



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**Date:** November 14, 2022 1900 hours

**APPROVED**

**Location:** Winchester Hall  
3<sup>rd</sup> Floor Meeting 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) .....	Absent
	Battalion 5 (Mike Duble) .....	Present
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramiccioni) .....	Present
	Citizen Rep (Mark Kirchman).....	Present
	Citizen Rep (Gunnar Pedersen) .....	Absent

<b>Nonvoting Reps:</b>	Frederick County Executive (Jan H. Gardner) .....	Absent
	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).....	Absent

**Guests:** None

**Frederick County Fire and Rescue Advisory Board Meeting**  
**November 14, 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. Gunnar Pedersen, Citizen Representative
3. Jan Gardner, County Executive
4. Stephen Jones, Local 3666 President

**III. INTRODUCTION OF GUESTS:**

None

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

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

**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:**

Statewide Emergency Medical Services Advisory Council (SEMSAC)  
Eric Smothers has been elected as Chairman.

COMAR regulations regarding jurisdictions Authority/Agents.

MIEMSS

Buprenorphine program going into effect soon.

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

#### Insurance Services Office (ISO) Rating

Frederick City rating is now a 3 and Frederick County rating is now a 4.

#### Events

Paramedic Class 8 graduation, November 18, 2022 at 6:00 pm – Winchester Hall

#### Hiring Efforts

Curtis Hall has been promoted to Logistics Equipment Technician

Phil Thacker has been hired as a Logistics Equipment Technician

Will Ball has been hired as the Command Competency Instructor

Conducting interviews for Logistics Manager.

Accepting applications for Recruit Class 35 Firefighter/EMT candidates through November 20<sup>th</sup>  
RC35 will start in April 2023.

Conditional offers have been extended to candidates for Recruit Classes 33 & 34.

#### ESPP Project

Patient movement devices have been purchased and equipment is scheduled to be delivered in December.

#### Flu Shots

Flu shots are still available.

#### Budget

Compiling submissions for FY24 budget process.

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

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

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

As President Jones was absent, no report was given.

## **VIII. COMMITTEE REPORTS**

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

#### Operations Committee:

The Operations Committee held the All-Chiefs meeting on October 18, 2022. The revised draft of the ATV/UTV policy was presented and discussed, it will be voted on at the next meeting. A draft policy was presented concerning Volunteer Fingerprinting and Background Checks, VFRS is accepting comments and will present a final draft for vote at the next regular meeting. An All-Chief's meeting will be held on Tuesday November 15, 2022 at 18:00 where a presentation will be given on the policies the two workgroups have been working on in regards to the AAR.

The next meetings are as follows:

- Special meeting November 15, 2022 at 18:00 - Policy Workgroup Presentation
- Regular Committee Member Meeting December 13, 2022

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.

Budget:

The Budget Committee met on Thursday October 27th and is beginning to develop the next budget. A review was done on additional requests for funding outside of the county appropriation funding.

Fire Police Radios:

Expecting delivery of radios any day now.

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

Thanks to everyone who stepped up to provide EMS coverage at the High School Football games this year.

## B. Other Committees

No report.

# IX. DISCUSSION ITEMS

## A. Old Business

Progress on Ball Road After Action Report

Policy and Procedures – The two policy workgroups have finalized the policies. FRAB will conduct initial review of policies at December meeting, with a final vote at January meeting. Intended policy implementation date is February 1, 2023.

Training - To be offered for all career and volunteer responders from mid-December through the end of January.

American Rescue Plan Act (ARPA) – Training and Health & Safety positions will go into effect on January 14, 2023. Cyanokits and Thermal Imaging Cameras have been ordered. SCBA and apparatus marking devices are in the process of being procured.

In the process of actively engaging or completing 104 of the 137 recommendations.

**X. ADJOURNMENT**

The meeting adjourned at 7:27 p.m.

**APPROVED**

Todd Johnson, Chair

**APPROVED**

Gunnar Pedersen, Co-Chair

**APPROVED**

12/12/2022  
Date of Approval

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