



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: August 14, 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)	Absent
Battalion 5 (Mike Duble)	Present
Career Rep (George Lane)	Absent
Career Rep (Anthony Gramiccioni)	Present
Citizen Rep (Mark Kirchman)	Absent
Citizen Rep (Gunnar Pedersen)	Absent

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)	Present
Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick)	Present
Local #3666 (President Stephen Jones)	Present

Guests: None

**Frederick County Fire and Rescue Advisory Board Meeting
August 14, 2023**

I. CALL TO ORDER:

Chairman Todd Johnson called the meeting to order at 7:00 p.m. It was noted that this will be an informational meeting only due to the lack of a quorum.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Micky Fyock, Battalion 4 Representative
2. Gunnar Pedersen, Citizen Representative
3. Mark Kirchman, Citizen Representative
4. George Lane, Career Representative
5. Jessica Fitzwater, County Executive
6. Jeffrey Fillmore, Medical Director

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Since a quorum of FRAB members was not present, the July meeting minutes could not be approved.

V. BOARD MEMBER COMMENTS:

Nelson Smith urged everyone to complete the survey that was developed by the Maryland Commission to Advance Firefighting and Emergency Medical Services.

Nelson also added that auditors for the MDEM grant are requesting additional information, such as receipts, invoices, and checks. Information is to be submitted to Beth.

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

Division Updates

Recruit Classes 33 & 34 graduated on Friday, August 11th.

Recruit Class 35 is in session with 32 recruits who are set to graduate in November.

Paramedic Class 10 advertisement is out. Applications are due on August 25th.

RC36 recruitment underway with 547 applications received.

Met with leaders from Loudoun County on July 18th to discuss the implications to emergency response to data centers.

Ladder testing is underway, hose testing will be completed in September.

Upcoming Events

Thank you to all who attended National Night Out.

Thank you to all personnel who attended the Smoke Alarm Campaign in Brunswick. This will be a quarterly event.

Training

Thank you to Howard County Fire and Rescue Services for the joint Flynn/Laird training that was held on August 3rd at Oakdale High School.

Thank you to the Career Firefighters Association of Frederick County for partnering for the 2nd annual Laird Training Day on August 10th at Frederick Community College.

D. President, FCVFRA, James May:

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

E. Local #3666, President, Stephen Jones:

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

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 next committee meeting is August 15, 2023.

Frederick County Fire and Rescue Services Work-Based Learning Internship

New class to start on August 24, 2023.

Planning Workgroup

Did not meet in July.

Gear Up

July class started with 15 students and finished on August 8th.

Volunteer Training Coordinator

Job posting closed with 7 applications received.

LOSAP Ordinance

Revision to the Ordinance was passed by the County Council.

Fire Police

The first Fire Police banquet was held at Vigilant Hose Company on July 29th.

B. Other Committees

No report.

IX. DISCUSSION ITEMS

A. Old Business

Update on Communicating Lessons Learned from Post Incident Analysis' for the FRAB

Chief Coe distributed information regarding incident statistics from February 1st to July 31st. Future statistics will be completed on a quarterly basis.

B. New Business

Updates to Policy 1.00.08 Fire Rescue Services Criminal History Records Check

Deputy Chief Darwick reviewed the changes to the policy. FRAB members are encouraged to take this information back to their constituents and come prepared to vote on the policy changes at the September meeting.

Restructuring of Policies and Procedures Manual

Chief Coe reviewed the restructuring of the policy manual. FRAB members are encouraged to take this information back to their constituents and come prepared to vote on the restructuring at the September meeting. If approved the changes would take effect on October 1st.

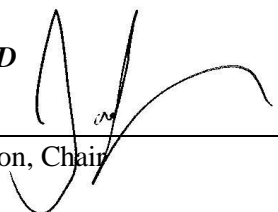
Location of future FRAB Meetings

The September meeting will be held virtually, and the October through December meetings will be held in the 1st Floor Hearing Room at Winchester Hall. Meeting locations will be re-evaluated the in the new year pending completion of the new West Wing conference room.

X. ADJOURNMENT

The meeting adjourned at 7:28 p.m.

APPROVED



Todd Johnson, Chair

APPROVED

Gunnar Pedersen, Co-Chair

APPROVED

9-11-2023

Date of Approval

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