



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** December 12, 2022 1900 hours

**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) .....         | Absent          |
|                    | Battalion 3 (Nelson Smith) .....      | Present         |
|                    | Battalion 4 (Micky Fyock) .....       | Absent          |
|                    | Battalion 5 (Mike Duble) .....        | Present         |
|                    | 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 (Jessica Fitzwater).....                 | Absent          |
|                        | Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....        | Present         |
|                        | Fire & Rescue Services (Chief Tom Coe).....                         | Present (phone) |
|                        | Volunteer Fire & Rescue Assoc. (President James May) .....          | Absent          |
|                        | Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick) ..... | Present         |
|                        | Local #3666 (President Stephen Jones) .....                         | Present (phone) |

**Guests:** None

**Frederick County Fire and Rescue Advisory Board Meeting**  
**December 12, 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. Micky Fyock, Battalion 4 Representative
3. Jessica Fitzwater, County Executive
4. James May, FCFRA President

**III. INTRODUCTION OF GUESTS:**

None

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

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

**VOTE:      YES:      7      NO:      0      ABSTAIN:      0      PASSED**

**V. BOARD MEMBER COMMENTS:**

Chairman Johnson stated that the FRAB will be reviewing the policy revisions related to the Laird After Action Report, as well as the makeup of the board according to the recommendations of the review panel.

Chairman Johnson added that as Chair of the FRAB, he was selected to represent Fire and Rescue Services for the County Executive's Public Safety transition team.

Battalion 3 Representative, Nelson Smith expressed his concern over the implementation and training in regard to the new policies.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

**A. Frederick County Executive, Ms. Jessica Fitzwater:**

As County Executive Fitzwater was absent, no report was given.

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

Masks

State leaders have determined that masks should be worn on every call, at least during the respiratory season.

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

LODD Funerals

Funerals are being planned for DFRS Probationary Firefighter Zach Paris and his volunteer colleague Marvin Gruber who passed away while fighting a fire for their volunteer fire company in New Tripoli, PA.

Paramedic Classes

Seven career ALS providers and one volunteer graduated from Paramedic Class 8 on November 18, 2022. The graduates are currently doing their designate process.

Paramedic Class 9 currently has 14 people registered. The class is scheduled to begin in January.

Hiring Efforts

Trayer Stoops has been hired as the Logistics Manager and will start on January 3, 2023.

Candidates for Recruit Classes 33 & 34 are in the final selection process, completing their physicals, backgrounds, and psychological exams.

Approximately 400 applications for Recruit Class 35 have been received. RC35 will start in April 2023.

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

As President May was absent, no report was given.

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

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

**VIII. COMMITTEE REPORTS**

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

APS Firehouse Alerting:

Lewistown and Carroll Manor are in final stages of completion. On deck is Walkersville Rescue, Walkersville Fire, Libertytown and then New Midway.

Backgrounds and Fingerprinting New proposed policy:

Going to Battalions for review.

Budget:

The Budget is still under development.

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

Seventeen students in Hazardous Materials Operations. Firefighter 1 starting January 3rd, open to all volunteers, class runs between the hours of 1200 and 1500 Monday thru Friday through April.

Fire Police:

The 30 new APX-4000 radios are in and have been programmed at Hankey's and distributed.

Operations Committee:

The Operations Committee met in November; a presentation was given on policies several workgroups have been working on.

The December meeting has been cancelled. The next meeting is scheduled for February 21, 2023.

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 four years.

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**

Update on Patient Movement Device Project

The stretchers, stair chairs and battery systems have been delivered. We are awaiting delivery of the lift systems. An installation schedule and training will be forthcoming.

**Question Asked: "What about the stations that have those devices in their ambulances now?"**

Chief Coe replied, The current version of the stair chairs will remain in use, the lift systems will remain in the units, we will take over the maintenance of them. Every ambulance will be getting a new stretcher.

**Question Asked: "Since some ambulances already have the lift systems, can they get the new stretchers now?"**

Chief Coe replied, No. They will get them when they are deployed to everyone else, once the training is completed.

Progress on Ball Road After Action Report

The cyanokits have been purchased and placed on all medic units.

An updated spreadsheet outlining the status of each recommendation will be available at the next FRAB meeting.

## **B. New Business**

### Policy Revisions

Copies of draft policies 5.00.01 Accountability, 5.00.07 Structure Fire Response and 5.00.25 Incident Command, along with a policy “crosswalk” were distributed. These three policies cover a total of 66 recommendations.

Discussion ensued regarding the draft policies.

FRAB Representatives are encouraged to reach out to their constituent groups to discuss the draft policies.

## **X. ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

**APPROVED**  
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Todd Johnson, Chair

**APPROVED**  
1/9/2023  
\_\_\_\_\_  
Date of Approval

**APPROVED**

**APPROVED**

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

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