



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** June 12, 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) .....	Present
	Battalion 5 (Mike Duble) .....	Present
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramicci) .....	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
	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 June 12, 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. George Lane, Career Representative
2. Jessica Fitzwater, County Executive

### III. INTRODUCTION OF GUESTS:

None.

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

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

**VOTE:**      **YES:**    8    **NO:**    0    **ABSTAIN:**    0    **PASSED**

## **V. BOARD MEMBER COMMENTS:**

Chairman Johnson stated that Battalion 1 would like to have a discussion item added to the July FRAB agenda regarding near miss incidents.

## **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

In the process of hiring Dr. Ryan McFague as the Associate Medical Director.

## Wilderness Related Incidents

Spoke with Dr. Mike Millin regarding the Wilderness Related Incidents team.

## Protocol

Finishing up yearly protocol updates.

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

Retirements

Congratulations to Lt. Jeremy Peterson and Lt. Jeff Buchanan on their recent retirement.

Public Safety Awards

Congratulations to all the DFRS Public Safety Award winners.

The Chamber of Commerce is working to bring the Frederick County Public Safety Awards back in 2024.

Budget

Budget has been finalized by the County Council. All Fire Rescue related budget items recommended by the County Executive made it through the Council.

Division Updates

Pump testing is complete.

EMS week was celebrated with a barbecue at Max Kehne Park.

EMS Protocol rollout for FY24 is out.

Three new engines are at ADS in Hagerstown.

Final inspection of Tanker on June 27-29, 2023.

Graceham Volunteer Fire Co. – Met with the leadership of Graceham on May 17<sup>th</sup>. They need to be a service providing entity by July 1<sup>st</sup> or funding will be held. Equipment and insurance will be extended until December 31, 2023.

Congratulations to President Eric Smothers and President Jean Main on their new leadership positions to the Maryland State Firemen's Association.

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

Congratulations to Eric & Jean on their positions with the MSFA.

Support your local fire department carnivals.

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

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

**VIII. COMMITTEE REPORTS**

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

APS Firehouse Alerting

Project is back on schedule. There was a temporary slowdown with installation, this was due to APS having issues with their installers.

The following Stations are on deck:

- 24
- 11
- 9
- 17
- 23
- 6
- 30

Volunteer Fire and Rescue Services Criminal History Records Check

Have noticed we need to make some revisions to the forms and clarification of wording in the policy.

Annual Compliance Training

The Compliance training site is back online. A list of all operational volunteers who have not completed the training was sent to the Fire Chiefs. Please ensure your members complete the training. This is required training. Failure to complete the training can result in loss operational status.

Frederick County Fire and Rescue Services Work-Based Learning Internship

Class graduated on May 18<sup>th</sup>. Now looking for new students. Juniors and Seniors are welcome, provided they have transportation. New class to start on August 24, 2023.

Harassment Awareness Workshop

New Market hosted this training on May 27<sup>th</sup> and was well received. If you would like a class for your company, please contact Deputy Chief Darwick to make arrangements.

LOSAP

The LOSAP Ordinance is moving forward with updates. Scheduled to go before the County Council on July 18<sup>th</sup>.

Planning Workgroup

Met on June 6th and received update from the Division of Planning and Permitting on County growth. Approved Libertytown to replace their Duty Vehicle, Emmitsburg Duty 6, A69 and Engine Tanker 64.

PPE Voucher Program

End of year orders being filled. FY24 allotment is 110 sets.

Gear Up

Need students for July class.

Special Events

Planning for July 4th and Keys games.

**B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

### **A. Old Business**

#### Progress on Ball Road After Action Report

An updated copy of the status spreadsheet was distributed. Chain of Command, Fire Officer Standards and Continuing Education are the next items.

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

Copies of the plans were distributed at last month's meeting.

Discussion ensued regarding both the Fire/Rescue Service Delivery Plan and the ALS Deployment Plan.

## **X. ACTION ITEMS**

### **A. Vote on endorsement/adoption of the 2023 Update to the Fire/Rescue Service Delivery Plan and ALS Deployment Plan**

A motion was made by Gunnar Pedersen and seconded by Nelson Smith that the FRAB endorse the adoption of the 2023 Update to the Fire/Rescue Service Delivery Plan and the ALS Deployment Plan.

**VOTE: YES: 8 NO: 0 ABSTAIN: 0 PASSED**

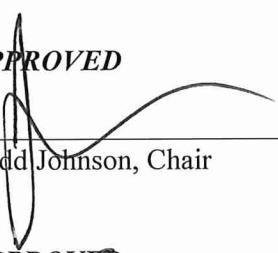
### **B. Election of 2023-2024 Chairman and Co-Chair**

A vote was held that Todd Johnson remain as Chairman and Gunnar Pedersen remain as Co-Chair.

**VOTE: YES: 8 NO: 0 ABSTAIN: 0 PASSED**

## **XI. ADJOURNMENT**

The meeting adjourned at 8:38 p.m.

**APPROVED**  
  
Todd Johnson, Chair

**APPROVED**  
7/10/2023  
Date of Approval

**APPROVED**  
  
Gunnar Pedersen, Co-Chair

**APPROVED**  
7/10/2023  
Date of Approval