



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** November 13, 2023 1900 hours

**Location:** Winchester Hall  
1<sup>st</sup> Floor Hearing Room  
12 E. Church Street, Frederick, MD 21701

**Attendance:**

Battalion 1 (Todd Johnson).....	Present
Battalion 2 (David Fox) .....	Absent
Battalion 3 (Nelson Smith) .....	Present
Battalion 4 (Micky Fyock) .....	Absent
Battalion 5 (Mike Duble) .....	Present
Career Rep (Edward Burke).....	Absent
Career Rep (Anthony Gramiccioni).....	Present
Citizen Rep (Mark Kirchman) .....	Absent
Citizen Rep (Gunnar Pedersen) .....	Present

**Nonvoting Reps:**

Frederick County Executive (Jessica Fitzwater).....	Absent
Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....	Present
Fire & Rescue Services (Chief Tom Coe).....	Absent
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  
November 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. David Fox, Battalion 2 Representative
2. Micky Fyock, Battalion 4 Representative
3. Mark Kirchman, Citizen Representative
4. Edward Burke, Career Representative
5. Jessica Fitzwater, County Executive
6. James May, FCVFRA President
7. Stephen Jones, Local 3666 President

**III. INTRODUCTION OF GUESTS:**

None.

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

Motion to approve October minutes:      Moved by Anthony Gramiccioni  
Seconded by Nelson Smith

**VOTE:            YES:     5    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:**

Paramedic Classes

PC9 will graduate on November 27<sup>th</sup>.

Members of PC8 are precepting.

PC10 will start on January 10, 2024, with 15 students.

#### Protocol

Effective July 2024, there will be changes to Cardiopulmonary resuscitation, to include changing the positioning of the leads and the implementation of rapid sequence shock.

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

(Report given by Deputy Chief Darwick)

#### Division Updates

Recruit Class 35 graduated on November 2<sup>nd</sup> with 28 personnel who are completing their field training.

Recruit Classes 36 & 37 – Conditional offers have been extended to fill 30 positions. Start date is 2/12/24.

Paramedic Class 9 students are preparing for National Registry testing. Graduation will be held on November 27<sup>th</sup>.

Paramedic Class 10 is slated to start on 1/2/24 with 14 students.

#### Apparatus

New tanker at Guardian Hose Co. in Thurmont has been placed in service.

Factory inspections have been completed on 2 new ambulances, which will go to Stations 8 & 5.

Inspections to be completed on ATR vehicle and Air Unit.

#### Events

Thank you to career and volunteer personnel who supported Baltimore City Fire Department with their recent losses.

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

As President May was absent, no report was given.

#### **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 October 17th at the PSTF. Items discussed were Rapid SOS- presentation on the ability for ECC's access to provide additional information that is not necessarily viewable and available through our phone system (i.e., What3Words, the Z-axis and enhanced emergency data). Committee approved the Response to Aircraft Emergencies policy, reviewed Chain of Command, Volunteer Rank Structure and Peer Support Program policies. Next Ops. Committee meeting is November 14th.

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

EMR ends 11/16, Haz/Mat Ops 11/17 (9 students), FF1 12/11 (18 students).

Fire/Rescue Planning Workgroup:

Met on Tuesday, November 7<sup>th</sup> and approved Brunswick Volunteer Ambulance and Rescue to place in service a UAV/Drone. Also approved a Utility for Woodsboro.

Rapid Intervention Training:

This training will be delivered through one 8-hour in-person training session at the PSTF. Offerings will run through December 16, 2023. Personnel need only attend one complete session.

Topics that will be covered are:

- Portable Radio Overview
- MAYDAY Procedures
- Thermal Imager/Pak Tracker Usage
- Self and Partner Rescue Techniques

Recruitment & Retention:

Next GEAR UP class starts November 28th thru December 12th.

PPE Voucher Program:

FY24 allotment is 110 sets. MES will be at Logistics on Tilco Dr. on Nov. 15th from 3:00 pm to 5:30 pm.

Budget:

Budget Committee met on November 7<sup>th</sup> and discussed department requests.

Accreditation:

Process will start in January 2024.

Special Events:

Thank you to all personnel and companies that provided assistance to Baltimore City Fire Department.

Thank you to New Market for providing an ambulance to the Marine Corp. Marathon.

Brunswick provided 2 ambulances and United provided an ATV to the Bay Bridge walk/run.

Emmitsburg, New Midway, Thurmont and Fairfield participated in live burn training at the PSTF.

**B. Other Committees**

No report.

**IX. DISCUSSION ITEMS**

**A. Old Business**

Nothing to report

**B. New Business**

CY2024 Accreditation Process

Process to start January 2024 with the 10 List and Attestation letter which will be due at the end of February.

Peer review will be conducted in March.

Progress report in May.

Final report at July meeting.

Policy 5.00.15 Response to Aircraft Emergencies

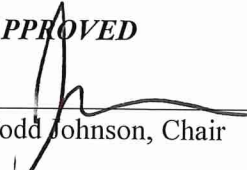
Clarification to policy definitions and alerts statuses were reviewed.

Discussion of the policy ensued.

**X. ADJOURNMENT**

The meeting adjourned at 7:35 p.m.

**APPROVED**

  
\_\_\_\_\_  
Todd Johnson, Chair

**APPROVED**

1/8/2024  
Date of Approval

**APPROVED**

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

**APPROVED**

1/8/2024  
Date of Approval