



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** January 9, 2023 1900 hours

**Location:** Winchester Hall  
3<sup>rd</sup> 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 Duple) .....	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 139<sup>th</sup> 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 1<sup>st</sup>.

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 14<sup>th</sup>. 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 14<sup>th</sup>.

AFG Grant

Grant applications open on January 9<sup>th</sup> and run through February 10<sup>th</sup>.

Hiring Efforts

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

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 3<sup>rd</sup>.

Fire Police Radios

All radios have been distributed.

Operations Committee

Next meeting is Tuesday February 21<sup>st</sup>; 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 14<sup>th</sup>, 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 1<sup>st</sup>; and one additional recommendation tied to the training on the policies will be completed March 31<sup>st</sup>.

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***

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

***APPROVED***

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

***APPROVED***

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

***APPROVED***

2/13/2023  
Date of Approval