



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: January 9, 2023 1900 hours

Location: Winchester Hall
3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:	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 (7:26 pm)
	Career Rep (George Lane)	Absent
	Career Rep (Anthony Gramiccioni).....	Present
	Citizen Rep (Mark Kirchman)	Present
	Citizen Rep (Gunnar Pedersen)	Absent

Nonvoting Reps:	Frederick County Executive (Jessica Fitzwater).....	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)	Present

Guests: Jay Levine - Member of the Public Safety Transition Team

**Frederick County Fire and Rescue Advisory Board Meeting
January 9, 2023**

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. Gunnar Pedersen, Citizen Representative
2. George Lane, Career Firefighter Representative
3. Jessica Fitzwater, County Executive

III. INTRODUCTION OF GUESTS:

Jay Levine – Member of the Public Safety Transition Team

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve December 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, Ms. Jessica Fitzwater:

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

B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:

Protocol

Presentation of new protocol to Protocol Review Committee on Wednesday.

C. Fire & Rescue Division Director, Chief Tom Coe

Thank You's

Thank you to Vigilant Hose Company for the invitation to attend their Annual Banquet. They celebrated their 139th year of service to the Emmitsburg community.

Thank you to all the career and volunteer personnel who assisted with the funeral services of Zachary Paris.

Annual Report

In process of compiling information for the annual report, which is slated to be distributed by March 1st.

Public Safety Awards

Nominations for the annual Public Safety Awards will be accepted through January 31, 2023.

Medic 100

Medic 100 has been redesignated as Medic 4 and is now located at the Citizens Truck Company.

PSTrax

Now using PSTrax, a cloud-based software for Narcotic tracking.

Personnel

Two new positions added to the Safety, Health and Wellness office go into effect on January 14th. BC Mullendore and Captain Donovan will join Captain Hubble to help administer the Safety, Health and Wellness programs.

A Lieutenant of Training has also been added. Lt. Studds will start at the academy on January 14th.

AFG Grant

Grant applications open on January 9th and run through February 10th.

Hiring Efforts

A total of 55 final offers for Recruit Classes 33 & 34 have been made. Classes will start on January 30th.

Recruit Class 35 is scheduled to start in April 2023.

D. President, FCVFRA, James May:

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

E. Local #3666, President, Stephen Jones:

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

VIII. COMMITTEE REPORTS

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

APS Firehouse Alerting

In the process of finishing up Lewistown Co. 22 and Carroll Manor Co. 14. There have been some delays due to shipping, equipment, and parts shortages.

Backgrounds and Fingerprinting New proposed policy

Policy is still out for comment.

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

Seventeen students have completed Hazmat Operations. Fourteen students started Firefighter 1 on January 3rd.

Fire Police Radios

All radios have been distributed.

Operations Committee

Next meeting is Tuesday February 21st; at the PSTF.

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.

Recruitment & Retention

We appreciate the communities support at our many fundraisers, but we also need your help in the fire stations, often we hear that citizens in our communities aren't aware we are looking for volunteers to join us in protecting our communities, so please come to any fire station and ask to speak to someone about volunteering, we would be glad to have you.

B. Other Committees

No report.

IX. DISCUSSION ITEMS

A. Old Business

Update on Patient Movement Device Project

The stretchers, stair chairs and cot loading devices have been delivered to Logistics. The two-fold training process has started. Phase 1 of the training is delivered in two You Tube videos. Phase 2 is a hands-on opportunity with the Stryker representatives.

Progress on Ball Road After Action Report

An updated spreadsheet outlining the status of each recommendation was distributed to FRAB members. Three of the recommendations have been completed; three more will be completed on January 14th, with the additional staffing in the Health, Wellness and Safety office as well as the Training office. Forty-nine recommendations are scheduled to be completed on February 1st; and one additional recommendation tied to the training on the policies will be completed March 31st.

Forty-two additional recommendations are currently in progress; leaving thirty-nine recommendations to be completed.

Discussion ensued regarding the policies.

The County Executive approved funding for 16 hours of training per emergency responder. As of today, 1,027 responders have completed or scheduled training. The number of seats and class offerings have been increased.

X. ACTION ITEMS

Policies:
5.00.01 Accountability
5.00.07 Structure Fire Response
5.00.25 Incident Command

Motion to recommend approval of policies: Moved by Mark Kirchman
Seconded by Anthony Gramiccioni

Discussion of the policies ensued.

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

XI. ADJOURNMENT

The meeting adjourned at 8:02 p.m.

APPROVED

APPROVED

Todd Johnson, Chair

Date of Approval

APPROVED

APPROVED

Gunnar Pedersen, Co-Chair

2/13/2023

Date of Approval