



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** July 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) .....	Absent
Battalion 3 (Nelson Smith) .....	Present
Battalion 4 (Micky Fyock) .....	Present
Battalion 5 (Vacant) .....	Vacant
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) .....	Absent
Local #3666 (President Stephen Jones) .....	Present (phone)

**Guests:** None

**Frederick County Fire and Rescue Advisory Board Meeting  
July 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. David Fox, Battalion 2 Representative
2. George Lane, Career Representative
3. Jan Gardner, County Executive
4. Dr. Jeffrey Fillmore, Jurisdictional Medical Director
5. Shane Darwick, Director / Deputy Chief Volunteer Fire & Rescue Services

**III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve June minutes: Moved by Mark Kirchman  
Seconded by Gunnar Pedersen

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

**V. BOARD MEMBER COMMENTS:**

Chairman Johnson expressed concerns that the move of Medic 1 from ALS headquarters to Station 29 was not brought before the Board. Chief Coe apologized for not bringing it up over the last several weeks, as he was under the impression that everyone new that the move was occurring. Chairman Johnson added that the FRAB Charter does not give clear guidelines.

Battalion 3 Representative Nelson Smith stated that they met last Thursday regarding the 900-numbering system and changes to the Swift Water Policy. Nelson also questioned the budget and matrix funding.

Citizen Representative Gunnar Pedersen mentioned that the crew of Truck 6 in Hagerstown commented about what how great Station 29 is.

**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**

Graceham Fire Company

County Executive Gardner has approved the request to suspend the Graceham Volunteer Fire Company from operational deployment.

Northgate Fire Station

Thank you to everyone who attended the dedication.

Recruitment

Application submissions closed on June 30<sup>th</sup> with approximately 660 applicants.

Apparatus

Mobile Command and Communications Unit has arrived in Frederick. Hope to have unit in service around mid-September.

Events

National Night Out will be held on August 2<sup>nd</sup>.

Ball Road Incident

Expect report from the External Safety Review Panel around August 1<sup>st</sup>.

Retirement

Congratulations to Lieutenant Doug Hardin, who retired on June 28, 2022.

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

President May stated that the next Association meeting will be held on July 21<sup>st</sup> in Libertytown.

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

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

**VIII. COMMITTEE REPORTS**

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

Operations Committee

The Operations Committee met on Tuesday June 14, 2022 at the PSTF. The minutes from the April 2022 meeting were approved and reports and updates provided. Under new business the Thurmont Ambulance Companies Fire UTV proposal was presented along with a draft of the updated Vehicle Collision Policy, Battalions were advised to review these documents and be prepared to discuss and vote on them at the next meeting, August 16, 2022.

Work Based Learning Internship 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.

#### 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 July.

#### APS Firehouse Alerting

Stations 31, 29, 33 and 25 are complete. APS has been very responsive with resolving issues. On deck, Companies are 4, 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 4 July Celebration

### **B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### 2021 Accreditation Process

New Midway Volunteer Fire Company is now fully accredited.

Working with other companies to schedule physicals and verification of training records.

August 7<sup>th</sup> is the last day for those in the accreditation warning status.

## **X. ACTION ITEM(S)**

### **A. Motion to go into Closed Session – Personnel**

Maryland Annotated Code General Provisions Article §3-305(b)(1) To discuss (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Topic: To evaluate and interview possible candidate(s) that the Fire and Rescue Advisory Board may consider for recommendation.

A motion was made at 7:28 p.m. to go into Closed Session: Moved by Nelson Smith  
Seconded by Mark Kirchman

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



The Board reconvened the Open Session at 7:39 p.m. and Chairman Todd Johnson re-established a quorum.

A motion was made by Nelson Smith and seconded by Micky Fyock that Gunnar Pedersen be recommended to the County Executive for appointment to the Fire and Rescue Advisory Board.

**VOTE: YES: 5 NO: 0 ABSTAIN: 1 PASSED**

**B. Election of Co-Chair**

A motion was made by Micky Fyock and seconded by Nelson Smith nominating Gunnar Pedersen as Co-Chair pending his reappointment to the Board.

**VOTE: YES: 5 NO: 0 ABSTAIN: 1 PASSED**

**XI. ADJOURNMENT**

The meeting adjourned at 7:43 p.m.

*APPROVED*

\_\_\_\_\_  
Todd Johnson, Chair

*APPROVED*



\_\_\_\_\_  
Gunnar Pedersen, Co-Chair

*APPROVED*

\_\_\_\_\_  
Date of Approval

*APPROVED*

9/12/2022

\_\_\_\_\_  
Date of Approval

## Fire and Rescue Advisory Board

### PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING "CLOSING STATEMENT" (General Provisions Article § 3-305)

Form to be completed before closing the meeting. May be prepared in advance.

1. Recorded vote to close the meeting:

Date: 7/11/2022; Time: 7:28 p.m.; Location: Winchester Hall 3<sup>rd</sup> Floor Hearing Room;

Motion to close meeting made by: N. Smith Seconded by M. Kirchman ;

Members in favor: All present ; Opposed: \_\_\_\_\_;

Abstaining: \_\_\_\_\_; Absent: D. Fox, G. Lane .

2. **Statutory authority to close session (check all provisions that apply).**

**This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) \_\_\_\_\_ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) \_\_\_\_\_ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) \_\_\_\_\_ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) \_\_\_\_\_ "To consider the investment of public funds"; (6) \_\_\_\_\_ "To consider the marketing of public securities"; (7) \_\_\_\_\_ "To consult with counsel to obtain legal advice"; (8) \_\_\_\_\_ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) \_\_\_\_\_ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) \_\_\_\_\_ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) \_\_\_\_\_ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) \_\_\_\_\_ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) \_\_\_\_\_ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) \_\_\_\_\_ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) \_\_\_\_\_ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Evaluate/interview possible candidates for FRAB	To avoid discouragement of others appointment seekers by public disclosure of candidate info.
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by Todd Johnson, Presiding Officer.

## SUMMARY MINUTES OF CLOSED SESSION HELD ON JULY 11, 2022

### 1. Statement of the time, place and purpose of the closed session

Time of closed session: 7:28 p.m.

Place (location) of closed session: Winchester Hall, 3<sup>rd</sup> Floor Hearing Room

Purpose of the closed session: Evaluate/interview those seeking appointment to the Frederick County Fire and Rescue Advisory Board

### 2. Record of the vote of each member as to closing the session

Name of member voting aye: Chairman/Battalion 1 Representative Todd Johnson, Vice Chair/Citizen Representative Gunnar Pedersen, Battalion 3 Representative Nelson Smith, Battalion 4 Representative Micky Fyock, Citizen Representative Mark Kirchman, Career Firefighter Representative Anthony Gramiccioni

Members Opposed: None

Members Abstaining: Battalion 2 Representative David Fox (Absent) and Career Firefighter Representative George Lane (Absent)

### 3. Statutory Authority to close session

This meeting was closed under the following provisions of General Provisions Article §3-305 (b)(1).

### 4. Listing of each topic actually discussed, persons present, and each action taken in the session

**Topic Description:** To evaluate and interview possible candidate(s) that the Fire and Rescue Advisory Board may consider for recommendation.

**Persons present for discussion:** Chairman/Battalion 1 Representative Todd Johnson, Vice Chair/Citizen Representative Gunnar Pedersen, Battalion 3 Representative Nelson Smith, Battalion 4 Representative Micky Fyock, Citizen Representative Mark Kirchman, Career Firefighter Representative Anthony Gramiccioni

#### **Action Taken/Each Recorded Vote:**

No actions were taken, no motions were made, no votes were recorded.

The closed session adjourned at 7:38 p.m.

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Todd Johnson, Chairman  
Fire and Rescue Advisory Board