



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** June 10, 2019, 1900 hours

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

<b>Attendance:</b>	Battalion 1 (Todd Johnson) .....	Present
	Battalion 2 (David Remsburg).....	Present
	Battalion 3 (Susan Nicol) .....	Present
	Battalion 4 (Micky Fyock) .....	Present
	Battalion 5 (Tim Clarke) .....	Present
	Career Rep (Warren "Jay" Schwab).....	Absent
	Career Rep (Kevin Schmidt) .....	Present
	Citizen Rep (Susan Reeder Jessee).....	Present
	Citizen Rep (Gunnar Pedersen) .....	Present

<b>Nonvoting Reps:</b>	Frederick County Executive (Jan H. Gardner) .....	Present
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....	Present (7:02pm)
	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).....	Absent

**Guests:** None

**Frederick County Fire Advisory Board Meeting**  
**June 10, 2019**

**I. CALL TO ORDER:**

Chairman Tim Clarke called the meeting to order at 7:01 p.m.

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

Absent was:

1. Warren Schwab, Career Representative
2. Stephen Jones, Local 3666 President

A moment of silence was observed for Firefighter Drue Jones who passed away last week.

**III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve May minutes: Moved by David Remsburg, Seconded by Kevin Schmidt.

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

**V. BOARD MEMBER COMMENTS:**

David Remsburg stated that Jefferson Volunteer Fire Company recently lost longtime Charter Member and good friend George Lakin. Condolences to the Lakin Family.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

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

Chief Owens Retirement

Acknowledge and thank you for your service to the County and accomplishments.

RC 24

Best graduation ceremony, impressed by the speaker and those who led the class. It was top-notch.

Question D

County Council will have workshop to discuss putting together a workgroup on the Binding Arbitration of Question D. Jessica Fitzwater is taking the lead. You are welcome to watch the meeting at 5:30pm on June 11, 2019.

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

Dr. Fillmore stated that he did not have anything to report for the June meeting, other than he is sorry to see Chief Owens retiring.

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

Northgate Station

The first architect rendering of the Northgate Station has been completed. The exterior design is fitting to the neighborhood where the station will be located.

Green Valley Station

Proposals for architect and engineering services have been received. Contract will probably be awarded before the end of this month.

SAFER Grant

No news at this point on awards.

Recruit Class #25

Continues with 26 recruits, currently in EMT Training. There is a concern with this class regarding the 21 current vacancies and the possibility of losing 3 more firefighters in the coming months. This poses the question "Can we move forward with staff upgrades from Class 25 with so many vacancies?" Starting notifications to Chiefs that staff upgrades could be delayed until the next class.

Recruit Class #26

350 candidates remain; selections for conditional offers of employment are scheduled for June 21<sup>st</sup>.

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

Chief Owens Retirement

On behalf of the Volunteers, we wish you well in your retirement and appreciate your time.

Convention

The Maryland State Fireman's Convention starts this Saturday through Wednesday.

EMS

Not a lot going on now with regional fairs due to timing and the July 4<sup>th</sup> holiday. There are various works groups in progress.

Accreditation

All but 4 books have been reviewed; they will have until July 1<sup>st</sup> to complete.

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

President Jones was absent; No report given.

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

Operations Committee

The Operations Committee met on May 21<sup>st</sup>, in addition to the normal committee reports, there were 2 action items addressed. The first was, Battalion 1 submitted a letter supporting a request from Company 1 to share their career engine company staffing with the tower. The Operations Committee voted 7-1-1. The Operations Committee also voted to cancel the June meeting due to the State Fireman's Convention. The next meeting is scheduled for July 16<sup>th</sup> and will be an All Chiefs meeting.

Assistant Chief Position

Initial round of interviews have been conducted. Will be conducting a second round of interviews in the near future.

Compliance Training

Training is in progress; please make sure you get it completed.

PPE Replacement

There are two more sizing's this week for Battalion 4 and Battalion 5.

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

Nothing additional to report.

**VIII. DISCUSSION ITEMS**

**A. Old Business**

Accreditation Process

Chairman Clarke stated that in his opinion, as the Committee Chair, the deadline was May 30th. There have been 18 Companies that have submitted their books on or before the deadline. The Committee has marked 4 Companies as "failed", and we are moving forward with the withholding of funds for those Companies. Of the 18 that have been submitted, 11 Companies have been fully accredited and 7 Companies partially accredited. All books have been dropped off to Tricia Griffis. Thanks to David Remsburg, Gary Keller for their help and to the Companies for their cooperation.

**Question Asked: "The four Companies that failed – has there been communication with them?"**

Chairman Clarke replied, there was a communication by email from one of the companies stating that they couldn't get their book turned in by the deadline, however, there has not been any communication since then.

**Question Asked: "Have we contacted the Presidents and/or Chiefs of those Departments directly?"**

Chairman Clarke replied, that he has not and that his Committee will not do that.

**Question Asked: "Will the people with partial accreditation issues be able to address those?"**

Chairman Clarke replied, These are not fatal flaws. The big thing is people. The State says that we have to have 10. We need to have a discussion on the state level in regards to making some type of change.

Discussion ensued about the deficiencies and how to best correct them. As well as about the 10 List and available classes.

Protective Clothing Replacement

Chief Owens stated the career gear is on order. Volunteers have two more nights for measurements.

**B. New Business**

Election of Chair and Co-Chair

Motion made by David Remsburg to nominate Todd Johnson for Chair. Seconded by Gunnar Pedersen. Passed 6-0-2.

Motion made by Susan Nichol to nominate Gunnar Pedersen for Co-Chair. Seconded by Micky Fyock. Passed 6-0-2.

Measles

Chief Owens stated that due to the recent measles outbreak in Maryland, we are working on a strategy to administer booster shots for both Career and Volunteer staff.

**Question Asked: "For career firefighters, will this be a condition of employment or voluntary?"**

Chief Owens replied, they will have the right to decline the booster.

**Question Asked: "Will the vaccinations be done in-house?"**

Chief Owens replied, It will be done at Corp OHS. We will acquire the vaccine and they will administer.

**Question Asked: "Do you have an estimate of what percentage of people need a booster?"**

Chief Owens replied, We do not yet.

**IX. ACTION ITEMS**

Vote on Fire and Rescue Advisory Board appointment recommendations:

Battalion 4 Representative – Micky Fyock

Battalion 5 Representative – Doug Orner

Citizen Representative – Gunnar Pedersen

David Remsburg made a motion to recommend the above appointments to the County Executive as Representatives for the Fire and Rescue Advisory Board. Susan Reeder Jessee seconded.

**VOTE:      YES:      6      NO:      0      ABSTAIN:      2      PASSED**

## **X. CLOSING COMMENTS**

Chairman Clarke commented:

- Thanks to Chief Owens for your work as the Director of Fire and Rescue. It has been a pleasure to work with you. Enjoy your retirement.
- Six years ago, I was honored to be able to sit on the Board. I look forward to keeping an eye on things from my vantage point.
- My biggest disappointments would be the lack of media coverage and the lack of interest in this Board by the general public.

David Remsburg commented:

- Thank you Tim for your service and leadership as Chairman. I will miss you.

Micky Fyock commented:

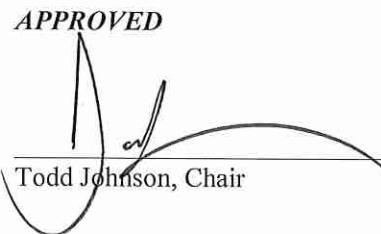
- We are all family in the Fire Service. Thank you Chief Owens.

Chief Owens commented:

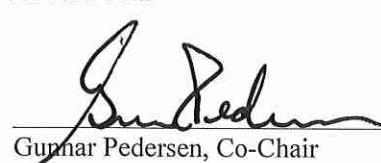
- I am proud that we can all work together as Career and Volunteer responders.
- Our Volunteer leadership is focused on service delivery.
- It has been a pleasure, thanks to Jan for all the support and thanks to all of you.

## **XI. ADJOURNMENT**

The meeting adjourned at 8:02 p.m.

*APPROVED*  
  
Todd Johnson, Chair

*APPROVED*  
9/9/2019  
Date of Approval

*APPROVED*  
  
Gunnar Pedersen, Co-Chair

*APPROVED*  
9/9/19  
Date of Approval