



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: June 13, 2022 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 Fox)	Present
Battalion 3 (Nelson Smith)	Present
Battalion 4 (Micky Fyock)	Absent
Battalion 5 (Allen "Frank" Davis)	Absent
Career Rep (George Lane)	Absent
Career Rep (Anthony Gramiccioni)	Present
Citizen Rep (Mark Kirchman)	Absent
Citizen Rep (Gunnar Pedersen)	Present (phone)

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 and Rescue Advisory Board Meeting
June 13, 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. Allen "Frank" Davis, Battalion 5 Representative
3. Mark Kirchman, Citizen Representative
4. George Lane, Career Representative
5. Jan Gardner, County Executive
6. Dr. Jeffrey Fillmore, Jurisdictional Medical Director

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve May minutes: Moved by Nelson Smith
Seconded by David Fox

VOTE: YES: 5 NO: 0 ABSTAIN: 0 PASSED

V. BOARD MEMBER COMMENTS:

Chairman Johnson asked Chief Coe to elaborate on the request for participation at community events. Chief Coe stated that an email was sent to Fire and Rescue Services (career and volunteer personnel) in an effort to streamline the coordination and communication of community related events. Requests can be sent to DFRSCCommunityEvents@frederickcountymd.gov.

Chairman Johnson commented the request for documentation of training for folks that did not submit as 10 list folks. Chairman Johnson further commented that it was his understanding that in the process of looking at the 10 list it was discovered that these were active operational members who had some deficits in their documentation of their training, so that list was also sent out. Chief Darwick stated that was true and that they tried to clarify that as they went through and had a 10 list and additional training needs for the station. Chef Darwick added that they were trying to clean up the database at the same time. Chief Coe added that the input of the data into the database will help establish an operational qualification list.

Chairman Johnson commented that the Firefighter – Recruit job description wording may want to be reviewed to clarify the use of the term professional. Chief Coe stated that the description in this case refers to the career aspect more than being an adjective of the type of service provided.

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

Recruitment

Applications will be accepted through June 30th for Recruit Class 33.

Recruit Class 32

Class continues with 27 recruits who are currently in EMT and EVOC training.

Paramedic Classes

Class 8 continues with 8 students.

The majority of students from Class 7 have been released to function independently.

Promotional Testing

The Technician promotional process was recently completed. The assessment center portion of the Lieutenant promotional process is being held this week. The Captain's promotional process will be held later this summer.

EMS Supplemental Payment Program (ESPP)

Frederick County recently received close to \$2.8 million from the EMS Supplemental Payment Program. Funds will be reinvested into EMS service through a process to standardize our stretchers, lift systems, and stair chairs. Installation of equipment should begin in September.

Apparatus

Final inspection of the Mobile Command and Communications Unit was completed. This Emergency Management unit will be used in partnership with the Division of Fire and Rescue Services and the Frederick County Sheriff's Office. The unit will be housed at the Northgate Fire Station and expected to be in service later this summer.

Events

National Fallen Firefighters ceremony will be held on October 8 & 9, 2022. In 2023 the event will be held on May 6 & 7.

Question Asked: "The trained folks for the command unit, are they Fire/Rescue staff, Emergency Management staff or a combination?"

Chief Coe replied: They are combination of Fire/Rescue personnel, Emergency Management personnel, and Sheriff's Office personnel. The group is a total of 18 personnel, 6 from each agency.

Question Asked: "How will it get dispatched?"

Chief Coe replied: It will be a request from the command post or the incident commander for MCP900 (Mobile Command Post 900). Everbridge will be utilized to notify the folks who are on duty/rostered.

Question Asked: “Will there be any guidelines for the incident commander, like an event lasting greater than “x” number of hours?”

Chief Coe replied: A lot of it is going to be incident commander preference.

D. President, FCVFRA, James May:

President May stated that he did not have anything to report for the June meeting.

E. Local #3666, President, Stephen Jones:

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

VIII. COMMITTEE REPORTS

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

Operations Committee

The next Operations Committee meeting will be moved up one week to June 14, 2022, to avoid conflict with the Maryland State Firemen’s Convention in Ocean City.

Work Based Learning Internship Program

Graduation was Thursday, May 12, 2022, with 9 students completing the entire program. We are currently recruiting new students and instructors for 2022-2023 school year.

Accreditation

Peer review has been completed. Training records are being verified and information is being requested.

Compliance Training

The 2022 compliance training in FCG Learn is now open and will remain open until October 10, 2022.

EMS

MIEMSS online training for the 2022 protocol updates is now available.

Fire Police Radios

The purchase order for 30 new APX-4000 radios is complete and the purchase of 30 more radios have been approved and will be ordered in July.

Planning and Research Workgroup

Frederick County Fire/Rescue Planning Workgroup met Tuesday June 7th at the PSTF. The group continues their discussions on updating and revising the Frederick County Fire and Rescue Service Delivery Plan and developing a list of strategic priorities for the next three years.

Recruitment & Retention

No GEAR UP Classes scheduled in June. Note: Gear Up is not the only class to enable new members to ride, new members must take Haz/Mat Ops. in order to ride.

APS Firehouse Alerting

Stations 31 and 25 are complete. Station 33 is in final stages of completion. Only identified issues so far are from the IIT and CAD. APS has been very responsive with resolving issues. June 2nd walk thru was done of Station 4, on deck Companies are 16, 22 and 24. AC Polikoff will reach out to these companies for representatives.

Special Events

Special thank you to Jeana Panarella for heading up the Foot and Ankle Marathon, which went very well. Next event is the 4th of July Celebration and Jeana has already reached out to all stations for participation needs. For more information or willingness to help reach out to her.

Question Asked: “Compliance Training – is there a list of those that have not completed?”

Chief Darwick replied: Yes, you can request that from Joyce.

B. Other Committees

No report.

IX. DISCUSSION ITEMS

A. Old Business

2021 Accreditation Process

The Frederick County Fire and Rescue Advisory Board at its January 10, 2022 meeting discussed and implemented the timeline for the 2022 Accreditation process. The review committee included Todd Johnson (Chairperson), Frank Davis, Nelson Smith, and David Fox. FRAB Chairperson Todd Johnson recommended that the peer review team would meet and conduct reviews of documentation submitted. Documentation for the 2022 process were emailed to Chiefs and Presidents on January 11, 2022.

On May 19, 2022, available evaluators convened at the Public Safety Training Facility to review and finalize documentation submitted. The following is a listing of current review status for participating companies:

Fully Accredited:

Independent Hose Company
United Fire Company
Citizens Truck Company
Brunswick Volunteer Fire Company
Vigilant Hose Company
Middletown Volunteer Fire Company
Guardian Hose Company
Walkersville Volunteer Fire Company
Rocky Ridge Volunteer Fire Company
New Market District Volunteer Fire Company
Libertytown Volunteer Fire Department
Jefferson Volunteer Fire Company
Brunswick Volunteer Ambulance and Rescue Company
Urbana Volunteer Fire and Rescue Department
Walkersville Volunteer Rescue Company

Conditionally Accredited:

(Have 30 days to comply – July 7, 2022)

Junior Fire Company
New Midway Volunteer Fire Company
Thurmont Community Ambulance Service, Inc.

Accreditation Warning Status:

(Have 60 days to comply – August 7, 2022)

Myersville Volunteer Fire Company

Braddock Heights Volunteer Fire Company

Carroll Manor Volunteer Fire Company

Graceham Volunteer Fire Company

Woodsboro Volunteer Fire Company

Lewistown District Volunteer Fire Company

Wolfsville Volunteer Fire Company Co., Inc.

Failed Accreditation Status:

None as of June 13, 2022

Chairman Johnson stated that there was some growing room using the electronic method, but that is the way to go.

Question Asked: “Can in-house training be recognized?”

Chief Coe replied: For that to happen, they would have to take the job performance requirements that a class or certification accomplishes and mesh that up to the in-house program that exists. This is something that a company could work with the Volunteer Services Office to analyze. If we can't give them credit for that, there are some other avenues that we can pursue to get them where they need to be to meet the County standards.

Question Asked: “If the EVOC was a “train the trainer,” there had to be a “train the trainer” trainer involved, was that under the auspices of MFRI or some other certifying body that would provide a certificate?”

Chief Coe replied: I am a great personal example of this. The EVOC training that was initially given to me did not meet the certification requirements of the Maryland Fire Service Personnel Qualifications Board. I had to take a MFRI EVOC refresher, to get my EVOC to count. Chief Darwick and Assistant Chief Polikoff will be glad to work with folks to iron out some of the issues.

Chief Darwick commented that they went to Risk Management to see if they had any certifications on file for emergency drivers, which they didn't. They said it was up to the individual corporations to maintain those records. They looked at VFIS, the insurance adjusters, and they said that for EVOC you do need to have a certificate on file to be an emergency driver.

Update on Northgate Fire Station

Construction is close to completion. Furniture is being moved in today and plan on being able to handle emergency calls for the station on June 21st. The dedication ceremony is scheduled for June 27th.

B. New BusinessGraceham Fire Company

Chief Coe distributed a handout regarding the performance of the Graceham Volunteer Fire Company. Due to the decline in volunteers, specifically a decline in volunteer fire apparatus drivers their response statistics have fallen below the threshold for action within the County Code. Chief Coe stated that he had met with Chief Powell and made him aware of the concerns and plan of action. Chief Coe also stated that they then met with Frederick County Volunteer Fire and Rescue Association's Executive Board. This past Tuesday, Chief Coe met with the entire membership of the Graceham Volunteer Fire Company to explain the situation and

answer questions that they might have. Chief Coe added that the County Code outlines what needs to happen in a situation like this when a company fails to meet the response threshold. It is the County Executive's authority at the recommendation of the Fire Chief with input from the Fire and Rescue Advisory Board to suspend their operations.

Based on the response numbers of Graceham, Chief Coe's recommendation to the County Executive is that we suspend the operational portion of the Graceham Volunteer Fire Company until such time that they can prove to the Fire and Rescue Advisory Board that they have a response compliment sufficient to respond to calls in means that meets the County Code.

Question Asked: "Does it require a vote of this body?"

Chief Coe replied: It is my intent to carry out the County Code as the Fire Chief. I do think it adds value to my recommendation if this body endorses that recommendation. It does not require this body's action, but I think it is supportive that this body would take a stance on it.

Motion to endorse the recommendations of the Chief to suspend the operational portion of the Graceham Volunteer Fire Company: Moved by Anthony Gramiccioni
Seconded by Gunnar Pedersen

VOTE: YES: 5 NO: 0 ABSTAIN: 0 PASSED

Chief Coe added that the leadership of the Graceham Volunteer Fire Company was invited to tonight's meeting and were unable to attend due to training.

Question Asked: "What did the Frederick County Volunteer Fire and Rescue Association Executive Board do?"

President May replied: The Executive Board did not take a vote or any particular position. Company 18 was present at our meeting, and we had already met with them prior to that and the consensus was that this is a step that is necessary.

Question Asked: "Is there a time limit that they have in which to become operational again?"

Chief Coe replied: There isn't specifically a time limit. My real interest is by the next fiscal year. We plan to regularly meet with their leadership team to ensure that progress is being made.

Question Asked: "When they would request to come before us to establish compliance with all the minimum standards that would be showing that they increased their operational status that they could get the equipment out and the fail rate has corrected, but they're suspended so you can't check the fail rate?"

Chief Coe replied: They're suspended, right. So effectively their case before us would be that they have gotten more members, that their members are operationally ready. I foresee if we get to the point to put Graceham back into service, that the dual dispatch status would start again. It would be their obligation to prove to the County that they can operate within those response criteria for a rural fire station.

Question Asked: "They're suspended, coverage for the citizens in that area?"

Chief Coe replied: Coverage for those citizens would be coming from the next due fire stations. So primarily the Guardian Hose Company and Thurmont Ambulance Company. Both of those stations are career staffed 24/7, 365 days a year. We have Vigilant Hose Company to the north and Rocky Ridge Fire Station to the east. So, the surrounding companies would be picking up that call volume.

Question Asked: "And no anticipated issue with that?"

Chief Coe replied: There is not, those companies have been covering where we've had these response shortfalls for several months.

Question Asked: "Is there any consideration of full-time staffing in that station?"

Chief Coe replied: There is not. I don't feel that career staff is the answer to Graceham's issue, based on their proximity to Thurmont and the low call volume in their first due area. So, I don't see career personnel being the answer to their response issues.

Election of Chairman and Co-Chair

A vote was held to that Todd Johnson remain as Chairman.

Motion to table the election of the Vice/Co-Chair until the July meeting:

Moved by Nelson Smith

Seconded by Anthony Gramiccioni

VOTE: YES: 5 NO: 0 ABSTAIN: 0 PASSED

Fire and Rescue Advisory Board Representation

Battalion 4 Representative - Micky Fyock has submitted a letter of interest seeking reappointment.

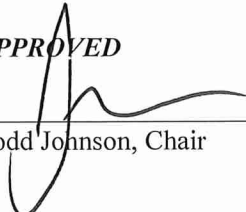
Battalion 5 Representative - Frank Davis is not seeking reappointment.

Citizen Representative – Received two letters of interest. Will conduct interviews of potential candidates at July meeting.

X. ADJOURNMENT

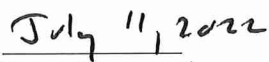
The meeting adjourned at 8:01 p.m.

APPROVED




Todd Johnson, Chair

APPROVED



Date of Approval

APPROVED



Gunnar Pedersen, Co-Chair

APPROVED



Date of Approval