

# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** October 10, 2022 1900 hours

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

<b>Attendance:</b>	Battalion 1 (Todd Johnson).....	Present
	Battalion 2 (David Fox) .....	Present
	Battalion 3 (Nelson Smith) .....	Present
	Battalion 4 (Micky Fyock) .....	Present
	Battalion 5 (Mike Duble) .....	Present (phone)
	Career Rep (George Lane) .....	Present (phone)
	Career Rep (Anthony Gramiccioni).....	Present (phone)
	Citizen Rep (Mark Kirchman) .....	Present
	Citizen Rep (Gunnar Pedersen) .....	Present

<b>Nonvoting Reps:</b>	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) .....	Present (phone)

**Guests:** Captain Keith Hubble, DFRS Health and Safety Office

**Frederick County Fire and Rescue Advisory Board Meeting**  
**October 10, 2022**

**I. CALL TO ORDER:**

Chairman Todd Johnson called the meeting to order at 7:05 p.m.

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

All members were present.

**III. INTRODUCTION OF GUESTS:**

Captain Keith Hubble, DFRS Health and Safety Office

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

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

**VOTE:      YES:      9      NO:      0      ABSTAIN:      0      PASSED**

**V. BOARD MEMBER COMMENTS:**

Chairman Johnson spoke about the function of the Fire and Rescue Advisory Board.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

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

National Fallen Firefighters Memorial

Thank you to everyone who helped make the event happen.

SAFER Grant

Award of SAFER Grant will allow the hiring of 32 people.

LODD After Action Report and Improvement Plan

Able to provide funding for some of the recommendations in the report.

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

Paramedic Classes

Completed 19 interviews for upcoming PC9.

PC8 is slated to graduate in November.

State Level Items

EMT renewals will not be through National Registry.

Dr. Floccare has asked that calls for helicopters are not based on mechanism alone and all calls are to go through SYSCOM.

Protocol

Nitroglycerin via IV in lieu of topical.

Moving away from red and yellow hospital alerts.

Dr. Delbridge wants EMS providers to continue to wear masks.

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

Fire Prevention Week

100<sup>th</sup> Anniversary of Fire Prevention Week, October 9-15, 2022 “Fire Won’t Wait. Plan You Escape”

Awards

EMS Excellence Awards presented to responders at New Market, Braddock Heights, and Junior Fire Company.

Flu Shots

EMS providers are scheduling flu shots for personnel.

Inspections

Ambulance inspections will occur October 17-20, 2022.

Thermal Imaging Cameras

30 Flir Thermal Imaging Cameras were distributed along with the associated trainings.

Hiring Efforts

Command Competency Instructor will start on November 8<sup>th</sup>.

Logistics Equipment Technician interviews are being conducted.

Logistics Manager position will be posted soon.

Recruitment

RC33 & RC34 –Will start on January 30, 2023 with 25 members per class.

RC35 – Applications will be accepted October 31, 2022 through November 20, 2022.

Events

Thank you to the County Executive and everyone who attended the National Fallen Firefighters Memorial Ceremony.

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

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

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

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

## **VIII. COMMITTEE REPORTS**

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

#### Operations Committee:

The Operations Committee did not meet in September. Next meeting will be Tuesday, October 18th at the PSTF at 19:00, it is an All-Chiefs meeting.

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

Ten students in EMR. Next class is Hazardous Materials Operations starting December 5 open to all volunteers.

#### Fingerprinting and Background Checks:

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

#### APS Firehouse Alerting:

Project is on schedule and APS has been very responsive with resolving issues.

#### Budget:

Budget is in process of being developed. Requests for funding, outside of the county appropriation funding, will need to be received in writing by October 14.

#### 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.

#### Records Management System:

DFRS and DVFRS are meeting monthly to ensure records management compliance. Image Trend Fire reports are doing really well, and we are sending out additional reminders monthly to stay caught up on any outstanding reports.

#### 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 was a success!

## **B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### Progress on Ball Road After Action Report

Improvement Plan - A copy of the Improvement Plan was distributed. Discussion ensued regarding the current progress/review of the plan. Almost eighty percent of the recommendations are currently being addressed.

Policy and Procedures – Sixty-nine of the recommendations are tied to policies. Two policy workgroups continue to meet weekly. Intended policy implementation date is February 1, 2023.

American Rescue Plan Act (ARPA) – Approximately \$2 million dollars of APRA funding has been committed to DFRS to assist in funding the recommended initiatives in the after action report.

Funding will help complete 33 of the recommendations to include: various trainings, staffing, SCBA and apparatus marking, Thermal Imaging Cameras, Cyanokits, Digital Repeaters Systems and reprogramming of consoles at the Emergency Communications Center.

**B. New Business**

**SAFER Grant Award**

Received award of SAFER Grant in the amount of \$8.5 million, which will fund 32 positions for 3 years. This will allow the move of seven career staffed units to 4-person staffing. Discussion ensued regarding the grant award and the budget.

**X. ACTION ITEM(S)**

**Policy 1.04.01 – Vehicle Collision and Incident Reporting**

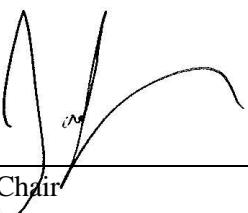
Captain Hubble explained the changes to the policy.

Motion to adopt policy changes: Moved by Mark Kirchman  
Seconded by Nelson Smith

**VOTE: YES: 9 NO: 0 ABSTAIN: 0 PASSED**

**XI. ADJOURNMENT**

The meeting adjourned at 8:34 p.m.

**APPROVED**  
  
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Todd Johnson, Chair

**APPROVED**  
11/14/2022  
\_\_\_\_\_  
Date of Approval

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

**APPROVED**  
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Date of Approval