



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** July 10, 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) .....	Absent
	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
	Citizen Rep (Mark Kirchman) .....	Present (phone)
	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) .....	Absent
	Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick) .....	Present
	Local #3666 (President Stephen Jones) .....	Absent

**Guests:** None

## Frederick County Fire and Rescue Advisory Board Meeting July 10, 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. David Fox, Battalion 2 Representative
2. George Lane, Career Representative
3. Jessica Fitzwater, County Executive
4. James May, FCVFRA President
5. Stephen Jones, Local 3666 President

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

None.

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

Motion to approve June minutes: Moved by Nelson Smith  
Seconded by Gunnar Pedersen

**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:**

## Protocol

Everyone should have completed their protocol updates.

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

Division Updates

Recruit Classes 33, 34 & 35 are currently in session with a total of 78 recruits.

Recruit Classes 33 & 34 will graduate on Friday, August 11<sup>th</sup> at Frederick High School.

Night Operations will be held on Friday, August 4<sup>th</sup> from 6 pm – 8pm at PSTF.

Recruit Class 35 is set to graduate in November.

Current recruitment process closed on June 30<sup>th</sup> with 547 applications.

The three new Engine Company units are at Logistics for equipment install.

Tanker for Guardian Hose Company is expected to be delivered this week. The Tanker will not have foam.

Five new BLS ambulances are expected to be in by the end of the year.

Pump testing has been completed. Make up testing is in process.

Ladder testing will be completed in August.

Hose testing will be completed in September.

EMS inspections will be completed in October.

Water/Sewer line for Green Valley Fire Station is out to bid.

Retirements

Congratulations to Battalion Chief Jeremy Wade on his recent retirement.

Upcoming Events

Smoke Alarm Campaign in Brunswick on Saturday, July 22<sup>nd</sup>

National Night Out on Tuesday, August 1<sup>st</sup>.

Training

DFRS, Howard County Fire and Rescue Services and the ATF will conduct CSST awareness and training on August 3rd at Oakdale High School.

Joshua Laird Annual Training Day on August 10<sup>th</sup> at Frederick Community College.

**Question Asked: “Are the pole barn and work to the Storm Water Management Pond part of the Master Plan?”**

Chief Coe replied: These two projects are not part of the Master Plan, but they are complimentary to the plan.

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

As President May was absent, no report was given.

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

As President Jones was absent, no report was given.

**VIII. COMMITTEE REPORTS**

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

Operations Committee

An All-Chiefs meeting was held June 13, at the PSTF. The Volunteer Duty Officer proposal that was presented at the February meeting and then tabled at the April meeting failed for the lack of a second to the motion to approve. The evening closed with a presentation on the progress of provisioning of the new Motorola P1 CAD system. The next committee meeting is August 15, 2023, at the PSTF.

Volunteer Fire and Rescue Services Criminal History Records Check

Now receiving fingerprints and have noticed we need to make some revisions to the forms and clarification of wording in the policy.

Frederick County Fire and Rescue Services Work-Based Learning Internship

Now looking for new students. Juniors and Seniors are welcome. New class to start on August 16, 2023.

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.

Volunteer Training Coordinator

Position job description is waiting for final approval from Human Resources.

**B. Other Committees**

No report.

**IX. DISCUSSION ITEMS**

**A. Old Business**

Progress on Ball Road After Action Report

Continue to focus on Chain of Command and Fire Officer Standards.

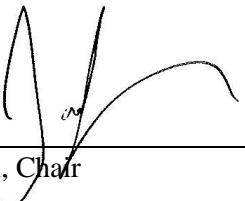
**B. New Business**

Communicating Lessons Learned from Post Incident Analysis' for the FRAB

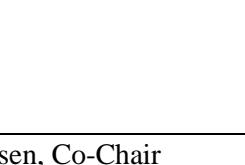
Chief Coe will create statistical trend reports for June, July and August.

**X. ADJOURNMENT**

The meeting adjourned at 7:44 p.m.

**APPROVED**   
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Todd Johnson, Chair

**APPROVED**  
9-11-2023  
\_\_\_\_\_  
Date of Approval

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

**APPROVED**  
\_\_\_\_\_  
Date of Approval