



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: August 12, 2019, 1900 hours

Location: Winchester Hall
3rd 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)	Present
Battalion 5 (Vacant)	Vacant
Career Rep (Warren "Jay" Schwab).....	Absent
Career Rep (Kevin Schmidt)	Present
Citizen Rep (Susan Reeder Jessee).....	Absent
Citizen Rep (Gunnar Pedersen)	Absent

Nonvoting Reps:

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

Guests: James May, Vice President (FCVFRA)

**Frederick County Fire Advisory Board Meeting
August 12, 2019**

I. CALL TO ORDER:

Chairman Todd Johnson called the meeting to order at 7:00 p.m.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Warren Schwab, Career Representative
2. Susan Reeder Jessee, Citizen Representative
3. Gunnar Pedersen, Citizen Representative
4. Alan Hurley, FCVFRA President
5. Jan Gardner, County Executive

III. INTRODUCTION OF GUESTS:

Vice President James May is sitting in for FCVFRA President, Alan Hurley.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

June and July meeting minutes could not be approved due to the lack of a quorum.

VOTE: YES: 0 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:

Dr. Fillmore stated that he did not have anything to report for the August meeting.

C. Fire & Rescue Interim Division Director, Chief Tom Coe:

National Night Out

Attended several of the National Night Out events throughout the County. Nice presence from the Fire and Rescue community.

Northgate Station

Continuing to progress with the planning portion of the building.

VIII. COMMITTEE REPORTS

A. Volunteer Fire and Rescue Association, Director, Kevin Fox:

Operations Committee

The Operations Committee met on July 16th. The only action item was a unanimous vote to discontinue the modified responses to high priority EMS incidents at predetermined skilled nursing facilities. That resulted in Information Bulletin 19-030.

The second draft of the rural water supply guidelines were presented and are to be taken back to the Battalions for review and feedback at the next meeting on August 20th.

Compliance Training

Training continues and is due to be completed by October 31st.

Assistant Chief Position

Michael Shane Darwick has accepted the position and will begin work on August 19th.

B. EMS Committee

No report.

IX. DISCUSSION ITEMS

A. Old Business

Accreditation Process

Chief Fox stated that he received the final report from Tim Clarke. Notifications will be sent to the Company Presidents and Chiefs on August 13th. Initial findings are: six (6) fully accredited organizations, eight (8) conditionally accredited, seven (7) companies that are listed as accreditation warning status and four (4) failed companies. We are currently working on entering the data from the manuals into the membership database for future electronic applications.

Question Asked: "Companies that are in warning status or failed status, what's the remediation?"

Chief Fox replied the conditionally accredited status is a 30-day process to be able to get those companies back into an accredited status. The accreditation warning status is 60 days to comply.

Chief Coe stated that it is important to start to look forward to next year's accreditation process. Thinking about who the peer review team might be and trying to set a calendar in advance so the companies will know when things are due.

Question Asked: "Does the arrival of summer seem to present a problem for companies, like everything kind of stops?"

Chief Coe replied the books this year were due by the end of May. So they were due ahead of summer.

David Remsburg added that the process was explained very early on last year. We knew in February-March what the process was going to be.

Question Asked: "Is it that much difference from year to year?"

David Remsburg replied, a lot of it is little things, like getting signatures.

Chief Coe added that some of the information repeats and can be carried from year to year. Personnel information would need to be updated annually, and data containing expiration dates that would need to be updated.

Question Asked: "Would it make sense for the County to appoint staff to have scheduled visits to stations to go over scheduled parts of the book?"

Chairman Johnson replied, I think that is what we are doing now with our peer reviewers. We can publish a calendar after January 1st.

Question Asked: "When are we going to see the audit of the peer review and is it necessary to continue with this audit?"

Chief Coe replied, I think the peer review still recurred of volunteers that reviewed all of the books. Internal Audit for the County served as a second set of eyes. I think what was found through the revised report is that it really backed up what the peer reviewers saw. The results are truly from the peer review committee and Internal Audit validated those results.

Question Asked: "So Internal Audit has not completed the all of the books?"

Chief Fox replied, they have been completed.

Question Asked: "Since she was here to explain what the process was going to be, is it time that she come back in and explain the peer review?"

Chief Fox replied, I can ask her.

Protective Clothing Replacement

Chief Coe stated that tomorrow we start distribution of the first exchange of expired turnout gear. Several orders were placed throughout the sizing process. As more orders come in, those personnel who were sized, both career and volunteer, will be scheduled to come in to Logistics and exchange their turnout gear.

Appointments to Fire and Rescue Advisory Board

Chairman Johnson stated that both Micky Fyock and Gunnar Pedersen were approved to continue with their next term. We are still in the process of filling the vacancy in Battalion 5.

B. New Business

November Meeting

Chief Coe stated that the September FRAB meeting would be recorded; however, it will not be televised live.

Chairman Johnson invited the public to attend the September meeting.

Chief Coe added that the November FRAB meeting will be held on Tuesday, November 12th, due to the Veterans Day holiday.

Chairman Johnson asked the Board if there were any conflicts. All members approved of the November 12th meeting date.

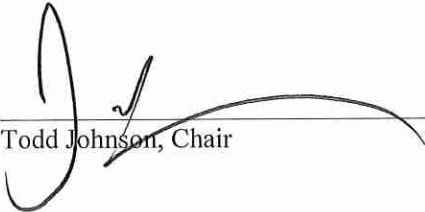
X. ACTION ITEM

In accordance with Maryland Annotated Code Provision, Article 3-305, Chairman Johnson suggested by consensus to move into closed session to discuss a personnel matter.

XI. ADJOURNMENT

The meeting adjourned at 7:42 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