



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: March 13, 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
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramiccioni)	Present (phone)
	Citizen Rep (Mark Kirchman).....	Absent
	Citizen Rep (Gunnar Pedersen)	Present (phone)

Nonvoting Reps:	Frederick County Executive (Jessica Fitzwater)	Absent
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore)	Absent
	Fire & Rescue Services (Chief Tom Coe).....	Present
	Volunteer Fire & Rescue Assoc. (President James May).....	Absent
	Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick).....	Present
	Local #3666 (President Stephen Jones).....	Present

Guests: None

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March 13, 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. Mark Kirchman, Citizen Representative
2. George Lane, Career Representative
3. Jessica Fitzwater, County Executive
4. Dr. Jeffrey L. Fillmore, Jurisdictional Medical Director
5. James May, FCVRA President

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve February minutes: Moved by Nelson Smith
Seconded by David Fox

VOTE: YES: 7 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:

As Dr. Fillmore was absent, no report was given.

C. Fire & Rescue Division Director, Chief Tom Coe

Events

Attended the Career Firefighters Association Gala.

Division Updates

Conditional offers have been extended to Recruit Class 35 candidates.

Distributed the updated Fire Rescue Service Delivery Plan and the ALS Deployment Plan to the Volunteer Fire Rescue Association and the Career Firefighters Association for their input.

In process of completing the SAFER Grant application.

Response to Route 15 Tanker Collision/Fire on March 4th demonstrated collaborative work of the public safety agencies of Frederick County.

Micky praised the work of Jeff Lowman and his ECC team for their work that day.

Todd commented that the great job by everyone not only protected the natural resources in the area but the cultural resources as well.

D. President, FCVFRA, 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 March meeting.

VIII. COMMITTEE REPORTS

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

2023 Compliance Training

Training for career personnel must be completed by March 31st. Volunteer personnel have until April 28th to complete the training.

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

Students continue study in Firefighter 1. Next class is Site Ops, which starts on April 17th and ends May 4th.

EMS Billing

Met with the new Treasurers and President on March 6th to answer questions they may have on the disbursement of billing funds.

Planning Workgroup

The group has updated the Frederick County Fire and Rescue Service Delivery Plan and has selected Deputy Chief Leatherman as the Workgroup Chair.

Recruitment & Retention

The next GEAR UP class starts March 21st.

SOP Response Policy Training

Thank you to all who attended. Over 500 career and an additional 519 volunteers have been trained. Class for “walk-ins” will be held on March 26th at Independent Hose Company.

B. Other Committees

No report.

IX. DISCUSSION ITEMS

A. Old Business

Update on Patient Movement Device Project

Installation of lift systems was completed in 4 ½ days.

Existing service contracts were converted to Stryker credit and the corporations have been notified how they can receive the credit in the form of a check, if desired. The County has taken over the service contract on all the devices.

Progress on Ball Road After Action Report

Training continues on the new Structural Firefighting, Incident Command and Accountability policies.

Starting to move on to other topics within the report.

Todd commented on the After Action Reports and the potential value of conversations with the FRAB.

B. New Business

DFRS Annual Report

The 2022 DFRS Annual Report is now available.

FY24 Fire/Rescue Budget Briefing

A copy of the FY24 Budget Submission overview was distributed to FRAB members.

Discussion ensued regarding the FY24 Budget.

FRAB Representatives are encouraged to complete the FY2024 budget survey.

Policy Revisions

Copies of draft policies 1.00.08 Volunteer Fire and Rescue Services Criminal History Records Check, 2.02.08 Employee Medical Physical Policy and 5.00.21 All-Terrain Vehicles (ATV) and Off-Road Utility Vehicles (UTV) were distributed.

Discussion ensued regarding the draft policies.

FRAB Representatives are encouraged to reach out to their constituent groups to discuss the draft policies for a vote at next month's meeting.

X. ADJOURNMENT

The meeting adjourned at 8:07 p.m.

APPROVED

Todd Johnson, Chair

APPROVED

Gunnar Pedersen, Co-Chair

APPROVED

4/10/2023
Date of Approval

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