

# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** February 12, 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 (Vacant).....	Vacant
	Career Rep (Anthony Gramiccioni).....	Present
	Citizen Rep (Mark Kirchman) .....	Present (phone)
	Citizen Rep (Gunnar Pedersen) .....	Absent

<b>Nonvoting Reps:</b>	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

## February 12, 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. Gunnar Pedersen, Citizen Representative
3. Jessica Fitzwater, County Executive
4. Jeffrey Fillmore, Jurisdictional Medical Director

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

None.

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

Motion to approve January minutes: Moved by Nelson Smith  
Seconded by David Fox

**VOTE:**      **YES:**    **6**    **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:**

As Dr. Fillmore was absent, no report was given.

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

#### Thank You's

Chief Coe expressed his appreciation and gratitude to everyone who responded to the South Carroll Street fire on Saturday.

Chief Coe thanked all the fire departments for the invitations to attend their annual banquet.

#### Division Updates

Dr. Ryan McFague has joined us as the new Associate Medical Director.

Testifying on House Bill 503 and Senate Bill 586 regarding CSST legislation in Annapolis on February 13<sup>th</sup>.

Informational Bulletin and training video has been sent to all career and volunteer responders regarding the new PVStop device.

Recruit classes 36 & 37 started today with a total of 57 recruits.

Congratulations to Technician Carl Crum on his upcoming retirement on February 14<sup>th</sup>.

Informational Bulletin 24-009 "Community Appearance Requests" is intended to gather data from fire stations when community outreach events occur.

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

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

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

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

## **VIII. COMMITTEE REPORTS**

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

#### Operations Committee:

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:

Currently have 10 students in FF1.

#### Fire/Rescue Planning Workgroup:

The Planning Workgroup met on Tuesday, February 6, 2024, at 1700hrs at the Public Safety Training Facility. Discussion was held regarding:

Volunteer Medic Unit Placement - DC Poole discussed the plan to move a reserve medic unit to the Spring Ridge Fire Station. This will mostly provide a medic unit for Volunteer Medics to use since permanent staffing will be in place for Medic 4.

#### Apparatus Requests -

- Rocky Ridge VFD – Replacement of B-136: This request was approved.
- New Midway VFD – Replacement of Car 9: This request was approved.
- New Midway VFD – Replacement of SU-9: This request was approved.

The next meeting will be held on Tuesday, March 5, 2024 at PSTF.

PPE Voucher Program:

The next Volunteer PPE fitting will be held February 15<sup>th</sup> and again February 28<sup>th</sup> from 3-5:30 pm at Logistics on Tilco Dr.

Recruitment & Retention:

GEAR UP class 24-1 just finished. The next class will begin on March 11<sup>th</sup>.

Accreditation:

The 10 List and Attestation Letter are due on February 29<sup>th</sup>. The attestation letter is valid only if signed by each of the listed company agents and duly witnessed by the Secretary of the corporation (Notary not needed).

**TIMELINES:**

- Peer review process will begin in March 2024
- Progress report on companies that did not meet fully accredited status and updates will be presented at the May 13, 2024, FRAB Meeting
- Final peer review report will occur at the July 8<sup>th</sup> FRAB Meeting

Dedication of Rt. 26 to Mike Powers:

We were honored to attend the Maryland Department of Transportation, with the assistance of Senator Bill Folden, dedication of the section of Rt. 26 between Unionville Rd. East and Albaugh Rd. in memory of Mike Powers. The dedication was held at the Libertytown Volunteer Fire Department on Friday January 26, 2024.

Thank You's

Chief Darwick thanked all the fire departments for the invitations to attend their annual banquet.

**B. Other Committees**

No report.

**IX. DISCUSSION ITEMS**

**A. Old Business**

CY2024 Accreditation Process

As previously mentioned in Chief Darwick's report.

Update on Paramedic Engine Statistics

Two paramedic engines went into service on September 9, 2023. A decrease in ALS arrival time has been recognized, as well as a decrease in ALS unit transfers.

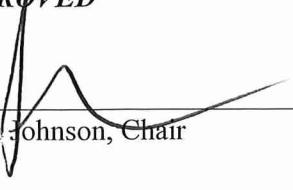
As of January 27<sup>th</sup>, Medic 4 is being staffed more frequently. Next step is to "hard staff" Medic 4, around late winter or early spring.

The next step is to put the Paramedic Engine in Thurmont in service.

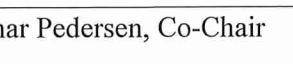
**X. ADJOURNMENT**

The meeting adjourned at 7:28 p.m.

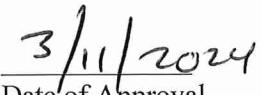
**APPROVED**

  
Todd Johnson, Chair

**APPROVED**

  
Gunnar Pedersen, Co-Chair

**APPROVED**

  
Date of Approval

**APPROVED**

  
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