an important quality in structural steel. Test is defined by <i>ASTM A-370</i> .
Welded wire fabric	Reinforcing mesh fabricated from two layers of thin steel wires welded together, with the top layer perpendicular to the bottom layer. Wire spacing in each layer is typically 4" or 6".

August 2024

911

- Staffing issues
 - 2 personnel in training; Fully staffed
- 2 open house events were conducted at the new facility
- Multiple day storm events heavily tested the new facility
- Radio system redundant prime upgrade is complete; credit for items not needed
- Radio system software refresh is mostly complete (happens every 2 years)
- Staff have completed annual and NYS required trainings
- Backup center hardware refreshed
- All generators have been serviced
- Smart transcription service has been ordered
- Attended after action meeting for storm related issues that Tompkins County experienced
- Emergency Fire Dispatch protocols; Visited Otsego and Orange County 911 centers
- Chenango County visited Cortland – looking to add Spillman CAD system

Emergency Management

- New RAVE alerting system – up and running; much work still to be done
- Working with County Administration on County employee emergency notification program
- Working with County Administration on Crisis response team
- Working on bringing County Department heads training current for EOC operations
- Assisting with fire training programs at Regional Training Center

Fire Service

- Using NYS State Office of Fire Prevention & Control for Fire investigations
- Still supporting repairs to radios under grant funding

22 West Court

- Punch list items for all contractors; final change orders; contract closeouts
- Awaiting on County IT to move 911 related servers from COB
- County IT planning additional upgrades once operations are up and running



Cortlandville Fire District

999 State Route 13, Cortland, NY 13045

Phone: (607) 753-9014

Email: commissionerminutes@cortlandvillefire.org



July 12, 2024

Director Roman and Deputy Director Metcalf.

On behalf of the Cortlandville Fire Department, I would like to personally commend and thank the Cortland County 911 center staff for their actions and the manner in which they handled the storm event on July 10th.

During that event, the Cortlandville Fire Department itself responded to 25 calls for service in the span of an hour. In addition to our incidents, there were several reported structure fires, multiple weather-related incidents countywide and on top of all the other day-to-day tasks your staff handles.

The staff of the Cortland County 911 Center are often overlooked or forgotten for their actions. Without them, we would not be able to operate as we do.

Thank you,

Mike Biviano
Chief of Department
Cortlandville Fire Department

Cc: Rob Capora- Cortland County Administrator
Kevin Fitch- Cortland County Legislative Chair
Sandy Price- Cortland County JPS Chair

Attachment: Cortlandville storm letter (12361 : DOERC Report August 2024)



NEW YORK STATE SENATOR
Lea Webb

MESSAGE SENATOR

Senator Lea Webb Secures \$200,000 for Cortland County's Department of Emergency Response & Communications

LEA WEBB | July 16, 2024 | ISSUE: EMERGENCY RESPONSE



Cortland, NY – Today, Senator Lea Webb announced that she has secured \$200,000 in state funds to enhance the vital services provided by the Cortland County Department of Emergency Response & Communications. This funding will support the department in purchasing two new firefighting air compressors, significantly improving their operational capabilities. This investment underscores Senator Webb's commitment to public safety and her dedication to ensuring that first responders in her district have the resources they need to serve their communities effectively.

One of the new air compressors will be stationed at the Cortland County's Regional Training Center. This equipment will facilitate training evolutions using air packs during live burn rotations, teach new recruits the skill of filling self-contained breathing apparatus bottles, and reduce the out-of-service time for firefighters and equipment used during training. The second new air compressor will replace the over twenty-year-old compressor currently located at the Marathon Fire Station. Having a compressor in the southern part of the county will aid county firefighters by lessening their travel time to refill air bottles after a fire.

"I am thrilled to have secured this significant funding for new air compressors for the Cortland County Department of Emergency Response and Communications. These compressors will equip our brave firefighters with the tools they need to continue their exemplary service," said **Senator Lea Webb**. "Investing in our first responders is crucial for public safety, and this funding will enhance the department's operational capabilities. In addition, these new air compressors will allow them to respond to emergencies with greater efficiency and effectiveness. I am proud to support the emergency response department and their unwavering dedication to protect our residents."

Said Scott Roman, Director of the Cortland County Department of Emergency Response & Communications, "The fire service in Cortland County appreciates Senator Webb's unwavering support to public safety. The purchase of this equipment helps the fire service in Cortland County get to modern safety standards and lowers the burden on the local property tax payers. Senator Webb's assistance cannot be overstated in helping the safety and well-being of our fire service personnel. Her support will provide a lasting impact in Cortland County for the years to come."

08/01/24
10:34

DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call

4402
Page: 1

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
911 HANG UP	205	2.53
911 NOT DISPATCHED	167	2.06
911 OPEN LINE	106	1.31
ABDOMINAL PAIN	7	0.09
ABDOMINAL PAIN II	9	0.11
ADMINISTRATIVE	199	2.46
AIRCRAFT INCIDENT	1	0.01
POLICE ALARM	93	1.15
ALCOHOL OFFENSE	2	0.02
ALLERGIC REACTION	3	0.04
ALLERGIC REACTION II	4	0.05
ANIMAL PROBLEM	148	1.83
ANIMAL BITE II	1	0.01
ARREST III	1	0.01
ARREST VI	5	0.06
ARREST X	5	0.06
ASSAULT	5	0.06
ASSIST	299	3.69
ATTEMPT TO LOCATE	39	0.48
FIRE ALARM	47	0.58
BACK PAIN	1	0.01
BACK PAIN II	3	0.04
TROUBLE BREATHING	47	0.58
TROUBLE BREATHING III	3	0.04
GRASS/BRUSH FIRE	3	0.04
BURGLARY	15	0.19
BURNS II	1	0.01
CARBON MONOXIDE	6	0.07
CHEST PAIN	37	0.46
CHEST PAIN II	2	0.02
CIVIL ONLY	177	2.19
CRIMINAL MISCHIEF	13	0.16
DEATH INVESTIGATION	1	0.01
SPECIAL DETAIL	83	1.03
DIABETIC PROBLEM	4	0.05
DIABETIC PROBLEM II	2	0.02
DIABETIC PROBLEM III	1	0.01
DISORDERLY CONDUCT	62	0.77
DISPATCHER DUTY	3	0.04
DISTURBANCE	112	1.38
DOMESTIC	94	1.16
DROWNING II	1	0.01
DRUG INVESTIGATION	16	0.20
DSS ASSIST/HOME VISIT	25	0.31
DSS NOTIFICATION	83	1.03
ILLEGAL DUMPING	3	0.04
EMERGENCY BUTTON ACTIVATION	4	0.05
EMOTIONALLY DISTURBED PERSON	57	0.70
EMS	3	0.04
EQUIPMENT PROBLEM	7	0.09
EXPLOSION	1	0.01
FALL	9	0.11
FALL II	81	1.00
FALL IX	1	0.01
FIELD INVESTIGATION	79	0.98

Attachment: July 2024 calls by nature (12361 : DOERC Report August 2024)

08/01/24
10:34DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call4402
Page: 2

Nature of Call	Total Calls Received	% of Total
-----	-----	-----
OUTSIDE FIRE	24	0.30
FOLLOW UP INVESTIGATION/ACTIO	554	6.84
FOUND PROPERTY	50	0.62
FRAUD	24	0.30
HARASSMENT	137	1.69
HAZARDOUS CONDITION	32	0.40
HEADACHE	2	0.02
HEADACHE II	3	0.04
HEART	6	0.07
HEMORRHAGE	2	0.02
HEMORRHAGE II	12	0.15
INFORMATION	6	0.07
INVESTIGATION	78	0.96
JAIL INVESTIGATION	2	0.02
JUVENILE PROBLEM	37	0.46
LARCENY	84	1.04
LIFTING ASSISTANCE	12	0.15
LOST PROPERTY	40	0.49
MISSING PERSON	6	0.07
NOISE COMPLAINT	50	0.62
NOTIFICATION	66	0.82
OVERDOSE/POISONING II	1	0.01
OVERDOSE/POISONING III	1	0.01
OVERDOSE/POISONING V	1	0.01
OVERDOSE/POISONING VII	3	0.04
OVERDOSE/POISONING X	3	0.04
OPEN DOOR	12	0.15
COMMUNITY OUTREACH	17	0.21
PARKING COMPLAINT	29	0.36
PROPERTY DAMAGE MVA	153	1.89
PERSONAL INJURY MVA	36	0.44
PERSONAL INJURY MVA IX	1	0.01
PREGNANCY	3	0.04
PROCESSING	1	0.01
PROPERTY CHECK	1885	23.28
REPOSSESSION	7	0.09
ROBBERY	1	0.01
SEIZURES	9	0.11
SEIZURES II	6	0.07
SEND	31	0.38
SERVICE CALL	49	0.61
SEX CRIME	9	0.11
SEX OFFENDER	23	0.28
SHOTS FIRED	1	0.01
SICK PERSON	38	0.47
SICK PERSON II	51	0.63
STOLEN VEHICLE	6	0.07
STROKE	9	0.11
STRUCTURE FIRE	21	0.26
SUSPICIOUS	97	1.20
TEST CALL	18	0.22
TRAFFIC PROBLEM	78	0.96
TRANSFER	8	0.10
TRANSPORT	131	1.62
TRAUMATIC	1	0.01

Attachment: July 2024 calls by nature (12361 : DOERC Report August 2024)

08/01/24
10:34

DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
Total CAD Calls Received, by Nature of Call

4402
Page: 3

Nature of Call	Total Calls Received	% of Total
TRAUMATIC II	5	0.06
TREE DOWN	140	1.73
TRESPASSING	56	0.69
TRAFFIC STOP	1045	12.91
UNCONSCIOUS/FAINTING	20	0.25
UNCONSCIOUS/FAINTING II	6	0.07
UNKNOWN PROBLEM	22	0.27
VEHICLE COMPLAINT	138	1.70
VEHICLE FIRE	3	0.04
WARRANT ARREST	36	0.44
WATER PROBLEM/PUMPING DETAIL	2	0.02
PERSON WITH A WEAPON	4	0.05
WELFARE CHECK	147	1.82
WIRES DOWN	119	1.47
Total Calls:		8096

Report Includes:

All dates between `00:00:00 07/01/24` and `23:59:59 07/31/24`
 All nature of incidents
 All cities
 All types
 All priorities
 All agencies
 All zones

*** End of Report /tmp/rptna0hjW-rpcdtccr.r1_1 ***

Attachment: July 2024 calls by nature (12361 : DOERC Report August 2024)

08/01/24
10:35DEPARTMENT OF EMERGENCY RESPONSE AND COMMUNICATION
CAD Calls by Day and Time4402
Page: 1

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
00:00-00:59	52	42	58	36	38	46	39	311
01:00-01:59	52	54	38	43	28	49	36	300
02:00-02:59	32	51	44	33	25	38	33	256
03:00-03:59	37	34	22	47	26	34	17	217
04:00-04:59	25	37	21	27	23	25	35	193
05:00-05:59	29	23	26	35	28	28	21	190
06:00-06:59	17	23	24	20	19	16	12	131
07:00-07:59	33	26	26	37	18	19	11	170
08:00-08:59	68	55	45	44	35	37	32	316
09:00-09:59	85	76	69	48	56	44	34	412
10:00-10:59	59	80	71	54	50	37	45	396
11:00-11:59	66	64	78	50	49	43	30	380
12:00-12:59	73	63	76	56	69	38	43	418
13:00-13:59	61	85	73	60	63	38	40	420
14:00-14:59	64	67	68	51	52	36	40	378
15:00-15:59	55	77	103	67	50	38	50	440
16:00-16:59	63	89	74	68	58	43	50	445
17:00-17:59	61	66	146	64	54	47	38	476
18:00-18:59	113	61	78	53	54	62	39	460
19:00-19:59	111	67	69	47	37	42	37	410
20:00-20:59	83	55	63	54	40	41	38	374
21:00-21:59	72	52	51	51	52	60	39	377
22:00-22:59	56	55	46	43	41	65	39	345
23:00-23:59	37	39	47	46	47	35	33	284
Total by Day	1404	1341	1416	1134	1012	961	831	8099

Report Includes:

All reported dates between `00:00:00 07/01/24` and `23:59:59 07/31/24`
 All nature of incidents
 All respond to addresses
 All respond to cities
 All agencies

*** End of Report /tmp/rpt2bzbi3-rpcdcdt.r1_1 ***

Attachment: July 2024 calls by time of day (12361 : DOERC Report August 2024)

PROBATION STATISTICS 2024

CRIMINAL COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23
On Probation	338	346	334	350	326	352	330	342	329	349	338	345		346		349		343		342		335		340
Reports Completed	19	38	13	29	28	37	22	30	20	38	34	22		32		32		19		21		13		16

FAMILY COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23
Adult Probation	23	26	21	26	21	25	21	24	19	26	20	23		21		21		20		21		20		22
Youth Probation	10	7	10	6	11	6	11	6	13	6	11	8		10		10		10		14		11		12
PINS in Diversion	34	36	35	37	33	39	37	39	37	41	36	42		33		33		32		29		32		31
JD in Diversion	12	7	10	4	10	6	4	6	3	5	7	4		1		1		0		4		5		7
Reports Completed	1	1	2	0	3	0	0	0	2	0	1	1		2		0		3		3		0		2

TOTAL ON PROBATION ALL COURTS and receiving Diversion Services:

2024 – Jan. 417, Feb. 410, March 401, April 403, May 398, June 412

2023 – Jan. 422, Feb. 423, March 438, April 417, May 427, June 422, July 410, August 413, Sept. 405, Oct. 410, Nov. 403, 412

RELEASED TO ATI (Pre-trial):

2024 – Jan. 85, Feb. 84, March 86, April 80, May 95, June 102

2023 – January 96, February 98, March 81, April 77, May 77, June 77, July 72, August 77, Sept. 79, Oct. 105, Nov. 92, Dec. 94

PROBATION STATISTICS 2024

CRIMINAL COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23
On Probation	338	346	334	350	326	352	330	342	329	349	338	345		346		349		343		342		335		340
Reports Completed	19	38	13	29	28	37	22	30	20	38	34	22		32		32		19		21		13		16

FAMILY COURT

	Jan		Feb		March		April		May		June		July		August		Sept		Oct		Nov		Dec	
Year 20'	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23	24	23
Adult Probation	23	26	21	26	21	25	21	24	19	26	20	23		21		21		20		21		20		22
Youth Probation	10	7	10	6	11	6	11	6	13	6	11	8		10		10		10		14		11		12
PINS in Diversion	34	36	35	37	33	39	37	39	37	41	36	42		33		33		32		29		32		31
JD in Diversion	12	7	10	4	10	6	4	6	3	5	7	4		1		1		0		4		5		7
Reports Completed	1	1	2	0	3	0	0	0	2	0	1	1		2		0		3		3		0		2

TOTAL ON PROBATION ALL COURTS and receiving Diversion Services:

2024 – Jan. 417, Feb. 410, March 401, April 403, May 398, June 412

2023 – Jan. 422, Feb. 423, March 438, April 417, May 427, June 422, July 410, August 413, Sept. 405, Oct. 410, Nov. 403, 412

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2023 – January 96, February 98, March 81, April 77, May 77, June 77, July 72, August 77, Sept. 79, Oct. 105, Nov. 92, Dec. 94

Cortland County Coroner

2024 Death Report

<u>January</u> Deaths-4 Autopsies-2	<u>February</u> Deaths-8 Autopsies-1	<u>March</u> Deaths-5 Autopsies-1
<u>April</u> Deaths-2 Autopsies-0	<u>May</u> Deaths-10 Autopsies-5	<u>June</u> Deaths-10 Autopsies-2
<u>July</u> -Deaths -Autopsies	<u>August</u> -Deaths -Autopsies	<u>September</u> -Deaths -Autopsies
<u>October</u> -Deaths -Autopsies	<u>November</u> -Deaths -Autopsies	<u>December</u> -Deaths -Autopsies

Cortland County Coroner

2024 Death Report

<u>January</u> Deaths-4 Autopsies-2	<u>February</u> Deaths-8 Autopsies-1	<u>March</u> Deaths-5 Autopsies-1
<u>April</u> Deaths-2 Autopsies-0	<u>May</u> Deaths-10 Autopsies-5	<u>June</u> Deaths-10 Autopsies-2
<u>July</u> Deaths--11 Autopsies--3	<u>August</u> -Deaths -Autopsies	<u>September</u> -Deaths -Autopsies
<u>October</u> -Deaths -Autopsies	<u>November</u> -Deaths -Autopsies	<u>December</u> -Deaths -Autopsies

CORTLAND COUNTY ASSIGNED COUNSEL OFFICE

CORTLAND COUNTY OFFICE BUILDING, SUITE B27
60 CENTRAL AVENUE, CORTLAND NY 13045

MICHAEL R. CARDINALE ADMINISTRATOR
STEPHANIE A. OLIVER ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATOR
GIANNA DiNARDO CASE MANAGER
ALEXANDER MERKEL INFORMATION PROCESSING CLERK
ELLEN WEBB ILS DATA OFFICER



TELEPHONE: 607-428-5459
FACSIMILE: 607-428-5458
E-MAIL: ACP@CORTLANDCOUNTYNY.GOV

JPS MEETING - JUNE, 2024, REPORT

DENIALS

Financially Ineligible	13
Case Type	6
Incomplete Application	0

CONFLICTS

Family Court	76
Criminal Court	
Felonies	4
Misdemeanors	45
Violations	10
Infractions	0
Appeals	0
Subtotal	59
Total	135

PD ASSIGNMENTS

Family Court	24
Criminal Court	
Felonies	7
Misdemeanors	37
Violations	4
Infractions	0
Appeals	0
Subtotal	48
Total	72

TOTAL PD CASES ASSIGNED

Assigned by AC	72
Assigned by Courts	9
Total	81

ILS HURRELL-HARRING GRANT MONEY RECEIVED

04/01/2022-07/23/2024: \$888,380.56

ILS RATE INCREASE REIMBURSEMENT MONEY RECEIVED

01/01/2024-05/02/2024 \$ 118,964.60

COUNSEL AT FIRST ARRIAGNMENT

After Hours	18B	PD
Jun-24	21	7
May-24	20	19
Apr-24	9	17
Feb-24	12	16
Jan-24	16	14
Dec-23	4	14
Nov-23	9	9
Oct-23	20	4
Sep-23	22	17
Aug-23	51	32
Jul-23	22	22
Jun-23	18	12
NOT After Hours	18B	PD
Jun-24	9	15
May-24	14	20
Apr-24	21	19
Mar-24	24	20
Feb-24	18	19
Jan-24	20	22
Dec-23	30	27
Nov-23	35	16
Oct-23	15	64
Sep-23	38	54
Aug-23	17	30
Jul-23	47	19
Jun-23	22	37

Attachment: June (12400 : Assigned Counsel Monthly Reports)

CORTLAND COUNTY ASSIGNED COUNSEL OFFICE

CORTLAND COUNTY OFFICE BUILDING, SUITE B27
60 CENTRAL AVENUE, CORTLAND NY 13045

MICHAEL R. CARDINALE ADMINISTRATOR
STEPHANIE A. OLIVER ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATOR
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ELLEN WEBB ILS DATA OFFICER



TELEPHONE: 607-428-5459
FACSIMILE: 607-428-5458
E-MAIL: ACP@CORTLANDCOUNTYNY.GOV

JPS MEETING - JULY, 2024, REPORT

DENIALS

Financially Ineligible	1
Case Type	3
Incomplete Application	1

CONFLICTS

Family Court	81
Criminal Court	
Felonies	19
Misdemeanors	40
Violations	8
Infractions	0
Appeals	0
Subtotal	67
Total	148

PD ASSIGNMENTS

Family Court	30
Criminal Court	
Felonies	14
Misdemeanors	67
Violations	14
Infractions	0
Appeals	0
Subtotal	95
Total	125

TOTAL PD CASES ASSIGNED

Assigned by AC	80
Assigned by Courts	45
Total	125

ILS HURRELL-HARRING GRANT MONEY RECEIVED

04/01/2022-07/23/2024: \$888,380.56

ILS RATE INCREASE REIMBURSEMENT MONEY RECEIVED

01/01/2024-05/02/2024 \$ 118,964.60

COUNSEL AT FIRST ARRIAGNMENT

After Hours	18B	PD
Jul-24	25	18
Jun-24	21	7
May-24	20	19
Apr-24	9	17
Feb-24	12	16
Jan-24	16	14
Dec-23	4	14
Nov-23	9	9
Oct-23	20	4
Sep-23	22	17
Aug-23	51	32
Jul-23	22	22
NOT After Hours	18B	PD
Jul-24	10	20
Jun-24	9	15
May-24	14	20
Apr-24	21	19
Mar-24	24	20
Feb-24	18	19
Jan-24	20	22
Dec-23	30	27
Nov-23	35	16
Oct-23	15	64
Sep-23	38	54
Aug-23	17	30
Jul-23	47	19

Attachment: July (12400 : Assigned Counsel Monthly Reports)

CORTLAND COUNTY PUBLIC DEFENDER

Public Defender
Kevin A. Jones

Chief Asst. Public Defender
Anita Ribeiro

Cortland County Office Building
60 Central Avenue
Cortland, New York 13045
(607) 753-5046
Facsimile (607) 753-0781
Service by Fax not accepted

Assistant Public Defenders
Kayla D. Hardesty
BreAnna L. Avery
Jarrod W. Smith
Nicole A. Sabasowitz

August 1, 2024

Sandy Price, Chair
Judiciary & Public Safety Committee
Cortland County Office Building
Third Floor, 60 Central Avenue
Cortland, NY 13045

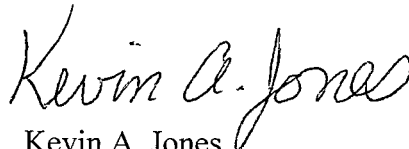
RE: Public Defender Office Update

Dear JPS Chair Price:

1. Compared to last month, new cases assigned to the Public Defender's Office has shown a slight decrease in criminal cases and family court cases. See enclosed chart.
2. The office is within our budget.
3. Our office continues to pursue and collect grant revenues.
4. Our office continues in our efforts to recruit attorneys to fill vacant positions.

Please contact me if you have any questions.

Very truly yours,


Kevin A. Jones
Public Defender

enc.

Attachment: JPS June and July 2024 (12414 : Public Defender Monthly Report)

Chart PD1 - Cases represented by Public Defender's Office (opened)

2024

		Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Year-to-date
Family Court	2019	38	28	46	59	45	38	63	41	48	46	28	24	504
	2020	39	31	32	18	13	22	25	20	43	24	25	22	314
	2021	36	40	33	27	27	19	38	22	43	35	23	15	358
	2022	17	24	32	29	30	17	28	26	29	21	20	31	304
	2023	37	39	13	33	30	30	17	39	28	3	20	22	311
	2024	11	13	23	31	26	28	21						153
Felonies	2019	13	21	24	13	20	20	30	14	22	27	10	23	237
	2020	13	19	8	4	6	17	22	15	25	21	9	14	173
	2021	9	10	23	13	24	16	12	16	24	14	25	16	202
	2022	14	7	11	22	11	11	20	7	10	12	15	8	148
	2023	10	15	5	14	8	11	14	13	6	8	17	14	135
	2024	11	9	8	13	18	6	9						74
Misdemeanors	2019	58	54	66	55	64	45	60	61	70	80	65	81	759
	2020	34	32	28	8	6	36	44	53	55	60	34	31	421
	2021	32	36	52	65	76	59	44	60	64	42	43	42	615
	2022	60	56	37	63	79	33	61	26	36	36	29	38	554
	2023	33	44	53	35	43	45	41	36	33	43	30	33	469
	2024	36	32	26	47	32	36	36						245
Violations	2019	7	2	7	3	10	7	6	4	11	4	5	4	70
	2020	7	6	6	0	1	5	5	4	7	20	6	5	72
	2021	3	9	12	7	11	7	10	5	14	6	11	7	102
	2022	9	10	3	10	13	8	6	7	1	1	62	5	135
	2023	2	3	7	4	1	3	5	8	8	7	4	8	60
	2024	3	3	6	2	3	3	6						26
Arraignments/Advice Only	2019	10	10	11	9	13	12	10	7	11	10	7	6	116
	2020	8	10	7	4	8	15	22	21	19	22	17	15	168
	2021	17	15	17	16	22	25	20	16	21	19	19	20	227
	2022	24	19	27	25	26	28	31	30	27	33	31	38	339
	2023	25	26	29	26	19	16	9	0	0	0	0		
	2024	14	10	39	36	27	21	14						161
Supreme Court Integrated Domestic Violence (IDV) or Matrimonial	2019	2	4	2	7	2	1	4	7	4	3	0	2	38
	2020	2	0	0	0	2	3	1	2	4	1	0	0	15
	2021	1	1	4	0	0	0	0	0	1	0	0	1	8
	2022	0	3	0	0	3	0	0	0	0	2	1	0	9
	2023	0	0	0	0	0	0	1	0	0	0	0		1
	2024	0	0	1	0	3	0	6						10
Parole	2019	9	1	4	2	1	4	5	3	9	4	6	2	50
	2020	6	4	8	1	0	1	2	4	1	5	2	2	36
	2021	2	2	4	3	0	0	1	0	2	0	2	0	16
	2022	2	1	0	0	0	0	1	0	0	0	0	0	4
	2023	0	1	1	0	0	0	2	0	0	0	0		
	2024	0	1	1	0	0	1	1						4
Fugitive	2019	0	0	0	0	0	0	1	0	1	0	0	0	2
	2020	0	1	1	0	0	0	0	0	0	2	0	0	4
	2021	1	0	0	0	1	0	0	0	0	0	2	0	4
	2022	0	0	0	0	0	0	0	1	0	0	0	0	1
	2023	0	0	0	0	0	0	0	0	0	0			0
	2024	0	0	0	0	0	0	0						0
Appeal & Post-conviction Motion	2019	0	0	0	1	0	0	0	0	0	0	0	0	1
	2020	1	0	0	0	0	0	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0	1	0		0
	2024	0	0	0	0	0	0	0						0
Total per month	2019	137	120	160	149	155	127	179	137	176	174	121	142	1777
	2020	110	103	90	35	36	99	121	119	154	155	93	89	1204
	2021	101	113	145	131	161	126	125	119	169	116	125	101	1532
	2022	126	120	110	149	162	97	147	97	103	105	158	120	1494
	2023	0	0	0	0	162	105	89	96	76	62	71	79	578
	2024	75	68	104	129	109	95	93						
Total month-to-date	2019	137	257	417	566	721	848	1027	1164	1340	1514	1635	1777	
	2020	110	213	303	338	374	473	594	713	867	1022	1115	1204	
	2021	101	214	359	490	651	777	902	1021	1190	1306	1431	1532	
	2022	126	246	356	505	667	764	911	1008	1111	1216	1374	1494	
	2023	0	0	0	0	0	661	750	846	922	984	1055	1134	
	2024	75	143	247	376	485	580	673						
Average Cases per Month	2019	137	129	139	142	144	141	147	146	149	151	149	148	
	2020	110	106.5	101	85	75	79	85	89	96	102	101	100	
	2021	101	107	120	123	130	130	129	128	132	131	130	128	
	2022	126	123	119	126	133	127	130	126	123	122	125	125	
	2023	0	0	0	0	0	110	107	106	102	98	96	95	
	2024	75	72	82	94	97	97	96						