



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

Date:

May 13, 2019, 1900 hours

Location:

Winchester Hall  
3<sup>rd</sup> Floor Hearing Room  
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Todd Johnson) ..... Present  
Battalion 2 (David Remsburg)..... Present  
Battalion 3 (Susan Nicol) ..... Present  
Battalion 4 (Micky Fyock) ..... Absent  
Battalion 5 (Tim Clarke) ..... Present  
Career Rep (Warren "Jay" Schwab)..... Absent  
Career Rep (Kevin Schmidt) ..... Present  
Citizen Rep (Susan Reeder Jesse)..... Present (phone)  
Citizen Rep (Gunnar Pedersen) ..... Present

Nonvoting Reps:

Frederick County Executive (Jan H. Gardner)..... Absent  
Jurisdictional Medical Director (Dr. Jeffrey Fillmore) ..... Present  
Fire & Rescue Services (Chief Tom Owens) ..... Present  
Volunteer Fire & Rescue Assoc. (President Eric Smothers) ..... Present  
Volunteer Fire & Rescue Assoc. (Chief Kevin Fox)..... Present  
Local #3666 (President Stephen Jones)..... Present (phone)

Guests:

Mike Cole, EMS Battalion Chief  
Jeana Panarella, EMS Committee Chair (FCVFRA)

Frederick County Fire Advisory Board Meeting  
May 13, 2019

**I. CALL TO ORDER:**

The meeting was called to order at 7:01 p.m. by Chairman Tim Clarke.

**II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:**

Absent was:

1. Warren Schwab, Career Representative
2. Micky Fyock, Battalion 4 Representative
3. Jan Gardner, County Executive

**III. INTRODUCTION OF GUESTS:**

None.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES:**

Motion to approve April minutes: Moved by Susan Nicol, Seconded by David Remsburg.

VOTE: YES: 8 NO: 0 ABSTAIN: 0 PASSED

**V. BOARD MEMBER COMMENTS:**

None.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

**A. Frederick County Executive, Mrs. Jan Gardner:**

As County Executive Jan Gardner was absent, no report was given.

**B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:**

Naloxone

The number of cases of Naloxone use distribution in the State has gone down by about 30%.

Frederick Memorial Hospital

FMH is one of the top five receiving hospitals in Maryland.

MEMSS

New Executive Director. Dr. Ted Delbridge would like to implement a new State EMS Plan.

EMS Medical Director  
Dr. Chizmar, State EMS Medical Director is doing a good job. Dr. Chizmar would like to split the protocol book into component parts. New protocols will be in force July 1<sup>st</sup>.

**C. Fire & Rescue Division Director, Chief Tom Owens:**

Recruit Class #24  
Chief Owens stated that 22 members graduated on May 10<sup>th</sup>. Currently at 17 vacancies, pushing all recruits to fill leave impact positions.

Recruit Class #25  
Currently with 26 recruits, continue to be on track with their Firefighter I and Technical Rescue training.

Recruit Class #26  
350 candidates remain, currently in the middle of CPAT mentoring and personal interviews. The October class will deal with filling all the vacancies we have.

SAFER Grant  
Chief Owens stated that the SAFER Grant for 38 Firefighters has been submitted and anticipate that grant awards will occur sometime in June.

North Frederick Station  
Chief Owens stated that the design of the North Frederick Station is underway. Name of station will be North Gate Station, which reflects the City's designation of that area as the Northern Gateway.

Green Valley Station  
Bid opening for the design of the replacement of the Green Valley Station is scheduled for Thursday, May 16<sup>th</sup>.

**D. President, FCVFA, Eric Smothers:**

Awards Ceremony  
The Awards Ceremony was held on April 15<sup>th</sup>. Congratulations to all the Volunteers who received awards.

Advanced EMT  
Currently in the process of looking at how to move forward with the Advanced EMT if Maryland adopts it. There will be a discussion on May 18<sup>th</sup> in Prince George's County.  
Certifications  
All providers are due for their annual recertification, which are due July 1<sup>st</sup>.

Accreditation  
The process is in full swing.

**E. Local #3666, President, Stephen Jones:**

President Jones stated he did not have anything to report for the May meeting.

**F. Volunteer Fire and Rescue Association, Director, Kevin Fox:**

Operations Committee

The Operations Committee met on April 16<sup>th</sup>, which was an "All Chiefs" meeting. The group updated several apparatus standards. A request for implementation of GIS based water rescue response assignment was sent to the Water Rescue Task Force to analyze. The next meeting is scheduled for May 21<sup>st</sup>.

Awards Committee

The Awards Committee will meet on May 14<sup>th</sup> to follow up on this year's ceremony.

LOSAP Committee

The LOSAP Committee met on April 23<sup>rd</sup>, initial discussions involved possible modifications to the LOSAP Resolution.

EMS Protocols and Compliance Training

The 2020 EMS Protocols are available online. Compliance Training is now available on FCG Learn.

Assistant Chief Position

Human Resources has completed the application review process. Interviews (12) are scheduled for next week.

**G. EMS Committee, Dr. Fillmore**

Nothing additional to report.

**VIII. DISCUSSION ITEMS**

**A. Old Business**

Accreditation Process

First meeting was on April 25<sup>th</sup>, 17 of the 25 Companies were in attendance and a majority of those had their books completed. The remainder of the Companies should have their books completed by May 30<sup>th</sup>.

**Question Asked: "Do you have the sense that it's more accepted or expected?"**

Chairman Clarke replied, I think it's more expected than accepted. I think it will get better as we work toward getting a lot of stuff done electronically.

Protective Clothing Replacement

Chief Owens stated that the vendor has completed sizing and 152 sets for career staff need to be replaced. A total of 128 have been fitted by the vendor. There will be a second round of fittings for the remaining 24 and if there are volunteers available, they will be included in those fittings. Chief Fox stated that the Membership Database has been a good resource to share with the Chiefs. Initial estimates indicate at least 170 sets available for volunteer members. A survey was sent to the Companies and will be reviewed to determine the number of sets needed. The feedback will be sent to the Companies to establish sizing appointments.



BC Cole replied, we kept most of the same guidelines. Within Elite is says "multiple patients". The electronic system does require more reporting work for multiple patients.

**Question Asked: "Are there any provisions for mass casualty situations?"**

BC Cole and Jeana Panarella replied, yes. BC Cole also added that the new system has a photo option to eliminate the need to send reports via inter-office mail.

**Question Asked: "Do all the companies have the paper reports?"**

BC Cole replied, yes, this is the final draft. Jeana Panarella added that the biggest addition to the policy is the matrix for signatures.

**Question Asked: "Is this the final draft?"**

Chief Owens introduced Battalion Chief Mike Cole and Jeana Panarella, EMS Committee Chair and stated that this document is a housekeeping edit of the existing policy related to how we capture signatures.

Revised Patient Care Documentation Policy

## **B. New Business**

County Executive is also proposing an FY19 supplement to include an additional \$150,000 for Personal Protective Equipment, as well as the replacement of the portable truck scales.

- Funding for the SAFER Grant match and the associated operating costs.
- The addition of the third field Battalion Chief.
- Logistics Warehouse Manager position
- Health and Wellness Program – O2X Human Performance
- Upgrade 2 Fire Marshal positions
- Replacement of breathing air compressor at PSTF
- Digital Fingerprint equipment
- Increase to Volunteer funding matrix
- Add \$.25 per square foot for operational space to support the increase facility operating cost.

Chief Owens stated that the County Executive has included the following items in her budget that has now gone to the Council.

## FY20 Budget

Chief Owens also stated that the County Executive is doing a supplemental budget request out of FY19 and there is some additional gear money for that.

Chief Owens replied, Yes it should be in process.

**Question Asked: "So everyone that has been measured, their gear is already in process?"**

Chief Owens replied, As the Vendor does the measurements the order is placed.

**Question Asked: "Do you plan on placing the order all at once?"**

Chief Owens added that the same criteria for our Volunteer audit would get us through 2020.

Question Asked: "You're testing new EMS computers, are all those compatible?"  
BC Cole and Jeana Panarella replied, yes

#### IX. ACTION ITEMS

Patient Care Documentation Policy – Gunnar Pedersen made a motion to approve. Susan Nicol seconded.

VOTE: YES: 7 NO: 0 ABSTAIN: 0 PASSED

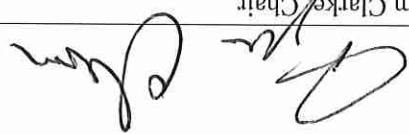
In accordance with Maryland Annotated Code Provision, Article 3-305, Todd Johnson made motion to move into a closed session to discuss a personnel matter. Susan Nicol seconded.

VOTE: YES: 7 NO: 0 ABSTAIN: 0 PASSED

#### X. ADJOURNMENT

The meeting adjourned at 7:38 p.m.

APPROVED



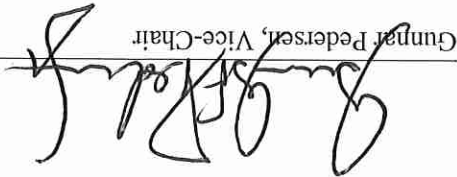
Tim Clarke, Chair

APPROVED

6-10-19

Date of Approval

APPROVED



Gunnar Pedersen, Vice-Chair

APPROVED

6-10-19

Date of Approval