



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: January 10, 2022 1900 hours

Location: WebEx Virtual Meeting

Attendance:	Battalion 1 (Todd Johnson)	Present
	Battalion 2 (David Fox).....	Present
	Battalion 3 (Nelson Smith).....	Present
	Battalion 4 (Micky Fyock)	Absent
	Battalion 5 (Allen "Frank" Davis)	Absent
	Career Rep (George Lane).....	Present
	Career Rep (Kevin Schmidt)	Present
	Citizen Rep (Vacant).....	Vacant
	Citizen Rep (Gunnar Pedersen)	Present

Nonvoting Reps:	Frederick County Executive (Jan H. Gardner)	Present
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore)	Present
	Fire & Rescue Services (Chief Tom Coe).....	Present
	Volunteer Fire & Rescue Assoc. (President James May).....	Present
	Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick).....	Present
	Local #3666 (President Stephen Jones).....	Absent

Guests: None

Frederick County Fire Advisory Board Meeting
January 10, 2022

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. Frank Davis, Battalion 5 Representative
3. Stephen Jones, Local 3666 President

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve December minutes: Moved by Nelson Smith
Seconded by Gunnar Pedersen

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

V. BOARD MEMBER COMMENTS:

Chairman Johnson stated that yesterday was Law Enforcement Officers Appreciation Day.

Chairman Johnson added that Ladies Auxiliary member Jane Bopst passed away today.

Chairman Johnson also shared comments from Battalion 1 concerning LOSAP points and the COVID staffing plan.

VI. PUBLIC COMMENTS:

None.

VII. EX OFFICIO MEMBER REPORTS:

A. Frederick County Executive, Mrs. Jan Gardner:

COVID

Thanks to everyone who is stepping up during this difficult time. Predictions indicate that cases will continue to rise.

FRAB Representation

Recommended appointments to the Board have been advanced to the County Council and will be on their agenda for confirmation on January 18th.

B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:

COVID

Things at FHH are going well. Numbers of PUI's are going down.

C. Fire & Rescue Division Director, Chief Tom Coe

Battalion Chief Chris Morlan

BC Morlan passed away on December 23rd from complications due to COVID. Thanks to all the members of the fire service who assisted in honoring him.

Behavioral Health Coordinator

Will be filling this new position soon. The coordinator will be housed under the Health Department but will serve the responders of Fire and Rescue to provide oversight to the Peer Support Team and assist in management of behavioral health needs.

Apparatus

Apparatus Committee is completing the final inspection of Truck 23 this week.

Station Items

Northgate construction is slated to be finished by the end of February. There have been a few delays that have slowed the progress.

Progress continues with APS, the vendor for the station alert system. APS Alerting will start with replacing the alert systems at Stations 31, 33 and 25. Will then move to Stations 4, 16, 22, and 24 to complete the first years work of the project.

ISO

A kickoff meeting will be held on January 20th with the Insurance Services Office (ISO), to study the fire safety rating of Frederick County.

Annual Report

Staff are working on the 2021 Annual Report.

Budget

Completed Phase II of CIP meetings. Soon to move into meetings with the County Executive regarding the operational budget.

Knox Box Systems

Personnel in the Fire Marshal's office are actively replacing Knox Box access systems around the County, moving to the new electronic core system.

Question Asked: "What about the Knox box keys, are they getting updated also?"

Chief Coe replied: The cores to the box are being replaced, not the box, so the new electronic key can be used. During the transition, both the old and new e-key will be carried on the apparatus.

Question Asked: "When do the budget appeals go in?"

Chief Coe replied: The deadline to turn in budget requests was Friday, December 17th. Requests that were approved by the Division for further approval by the County Executive were submitted on December 17th. In late spring the County Executive will make her recommendations to the Council, then they will vote to adopt the budget in May.

Question Asked: "Did our request make it through to the County Council?"

Chief Coe replied: The Station 19 staffing request did make it to DFRS. It did not make it within the DFRS recommended budget to the County.

D. President, FCVFRA, James May:

A virtual Association meeting will be held on the 20th.

Question Asked: "Are you aware of the issues with LOSAP?"

President May replied: This is the first I have heard about it.

E. Local #3666, President, Stephen Jones:

As President Jones was absent, no report was given.

VIII. COMMITTEE REPORTS

A. Volunteer Fire and Rescue Association, Deputy Chief, Shane Darwick:

LOSAP

The volunteer database is sluggish around the first of the year. Working with IIT to improve the performance.

Question Asked: "Would you be able to put out some information after the meeting tomorrow?"

Chief Darwick replied: Sure. Nicky sent information this evening regarding the year end closeout.

Question Asked: "I am having an issue with the number of calls and timing. Is anyone else having this problem?"

Chief Darwick replied: There are anomalies and there are little problems here and there that we find. We can look at it and get it cleaned up.

Chairman Johnson added that members of Station 3 shared the same concerns with him.

Operations Committee

There was no meeting in December. The next meeting will be February 15, 2022.

Cadet/Internship Program

The students are currently in the Firefighter I program and doing really well.

Accreditation

Process is getting ready to kickoff. Should be smoother this year, will not be using the three-ring binder, will use data from the database. Peer review committee will start in March. Will have report for this board by the May meeting.

Question Asked: "How many people do you have in the Cadet Program?"

Chief Darwick replied: There are 12 now, but it fluctuates.

Question Asked: "In the curriculum TIMS is listed, what does the S stand for?"

Chief Darwick replied: System, Traffic Incident Management System.

Question Asked: "Is that also part of the Academy?"

Chief Darwick replied: Yes.

B. EMS Committee

No report.

IX. DISCUSSION ITEMS

A. Old Business

Accreditation Process

Chairman Johnson stated that there will not be three-ring binders this year. There will still be a peer review process, looking at information that is in the database. Looking for a 3-4 person peer review committee out of the battalions to look at company submissions and how that matches the database.

FRAB Representation

The County Executive has sent her recommendations to the County Council.

B. New Business

COVID Impact

Chief Coe reviewed the impact COVID has had on the Fire/Rescue workforce. As of 4:00 pm today, we have the following who are COVID positive: 3 Administrative staff, 4 Recruits, 5 Volunteers. There are 35 field personnel who are unable to work, 28 of which are COVID positive.

The following actions have been taken effective January 8th to maintain core services while we deal with staffing shortages due to COVID:

- RC 30 & RC 31 will now graduate on January 28th.
- Six apparatus moves to reduce holdovers.
- Staffing at Point of Rocks delayed until staffing stabilizes.
- Northgate position moves will not occur on February 12th and station will not open until staffing stabilizes.
- Mobile Crisis Car, COAST and Mobile Community Health programs have been suspended.
- Uniformed personnel up to the rank of Battalion Chief assigned at PSTF, who are not directly engaged with the instruction of RC 30 & 31 and PC 8, are now assigned to perform at least 12 hours per week in the field.
- Temporary staffing allowance to allow Company Level Officers to work down.
- All non-essential training at PSTF has been postponed or will be held virtually.
- Modification to vacation leave.
- Senior Staff station visits moved to virtual format.

Question Asked: "Is there a point at which to send apparatus with a reduced number of people?"

Chief Coe replied: We operate on minimum staffing levels as it exists today. We have two more things we could do. There is another layer of apparatus adjustments we could make and we could move from a 24 hour on/48 hour off 3 shift rotation to a 48 hour on/48 hour off 2 shift rotation.

Question Asked: "What is the Fire Rescue policy on isolation/quarantine?"

Chief Coe replied: Historically, the Fire service has followed the Healthcare Provider CDC Model. We have held strong to the 10-day quarantine or isolation directive that was in place prior to December 23rd.

Chairman Johnson added that the Fire Service is different, and it would be difficult to uphold the 5-day masking within the firehouse.

Chief Coe commented that he has an abundant amount of gratitude to the career and volunteer personnel who have persevered over the last 2 years to continue our mission to provide service to the citizens.

Discussion ensued regarding the response time and level of patient care.

Question Asked: "Why didn't you look at un-staffing other pieces of equipment and keep ambulances staffed?"

Chief Coe replied: Our fire apparatus are staffed by Emergency Medical Technicians. Even though we are in the middle of a pandemic, we are also in fire season.

X. CLOSING COMMENTS

Chairman Johnson thanked everyone for an engaged meeting this evening and look forward to working on the accreditation process.

County Executive Gardner expressed her appreciation for the great job Chief Coe has done and all the staff who have stepped up.

XI. ADJOURNMENT

The meeting adjourned at 8:01 p.m.

[Signature]
APPROVED

Todd Johnson, Chair

APPROVED
[Signature]

Date of Approval

[Signature]
APPROVED

Gunnar Pedersen, Co-Chair

APPROVED
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Date of Approval