



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** January 8, 2024 1900 hours

**Location:** Winchester Hall  
1<sup>st</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 (Edward Burke).....	Absent
	Career Rep (Anthony Gramiccioni).....	Present
	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) .....	Absent

**Guests:** None

## Frederick County Fire and Rescue Advisory Board Meeting January 8, 2024

## **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. Edward Burke, Career Representative
3. Jessica Fitzwater, County Executive
4. Stephen Jones, Local 3666 President

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

None.

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

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

**VOTE:**      **YES:**      **7**      **NO:**      **0**      **ABSTAIN:**      **0**      **PASSED**

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

Chairman Johnson requested that Chief Coe provide statistics on the implementation of the Paramedic Engines.

## **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:**

Dr. Fillmore stated that he did not have anything to report for the January meeting.

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

Division Updates

2023 ended with a total of 38,200 calls for service, an increase of 225 calls from 2022.

We are in the process of compiling information for the 2023 Annual Report, which should be available for the March meeting.

January is Cancer Awareness Month – Please take a moment to review the emails and videos distributed by our Health and Safety office.

Maryland Legislative Session kicks off in January where CSST legislation will be presented.

In December we welcomed Nathan Michael who is the new DFRS Data Planner.

Paramedic Class 9 students completed National Registry testing. The class passed both the written and practical portions with a 100% pass rate. They are currently in the designate process.

Paramedic Class 10 started on 1/2/24 with 13 students.

Recruit Classes 36 & 37 – Final selections have been made, with 59 recruits starting on 2/12/24.

The new Computer Aided Dispatch system is expected to be online mid-March.

Junior Fire Company will no longer provide water rescue services as of February 1, 2024.

Apparatus

ATR Support Unit has arrived and is currently at the Northgate Fire Station.

Air Unit to arrive soon and will be housed at New Market Fire Station.

Paramedic Engines placed in service in September have attributed to a 24 second average improvement in ALS arrival county wide.

Medic 4 deployment will ease the burden of the Paramedic Engines while providing a subsistent capacity to the City of Frederick.

Budget

Appeals have been submitted for the FY25 budget.

Budget presentation will be held at the March FRAB meeting.

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

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

**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:

The Operations Committee held their December meeting on Tuesday November 14, 2023, at the request of Chief Coe to discuss the draft policies presented at the October meeting. The next meeting is an All-Chief's meeting on Tuesday February 20, 2024 at PSTF.

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

Students have completed Haz/Mat Operations training and have started FF1.

#### Fire/Rescue Planning Workgroup:

Met Tuesday, December 5th and approved a Thurmont Fire utility.

#### Rapid Intervention Training:

The 8-hour in-person training sessions at the PSTF ended December 16, 2023.

#### Budget:

On going process of setting priorities and finalizing base budget items and appeals.

#### PPE Voucher Program:

The next fittings will be on January 10<sup>th</sup> and January 24<sup>th</sup> from 3-5 pm at Logistics.

#### Recruitment & Retention:

GEAR UP class 24-1 starts January 23<sup>rd</sup> and runs through February 6<sup>th</sup>.

#### Accreditation:

The 10 List and Attestation Letter will be due at the end of February. There will be a peer review conducted in March and the progress report will be given at the May FRAB meeting, with the final report at the July meeting.

#### Dedication of Rt. 26 to Mike Powers:

We are pleased to announce the Maryland Department of Transportation, with the assistance of Senator Bill Folden, will be dedicating the section of Rt. 26 between Unionville Rd. East and Albaugh Rd. in memory of Mike Powers. The dedication will occur at the Libertytown Volunteer Fire Department on January 26, 2024, at 2PM. Members that can attend are asked to be in class "A" uniform or fire department identification. Due to the dangers of being along the highway, we will not be having a separate ceremony at either sign location. We have been working on the project for nearly a year to honor our friend and fallen hero Mike Powers

### **B. Other Committees**

No report.

## **IX. DISCUSSION ITEMS**

## A. Old Business

## CY2024 Accreditation Process

Information has been sent to Company Chiefs, Presidents, and Treasurers. Battalion Reps are encouraged to reach out to the departments in their battalion with the deadline information.

## Update on the Graceham Volunteer Fire Company

In December the Membership voted to dissolve operations. County property was reclaimed today, January 8<sup>th</sup>. We are working with GIS to divide up their response area, which will occur in March. Volunteer members who are interested in continuing to serve have been given the opportunity to move to other companies. Station number 18 will not be reused.

**X. ACTION ITEM(S)**

## Updates to policy 5.00.15 (NKA 5.00.08) Response to Aircraft Emergencies

Motion to endorse policy updates: Moved by Anthony Gramicci  
Seconded by Gunnar Pedersen

**VOTE: YES: 7 NO: 0 ABSTAIN: 0 PASSED**

## XI. ADJOURNMENT

The meeting adjourned at 7:37 p.m.

*APPROVED*  
Todd Johnson, Chair

*APPROVED*

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Gunnar Pedersen, Co-Chair

**APPROVED**  
2/12/2024  
Date of Approval

*APPROVED*

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Date of Approval