



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** May 8, 2023 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).....	Present
	Battalion 3 (Nelson Smith).....	Present
	Battalion 4 (Micky Fyock) .....	Absent
	Battalion 5 (Mike Duble) .....	Present
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramicci) .....	Present
	Citizen Rep (Mark Kirchman).....	Absent
	Citizen Rep (Gunnar Pedersen) .....	Present

<b>Nonvoting Reps:</b>	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).....	Present
	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 May 8, 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. Micky Fyock, Battalion 4 Representative
2. Mark Kirchman, Citizen Representative
3. George Lane, Career Representative
4. Jessica Fitzwater, County Executive
5. Dr. Jeffrey Fillmore, Medical Director

### **III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve April minutes: Moved by Gunnar Pedersen  
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:**

### Associate Medical Director

The state is expected to approve Dr. Ryan McFague as the Associate Medical Director.



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	Battalion 4 (Micky Fyock) .....	Absent
	Battalion 5 (Mike Duble) .....	Present
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramicci) .....	Present
	Citizen Rep (Mark Kirchman).....	Absent
	Citizen Rep (Gunnar Pedersen) .....	Present

<b>Nonvoting Reps:</b>	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).....	Present
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None.

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Motion to approve April minutes: Moved by Gunnar Pedersen  
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**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:**

### Associate Medical Director

The state is expected to approve Dr. Ryan McFague as the Associate Medical Director.

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

Events

Recently attended the FCVFRA Awards Ceremony and the Urbana Volunteer Fire Company Banquet.

Attended the Fallen Heroes Day on May 5<sup>th</sup> at Dulaney Valley, where Zach Paris was recognized.

Thank you to everyone who attended and supported the National Fallen Firefighters weekend.

EMS crews supported the Frederick Running Festival.

The DFRS Public Safety Awards will be held at 7:00 pm on May 31<sup>st</sup> at FCC.

Division Updates

RC35 started on Monday, April 24<sup>th</sup> with 34 recruits. Now have a total of 83 recruits in training.

Lt. Harry Elliott retired April 30<sup>th</sup> with 21 years of service.

Congratulations to Derek Young on his upcoming promotion to Lieutenant and James McCartin on his promotion to Technician.

The apparatus committee will be completing the final inspections of apparatus that will be going to Stations 3, 2, and 10.

The final inspection for the Tanker that is slated to go to Thurmont will be completed mid-June.

Budget presentation to the County Council was held on May 4<sup>th</sup>.

EMS protocols will soon be rolled out by MIEMMS.

Pumps testing to start soon.

**Question asked: "Are supervisory positions increasing proportionately to the number of firefighters?"**

Chief Coe replied: They are. As we add new services and new companies, we make sure that there are supervisors at the appropriate rank.

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

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

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

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

## **VIII. COMMITTEE REPORTS**

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

#### 2023 Compliance Training

981 FCG invites for compliance training sent out. 615 have completed the training as of the deadline April 29th.

#### Physicals

Frederick Employee Health Solutions - please send volunteers with signed paperwork and issued Volunteer ID Badge. FHES has after-hour physicals scheduled for Thursday, May 11th 4-8p and Saturday May 13th 7-1p. Please take advantage of these dates. FHES will need at least a total of 4 physicals scheduled for Saturday by Tuesday, May 9th or they will have to cancel.

#### Budget

County Executive Fitzwater unveiled her budget that supports Volunteer Fire and Rescue. On May 4th at 1pm we met with County Council.

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

We will end the year with Firefighter Survival and Rescue class runs May 8th thru 16th. Thursday May 18th will be the Graduation held at Independence Hose Company #1 social hall at 1200 hrs.

#### Operations Committee

All-Chiefs meeting was held Tuesday April 18th. Information was given on a new Interim Frederick County/Washington County Interoperability agreement to address radio communication challenges on Frederick County incidents. DC Poole provided an update and overview of the new Motorola P1 CAD project and provided the Chiefs electronic copies of the items reviewed so chiefs can provide the CAD Team feedback. The June meeting is being moved up one week to June 13 to avoid Convention week in OC.

#### Special Events

Thank you to those involved in the 2023 Frederick Running Festival! There were approx. 5,000 runners. Meeting the medical needs of all involved requires careful coordination between the Frederick Running Festival organizers, law enforcement (Frederick Police Department), volunteers, Frederick City Department of Public Works (DPW), Frederick Health Hospital (FHH), and Frederick County Division of Fire and Rescue staff and volunteers.

Planning for July 4th has started.

### **B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### Progress on Ball Road After Action Report

Will send an updated copy of the spreadsheet. Work continues on chain of command, command training, and the continuity of training.

## **B. New Business**

### Presentation of 2023 Update to the Fire/Rescue Service Delivery Plan and the ALS Deployment Plan

Copies of the Fire/Rescue Service Delivery Plan and the ALS Deployment Plan were distributed to FRAB members in their May meeting packet.

Members are encouraged to review the documents and be prepared to endorse at the June meeting.

### Election of 2023-2024 Chair and Co-Chair

Election of the 2023-2024 Chair and Co-Chair will be held at the June meeting. Interested members are to contact Chairman Johnson.

## **X. ACTION ITEMS**

### **A. Motion to go into Closed Session – Personnel**

Maryland Annotated Code General Provisions Article §3-305(b)(1) To discuss (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Topic: To evaluate and interview possible candidate(s) that the Fire and Rescue Advisory Board may consider for recommendation.

A motion was made at 7:29 p.m. to go into Closed Session: Moved by Nelson Smith  
Seconded by David Fox

**VOTE: YES: 6 NO: 0 ABSTAIN: 0 PASSED**

The Board reconvened the Open Session at 7:32 p.m. and Chairman Todd Johnson re-established a quorum.

A motion was made by Gunnar Pedersen and seconded by Nelson Smith that Todd Johnson be recommended to the County Executive for re-appointment to the Fire and Rescue Advisory Board.

**VOTE: YES: 5 NO: 0 ABSTAIN: 1 PASSED**

## **XI. ADJOURNMENT**

The meeting adjourned at 7:34 p.m.

**APPROVED**

Todd Johnson, Chair

**APPROVED**

  
Gunnar Pedersen, Co-Chair

**APPROVED**

6/12/2023

Date of Approval

**APPROVED**

6/12/23

Date of Approval

## Fire and Rescue Advisory Board

### PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING "CLOSING STATEMENT" (General Provisions Article § 3-305)

Form to be completed before closing the meeting. May be prepared in advance.

1. Recorded vote to close the meeting:

Date: 5/8/2023; Time: 7:29 p.m.; Location: Winchester Hall 3<sup>rd</sup> Floor Meeting Room;  
Motion to close meeting made by: N. Smith Seconded by D. Fox;  
Members in favor: 6 (All present); Opposed: \_\_\_\_\_;  
Abstaining: \_\_\_\_\_; Absent: M. Fyock, M. Kirchman, G. Lane.

2. **Statutory authority to close session (check all provisions that apply).**

This meeting will be closed under General Provisions Art. § 3-305(b) only:

(1) X "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) "To consider the investment of public funds"; (6) "To consider the marketing of public securities"; (7) "To consult with counsel to obtain legal advice"; (8) "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Re-appointment of Todd Johnson as Battalion 1 Rep.	Allow for discussion in private to dissuade applicant fears of discussing information in public forum.
§3-305(b) ( )		

4. This statement is made by Todd Johnson, Presiding Officer.

## SUMMARY MINUTES OF CLOSED SESSION HELD ON MAY 8, 2023

### 1. Statement of the time, place and purpose of the closed session

Time of closed session: 7:29 p.m. – 7:32 p.m.

Place (location) of closed session: Winchester Hall, 3<sup>rd</sup> Floor Meeting Room

Purpose of the closed session: Re-appointment of Board member.

### 2. Record of the vote of each member as to closing the session

Name of member voting aye: Vice Chair/Citizen Representative Gunnar Pedersen, Battalion 2 Representative David Fox, Battalion 3 Representative Nelson Smith, Battalion 5 Representative Mike Duble, Career Firefighter Representative Anthony Gramicci

Members Opposed: None

Members Abstaining: Chairman/Battalion 1 Representative Todd Johnson, Battalion 4 Representative Micky Fyock (Absent), Citizen Representative Mark Kirchman (Absent) and Career Firefighter Representative George Lane (Absent)

### 3. Statutory Authority to close session

This meeting was closed under the following provisions of General Provisions Article §3-305 (b)(1).

### 4. Listing of each topic actually discussed, persons present, and each action taken in the session

**Topic Description:** To evaluate and interview possible candidate(s) that the Fire and Rescue Advisory Board may consider for recommendation.

**Persons present for discussion:** Chairman/Battalion 1 Representative Todd Johnson, Vice Chair/Citizen Representative Gunnar Pedersen, Battalion 2 Representative David Fox, Battalion 3 Representative Nelson Smith, Battalion 5 Representative Mike Duble, Career Firefighter Representative Anthony Gramicci

#### Action Taken/Each Recorded Vote:

No actions were taken, no motions were made, no votes were recorded.

The closed session adjourned at 7:32 p.m.

\_\_\_\_\_  
Todd Johnson, Chairman  
Fire and Rescue Advisory Board