



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** March 8, 2021 1900 hours

**Location:** WebEx Virtual Meeting

<b>Attendance:</b>	Battalion 1 (Todd Johnson).....	Present
	Battalion 2 (David Remsburg) .....	Present
	Battalion 3 (Susan Nicol).....	Present
	Battalion 4 (Micky Fyock) .....	Absent
	Battalion 5 (Allen "Frank" Davis) .....	Present
	Career Rep (George Lane) .....	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).....	Absent
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....	Present
	Fire & Rescue Services (Chief Tom Coe).....	Present
	Volunteer Fire & Rescue Assoc. (President Alan Hurley).....	Present
	Volunteer Fire & Rescue Services (Shane Darwick) .....	Present
	Local #3666 (President Stephen Jones) .....	Absent

**Guests:** None

**Frederick County Fire Advisory Board Meeting  
March 8, 2021**

**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. Micky Fyock, Battalion 4 Representative
2. George Lane, Career Representative
3. Jan Gardner, County Executive
4. Stephen Jones, Local 3666 President

**III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve February minutes: Moved by Frank Davis  
Seconded by Susie Nicol

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

**V. BOARD MEMBER COMMENTS:**

Chairman Johnson stated there is some concern with how the media is reporting the call responses. Susie added that she has been appointed to lead a group on the Association level to address this along with marketing.

**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:**

Paramedic Class

There are 13 students in new paramedic class. Training division is doing a great job.

**C. Fire & Rescue Division Director, Chief Tom Coe**

COVID

Currently have one responder in quarantine. No responders have recently tested positive. The Division is still supporting the Health Department with the vaccination effort.

Retirements

Chip Rentzell retired after 20 years of service.

Training

RC 29 continues with 19 recruits. Still on schedule for July graduation.

RC 30 planning continues for class, which will start in July with 30 members. Received 1800 applications, of those, 800 attended the virtual written test. Upon completion of the written test, 600 applicants are in the process.

Paramedic Class 7 currently has 13 students. They are about 10 months away from completion.

Paramedic Class 6 students have received their state designations.

Northgate Fire Station

Progress is being made, preparing for utilities and pouring of pad.

Public Safety Training Facility

All fire hydrants have been replaced. Construction to begin soon on an auxiliary parking lot.

Training Administrative Coordinator

Recruitment process continues.

Director of Volunteer Fire & Rescue Services

First round interviews have been held.

Mobile Data Terminal (MDT) Project

Replacement of MDT's nearing completion.

Compliance Training

2021 training has been advertised.

**Question Asked: "Are there new Frederick County log-ons?"**

Chief Darwick replied: It is the same as before. There is nothing new.

**Question Asked: "We're not doing the October deadline again for the Volunteers?"**

Chief Coe replied: No. The Volunteer deadline is the end of April.

**D. President, FCVFRA, Alan Hurley:**

Compliance Training

The decision for the Volunteer deadline was made to get back on track.

Senate Bill 620 / HB888

On behalf of FCVFR, Chip Jewell emailed Senator Young for backing of bill.

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

As President Jones was absent, no report was given.

## **VIII. COMMITTEE REPORTS**

### **A. Volunteer Fire and Rescue Association, Assistant Chief, Shane Darwick:**

#### Operations Committee

TEAMS Meeting February 16, 2021 topics discussed, Standard Operating Procedures into one Structure Fire Response Policy, Rural Water Supply Manual, Image Trend Reporting System, MDT Install project, Face Piece Distribution Project and MFRI & Academy Training.

#### COVID

Bi-weekly calls are being conducted between DFRS and Volunteer Company Fire Chief's in an effort to address COVID-19 operational concerns will now be done monthly.

#### Records Management System

Meeting monthly with DFRS and DVFRS to ensure records management compliance.

#### Gear Up

Being held virtually with 16 students, CPR and PE/SCBA will be rescheduled in when COVID-19 restrictions are lifted.

#### PPE Voucher Program

Process began on July 1; to date we have used 60 vouchers. The budget allotment was for 96 sets of PPE. Companies are outfitting new members for Spring Classes and ordering PPE for members with expired PPE. We continue to hear concerns from companies who have taken in more members than they have available vouchers and have requested additional sets of PPE in the upcoming budget.

#### INOVA Employee Assistance

Setting up an EAP 101 webinar with date and times TBD.

#### Fire Police

All Fire Police appointment letters are in; Fire Police Commander is meeting with them ensuring they have the equipment they need.

#### Assistance to Highway Operations

DVFRS is working with the Division of Public Works, Office of Highway Operations and Volunteer Companies on assisting with meals periods during periods of severe weather. So far, Brunswick, Urbana, Emmitsburg and New Market have expressed interest.

#### **Question Asked: "Are those stations the ones that have the prepositioned severe weather kits?"**

Chief Darwick replied: Yes, the stranded motorist kits.

### **B. EMS Committee**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### Accreditation Ordinance Change

Approved by FRAB, two meetings ago. Working with the County Attorney's office to get the bill formatted. Staff report receiving final touches and then will be sent to the County Executive through the approval chain.

Chairman Johnson added that a couple of companies questioned the accreditation process for this year. It was decided that there would not be an accreditation review for calendar year 2020. Please share this information with your Battalions.

Chief Coe added that contact will be made with those corporations who did not make full accreditation.

#### **Question Asked: "Will an email be sent to the Chiefs and Presidents to that regard"?**

Chief Coe replied that he will send correspondence to them.

#### **Question Asked: "Do we need to make a motion here?"**

Chief Coe replied: If FRAB would like to make a motion that is fine, but it's not required.

Dave Remsburg added that stations should try keep their information up to date even though we aren't going to be looking at it.

### **B. New Business**

#### Update on the FY2022 Budget

Chief Coe shared a presentation on the overview of the Fiscal Year 2022 Budget Submission.

#### **Question Asked: "Are building owners required to purchase a new Knox Box"?**

Chief Coe replied: We are buying new cores for all Knox Boxes in Frederick County, at no expense to the owner. Staff will be changing the cores.

#### **Question Asked: "What is the area of responsibility for the Fire Inspectors"?**

Chief Coe replied: They have a Memorandum of Understanding with the Maryland State Fire Marshal's office, where they inspect specific types of occupancies. It has reached a number that they can no longer do with four Fire Marshals.

Gunnar added that the Balance the Budget software is an excellent tool and would encourage everyone to look at it.

#### **Question Asked: "Will the air unit be a replacement or a second unit"?**

Chief Coe replied: This will be a replacement of the current unit.

#### **Question Asked: "Will it be more available"?**

Chief Coe replied: We are trying to look at all the options.

**Question Asked: “Station Maintenance Fund of \$150,000, is that a starter amount? Is it out right payment or how is it replenished throughout the year”?**

Chief Coe replied: A Corporation in need, would apply citing their need. The money would continue to rollover year after year.

**Question Asked: “CDL Instructor at PSTF, does that position tie into the PSTF expansion? Will there be a driving range”?**

Chief Coe replied: Those are two unrelated things. The PSTF master plan does provide space for a future driving track. The funding request for the CDL driver-training program is for personnel and instructional costs.

**Question Asked: “What’s the timeline for the master plan”?**

Chief Coe replied: The purpose behind the master plan is to “ear mark” property. There is no specific timeline to accomplish all of the goals of the master plan.

**Fire and Rescue Advisory Board Representation**

Chief Coe stated that the Board terms for Kevin Schmidt and Susan Reeder Jessee will expire on June 30, 2021.

**X. ACTION ITEM**

Accreditation Process Change – Proposal to modify process to verify compliance with Frederick County Code §1-2-67 (H)

Motion to approve the proposal: Moved by Susie Nicol  
Seconded by Frank Davis

Discussion regarding the proposal ensued and both motions were withdrawn. No vote was held.

The workgroup will review all the comments.

**XI. CLOSING COMMENTS**

Chief Coe thanked everyone for their participation tonight, and added that the 2020 Annual Report is in the final stages of completion. He also stated that an Informational Bulletin will be coming out soon requesting nominations for the 2020 Public Safety Awards.

**XII. ADJOURNMENT**

The meeting adjourned at 8:51 p.m.

***APPROVED***

*Absent*

---

Todd Johnson, Chair

***APPROVED***

---

Date of Approval

***APPROVED***



---

Gunnar Pedersen, Co-Chair

***APPROVED***

---

4/12/2021

---

Date of Approval