

# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** September 12, 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) .....	Absent
Battalion 2 (David Fox) .....	Present
Battalion 3 (Nelson Smith) .....	Present
Battalion 4 (Micky Fyock) .....	Absent
Battalion 5 (Vacant) .....	Vacant
Career Rep (George Lane) .....	Present
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 and Rescue Advisory Board Meeting  
September 12, 2022**

**I. CALL TO ORDER:**

Co-Chairman Gunnar Pedersen called the meeting to order at 7:00 p.m.

**II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:**

Absent was:

1. Todd Johnson, Battalion 1 Representative
2. Micky Fyock, Battalion 4 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 July minutes: Moved by Mark Kirchman  
Seconded by Nelson Smith

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

Motion to approve August minutes: Moved by Nelson Smith  
Seconded by Mark Kirchman

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

**V. BOARD MEMBER COMMENTS:**

None.

**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**

Annual Standards Compliance Testing

Hose testing is underway this month.

Retirement

Congratulations to Lieutenant Charlie Green and Lieutenant Anthony Veney on their recent retirements.

Recruitment

RC32 – Graduated on September 9, 2022 with 26 recruits who are in the field training portion of their training.

RC33 – Recruitment efforts are underway for RC33 which will start on January 30, 2023.

Paramedic Classes

PC8 - Students are in process of completing Capstone Project.

PC9 – Application period has closed with 20 applicants.

Hiring Efforts

Additional Part-time Background Investigator

Command Competency Instructor

Logistics Equipment Technician

ESPP Project

Funding through Medicare/Medicaid that will fund standardization of patient transport devices.

Events

September is Overdose Awareness Month

National Fallen Firefighters Foundation National Memorial Service on October 8-9, 2022

The Great Frederick Fair

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

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

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

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

**VIII. COMMITTEE REPORTS**

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

Operations Committee:

Met on August 26, 2022 at the PSTF. Updates from Volunteer Services and DFRS were presented along with committee reports. Next meeting is an "All-Chiefs" meeting on October 18, 2022.

Frederick County Fire and Rescue Services Work-Based Learning Internship:

Program started on August 18, 2022 with 10 students.

Fingerprinting and Background Checks:

New proposed policy was introduced at the Operations Committee meeting and is being routed for review.

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.

PPE Voucher Program

Process began on July 1. PPE has increased to approximately \$5,000 per set, as a result the PO had to be adjusted.

Accreditation

Process is complete.

Compliance Training

The 2022 compliance training in FCG Learn is open until October 10th.

Planning Workgroup

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.

Special Events

Special thank you to Chief Jerry Dorsey, AC Polikoff, and Lt. Jeana Panarella on planning for the 2022 GREAT FREDERICK FAIR. This year the fair runs September 16, 2022 through September 24, 2022.

**B. Other Committees**

No report.

**IX. DISCUSSION ITEMS**

**A. Old Business**

2021 Accreditation Process Update

A final report listing the fully accredited and conditionally accredited stations was distributed.

**B. New Business**

Policy 1.04.01 – Vehicle Collision and Incident Reporting

A review of the policy with the Battalions is requested so that the policy can be voted on at the next FRAB meeting.

Discussion ensued regarding the intent/definition of “Non-Serious Collision”.

External Safety Review Panel Report – Ball Road Incident

As a result of the 137 recommendations made in the report, 2 workgroups have been established to address 42 of the 69 policy recommendations. Work will continue to address all the remaining recommendations.



**Question Asked:** "Does anything in the report help justify additional staffing?"

Chief Coe replied: Absolutely. The County has already taken proactive measures to help do that. A SAFER Grant application was submitted in February, which if approved would be the first phase of a three-phase process to move to 4-person staffing.

Nelson Smith commented that the FRAB should take an active approach to get the changes approved.

**Question Asked:** "Are you staffing 4 people per station for a first due out piece?"

Chief Coe replied: The intent is to put 4 persons on Engines, Trucks and Rescue Squads that we staff.

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

Fire and Rescue Advisory Board Appointments

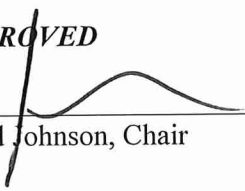
Motion to recommend Micky Fyock as the Battalion 4 Representative and  
Mike Duble as the Battalion 5 Representative: Moved by Mark Kirchman  
Seconded by Nelson Smith

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

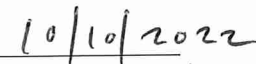
#### **XI. ADJOURNMENT**

The meeting adjourned at 7:33 p.m.

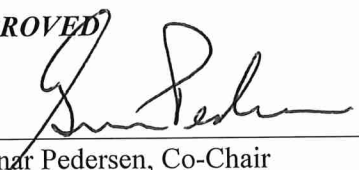
**APPROVED**

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

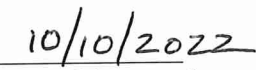
**APPROVED**

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

**APPROVED**

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

**APPROVED**

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