



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: January 13, 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 (Allen "Frank" Davis)	Present
Career Rep (George Lane).....	Present
Career Rep (Kevin Schmidt)	Absent
Citizen Rep (Susan Reeder Jessee).....	Absent
Citizen Rep (Gunnar Pedersen)	Present

Nonvoting Reps:

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

Guests: None

**Frederick County Fire Advisory Board Meeting
January 13, 2020**

I. CALL TO ORDER:

Chairman Todd Johnson called the meeting to order at 7:03 p.m.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Susan Reeder Jessee, Citizen Representative
2. Kevin Schmidt, Career Representative
3. Stephen Jones, Local 3666 President

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve December minutes as corrected: Moved by David Remsburg
Seconded by Susan Nicol

VOTE: YES: 7 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:

Budget

We are starting the budget cycle now. The Governor will present his budget tomorrow. I have a number of Capital Budget requests that I asked the Governor to include in his budget and one of them was to help us renovate/expand the Public Safety Training Facility.

Promotional Ceremony

The DFRS Promotional Ceremony will be held on January 30th.

Banquets

It is banquet season. I will probably go to banquets on most weekends. I do appreciate what everyone does across the County to support keeping people in our community safe. I'll see you at the next banquet.

B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:

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

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

Apparatus

- Completed inspection of Tanker 33, which will be housed at the Spring Ridge Fire Station. In addition to its large water hauling capability the unit will have 400 gallons of foam intended for liquid fuel fires. We expect the unit to be in the County around the first of March.
- Final inspection of two new re-chassised ambulances will occur tomorrow. Those ambulances will end up at Myersville Fire Station and the Westview Fire Station. They will be ambulance 89 and ambulance 319, respectively.
- Today we took delivery of 7 support vehicles. Those are replacement vehicles for the Battalion Chiefs, EMS Supervisors and such.

Stations

- Northgate Fire Station drawings are near their 100% approval. We expect to get the bids out for construction late winter, early spring.
- Green Valley Fire Station drawings are close to 95%. We are working with the contractor through DPW to do some geotechnical work at that site.

Recruit Class 26

Class continues with 28 recruits. They have just completed their Arson Awareness for the First Responder course and Firefighter Safety and Survival. They are getting ready to start the Emergency Medical Technicians course.

Recruit Class 27

Class will start on January 27, 2020, with 30 prospective members. RC 27 represents the start of our SAFER Grant hiring.

Promotional Ceremony

The Promotional Ceremony will be held on January 30th at 6:00 pm in the First Floor Hearing Room of Winchester Hall.

Chamber of Commerce Public Safety Awards

Awards Ceremony will be held on April 23rd at the Brunswick Fire Station. Applications are due January 31st by 4 pm.

Firefighter Overtime

The County Executive's improvements to Firefighter overtime take effect on January 18th.

Radios

We are working with Motorola and Hankey's to replace pieces within the mobile radios. This repair effort will be combined with reprogramming of both the mobiles and portables to accept the new fleet map for both Howard County and Franklin County, PA. An Information Bulletin will be sent in the next several days outlining the schedule for the radio work. We will be starting at the North end of the County on January 20th.

Annex Building

Construction work continues. HVAC, flooring, lighting and ceiling improvements are scheduled to be completed in mid-April.

D. President, FCVFRA, Alan Hurley:

President Hurley stated that he did not have anything to report for the January meeting.

E. Local #3666, President, Stephen Jones:

President Jones was absent; no report given.

VIII. COMMITTEE REPORTS

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

Operations Committee

The Operations Committee met on December 17th and discussed the following topics:

- Pager Tone Testing
Emergency Communications conducted testing of an all-County all calls pager tone, which was a successful test.
- Records Management
Training is underway for ImageTrend Records Management system. Training is going very well.
- PPE Voucher
A policy and procedure on a PPE Voucher program was presented and approved.
- Incident Command Policy
Policy is in the development stages. No action taken, as it will require training sessions and additional testing.
- Action Item
Discussion was held and affirmative vote to modify the dispatch algorithm for patient assist service calls.

Question Asked: "On the Records Management System, are the LOSAP people still going to be able to enter the data of the responses?"

Chief Fox replied: They have to. We haven't switched over yet, it's not pulling data yet. Right now, we want you to put your Fire Incident Report system information in as you do, but we also still need the LOSAP Coordinators to enter the data as they always have.

Question Asked: "Are we supposed to be using the radio voice communications or the

MDT?”

Chief Fox replied: We are still supposed to be using the radios. You use both the radio and MDT.

B. EMS Committee

No report.

IX. DISCUSSION ITEMS

A. Old Business

Accreditation Update

Chairman Johnson distributed an Accreditation Update letter that Chief Fox sent to the Presidents and Chiefs today. The letter contained information regarding the 2020 Accreditation Timeline.

The workgroup will continue meeting throughout the process for this year's accreditation, plus looking at changes to the ordinance. We have come up with this rough list: (as discussed at the last meeting) looking at the mileage change first, then looking at the Ten List versus Career staffing, then looking at the review period and looking at the locations where the review is done. Also looking at what this accreditation means.

Question Asked: “Is this the third year of the accreditation cycle?”

Chief Johnson replied: This is the fourth year.

Question Asked: “It seems the accreditation process has remained the same. Are there still a lot of questions about it?”

Chief Coe replied: I think some of the challenge with that is administration changes from year to year with some of the Corporations. While the process is similar from year to year, some folks are just being exposed to it for the first time because of administration changes. That is a contributing factor, not the only factor.

FY21 Proposed Ambulance Transport Fee Program Rules and Regulations
Still out for review at the County Association level.

B. New Business

PPE Voucher Policy

Chief Fox stated that the policy would allow for the distribution of vouchers to the Companies, and also provide a regular schedule and accountability. October 1st would be the time when we would generate how many sets of turnout gear are going to be issued and how many vouchers will be available per company.

Question Asked: "In terms of the numbers that are given to an individual Company, does this have some relationship to their compliance with the Accreditation process and information?"

Chief Fox replied: We keep a record through the LOSAP program.

Question Asked: "Will the material or the color of gear be optional?"

Chief Fox replied: We need the PPE to be the same. We are still going to have a relationship with Logistics. You are still going to go under the County contract. It's still going to have to be the County gear that's bought in that manner.

Question Asked: "Can you clarify what letter "H" in the policy is saying?"

Chief Fox replied: That is for those extenuating circumstances like a mass need, or a person we don't have a voucher for.

Chief Coe added that this program helps with budgetary planning. With this method, not only are we able to address the lifespan of the PPE over its 10 year lifespan, but we are also able to address a mechanism to plan how many sets of gear we are going to need to buy for our Volunteer Corporations. This is what our Fiscal Year 21 budget request is built around.

Question Asked: "Would it be more accurate to say up to 20%?"

Chief Fox replied: That is accurate. This is going to be based on what the budget allows as far as PPE.

Question Asked: "To be a verified operational member, should you also have your yearly compliance training complete?"

Chief Fox replied: I would like to see people be physically compliant and be marked appropriately in the database as operational.

Question Asked: "What is the process for gear that is not retrieved?"

Chief Coe replied: That falls on the Corporation. We are effectively telling the Corporation leadership that we are giving you "X" amount of vouchers annually to fit your departments PPE needs. That means you're responsible for tracking your members and if they become inactive, the Corporation has to go out and grab that gear.

Question Asked: "What's the next step?"

Chief Fox replied: I believe we will present to the County Executive and hope that she funds it.

Chief Coe added: From a policy prospective, this has been through the Operations Committee and they have approved it. It is being presented tonight for you to take back to your Battalions, review it and then we will actually finalize this policy at the next FRAB meeting.

Question Asked: "Should you add a sentence that states who is accountable for it and that the Company will be held financially responsible for that gear?"

Chief Coe replied: I think where it was intended is under "F" in the policy, we can make sure that "F" is emphasized.

X. CLOSING COMMENTS

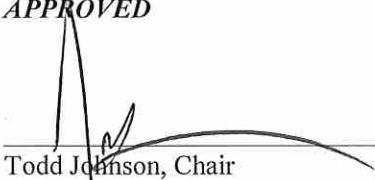
Micky Fyock commented: We need to create and bring back the Cadet program.

Chief Fox stated that he is in the process of creating a high school training program.

XI. ADJOURNMENT

The meeting adjourned at 8:05 p.m.

APPROVED



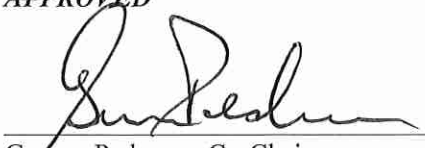
Todd Johnson, Chair

APPROVED



Date of Approval

APPROVED



Gunnar Pedersen, Co-Chair

APPROVED



Date of Approval