



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** April 11, 2022 1900 hours

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

**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) ..... | Present |
| Career Rep (George Lane) .....          | Absent  |
| Career Rep (Anthony Gramiccioni) .....  | Present |
| Citizen Rep (Mark Kirchman) .....       | Present |
| Citizen Rep (Gunnar Pedersen) .....     | Present |

**Nonvoting Reps:**

|   |         |
|---|---------|
| Frederick County Executive (Jan H. Gardner) .....                   | Absent  |
| Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....        | Absent  |
| 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) .....                         | Present |

**Guests:** None

**Frederick County Fire Advisory Board Meeting  
April 11, 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. George Lane, Career Representative
3. Jan Gardner, County Executive
4. Dr. Jeffrey Fillmore, Jurisdictional Medical Director

**III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve January, February, and March minutes: Moved by Nelson Smith  
Seconded by Mark Kirchman

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

**V. BOARD MEMBER COMMENTS:**

Chairman Johnson commented on the OSHA 1910.156 Fire Brigades Regulations.

Battalion 5 Representative, Frank Davis gave a "shout out" to the folks in the 911 center.

Chief Coe added that this is National Public Safety Telecommunicators Week.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

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

As County Executive Gardner was absent, no report was given.

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

As Dr. Fillmore was absent, no report was given.

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

#### Staffing

Behavioral Health Coordinator – Natalie Bowers has been hired as the new Behavioral Health Coordinator and started work today.

#### Insurance Services Office (ISO)

The Insurance Services Office Performance Evaluation is underway. This evaluation occurs every 5 years and helps set the fire protection classes that affect both residential and commercial property fire insurance rates.

#### Station Items

Progress continues with the county-wide station alert system project. A majority of the installation has been completed at the Westview Fire Station and will be moving to the Spring Ridge Fire Station and 5 more stations before the end of the budget year.

#### Apparatus

Truck 5 - Upfitting has been completed at Logistics and is currently at the Brunswick Fire Station.

Truck 23 - Currently with the vendor for warranty work and will then go to Logistics for upfitting.

Mobile Command and Communications Unit - In the process of being outfitted and will be on display at the Fire Department Instructors Conference (FDIC) in Indianapolis, Indiana at the end of April. Final inspection expected in late May.

Taken delivery of two replacement Advanced Life Support Chase cars, which are at Stations 2 and 8.

#### Promotional & Awards Ceremony

Event will be held on Tuesday, April 26 at 7:00 pm at Frederick Community College.

#### Grants

Application submitted for FY22 First Responders Comprehensive Addiction and Recovery Support Services Act Grant through the Department of Health and Human Services, totaling just over \$1.9 million dollars.

#### Budget

Looking forward to the County Executive's FY23 Budget Presentation in late April.

#### Awards

Several Unit Citations, Life Saving Awards and Excellence in EMS Awards to be awarded in the coming days.

#### **Question Asked: "Have all the departments been informed of the Station Alerting Systems?"**

Chief Coe replied: All of the departments were informed through the Operations Committee that the project was coming. We will meet with the corporations prior to installation.

**D. President, FCVFRA, James May:**

President May reminded everyone that the Frederick County Volunteer Fire and Rescue Association Awards Ceremony will be held on Monday, April 18<sup>th</sup> at 7:00pm at the Walkersville Fire Company.

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

President Jones stated that he did not have anything to report for the April meeting.

**VIII. COMMITTEE REPORTS**

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

Operations Committee

Next meeting will be Tuesday, April 19, 2022 at Vigilant Hose Company with dinner served at 1830 hours and the meeting at 1900 hours. This is an All Chiefs Meeting.

High School/Internship Program

Students have completed GEAR UP, CPR, PPE and SCBA, TIMS, HAZ/MAT Operations, and Emergency Medical Responder. Firefighter 1. Rescue Tech. Site Ops. Rescue Tech.- VME started April 6th with 12 students in the program.

Accreditation

Peer review is in progress. All companies have submitted the required information with the exception of Braddock Heights and Lewistown.

EMS

Billing office gave an overview of the billing process via a Teams meeting presentation with Chief's, President's and Treasures on April 6<sup>th</sup>.

The BLS nebulizer program rolled out at the end of February. This is a state mandate to be implemented by July 1, 2022

Fire Museum

Museum will be open from April through October on Saturdays and Sundays from 12:00 pm to 4:00 pm.

Fire Police Radios

The APX-4000 radios have been programed by Hankey's and have been assigned four Frederick Zones: 9, 91, 92 and Multi-talk. The Home button takes them back to 92 Hotel, which is their assigned Fire Police talk group. Additional traffic vests and supplies have been purchased and are being distributed.

Planning and Research Workgroup

The Frederick County Fire/Rescue Planning Workgroup will meet on April 12<sup>th</sup> at PSTF. The group continues their discussions on updating and revising the Frederick County Fire and Rescue Service Delivery Plan.

Recruitment & Retention

Gear Up Class 22-4 will start on April 13<sup>th</sup>.

**B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### HB1052

HB1052 – Flynn and Laird Act passed the Senate unanimously and is awaiting the Governor's signature.

#### 2021 Accreditation Process

As Chief Darwick stated previously, the peer review is in progress and all companies have submitted the required information with the exception of Braddock Heights and Lewistown.

### **B. New Business**

#### Update on Northgate Fire Station

Still facing some construction challenges. Planning to be operational in mid-May with a tentative dedication in late May.

#### **Question Asked: "Do you have staff already assigned?"**

Chief Coe replied: The staffing for that fire station took effect on February 12<sup>th</sup> and the staff are currently on auxiliary assignments until the station opens.

#### **Question Asked: "I've heard of Special Operations, but you used the term Technical Rescue assets would be there?"**

Chief Coe replied: Typically, Special Operations is inclusive of all specialties that aren't traditional fire and EMS response. The units going to the Northgate Fire Station are Technical Units that typically respond to high angle/low angle rope rescues, collapses, water rescues, etc.

#### **Question Asked: "Is that double duty for the crew on the Engine or do you have additional personnel?"**

Chief Coe replied: No, that's double duty for the staff on the Engine and the Ambulance.

#### **Question Asked: "Was the tower constructed to support rope training?"**

Chief Coe replied: Yes, behind the Northgate Fire Station, there is a 3-story training tower that is equipped with an external staircase, standpipe, and training wall that will provide a large level of training.

## **X. ADJOURNMENT**

The meeting adjourned at 7:27 p.m.

**APPROVED**

  
Todd Johnson, Chair

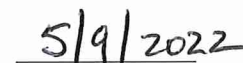
**APPROVED**

  
Gunnar Pedersen, Co-Chair

**APPROVED**

  
Date of Approval

**APPROVED**

  
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