



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** April 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 ( <i>Vacant</i> ) .....	<i>Vacant</i>
	Battalion 5 (Mike Duble) .....	Present (phone)
	Career Rep (Brandon Burke) .....	Present
	Career Rep (Anthony Gramiccioni).....	Present
	Citizen Rep (Mark Kirchman) .....	Present
	Citizen Rep (Gunnar Pedersen) .....	Present (phone)

<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 (phone)

**Guests:** None

# Frederick County Fire and Rescue Advisory Board Meeting

## April 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. Jessica Fitzwater, County Executive
2. Jeffrey Fillmore, Jurisdictional Medical Director

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

None.

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

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

**VOTE:**      **YES:**    **8**    **NO:**    **0**    **ABSTAIN:**    **0**    **PASSED**

## V. REPORTS:

**a. Ex-Officio Member Reports**

- i. **Frederick County Executive, Ms. Jessica Fitzwater**  
As County Executive Fitzwater was absent, no report was given.
- ii. **Jurisdictional Medical Director, Dr. Jeffrey Fillmore**  
As Dr. Fillmore was absent, no report was given.
- iii. **Fire & Rescue Division Director, Chief Tom Coe**

## Division Updates

DFRS continues to work on a response to the OSHA 1910.156 proposed rule.

Attended the Brunswick Ambulance and Rescue Company banquet.

Appeared before the County Council to present the updates for the Fire Marshals Office fees for service.

Three new ambulances are at FESCO completing their final check.

The new Air Unit is at Logistics being outfitted.

Motorola P1 CAD system is scheduled to go online on April 23<sup>rd</sup>.

County Executive to release Proposed FY25 Budget by April 15<sup>th</sup>.

The Chamber of Commerce Public Safety Awards will be held on April 18<sup>th</sup> at the Brunswick Fire Station.

National Fallen Firefighters Weekend will be held May 3-5, 2024. Chris Morlan and Mark Fisher will be recognized on the memorial wall.

Preparing for the Frederick Running Festival which will be held May 4-5, 2024.

Frederick County is the host jurisdiction for the Maryland Department of Emergency Management Search and Rescue exercise in Brunswick on April 18<sup>th</sup>.

Recruitment efforts are underway for the next application process May 1 – June 30, 2024.

iv. **President, FCVFRA, James May**

President May reminded everyone that the FCVFRA awards will be held on April 15<sup>th</sup> at Walkersville Fire Company.

v. **Local #3666, President, Stephen Jones**

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

**b. Committee Reports**

i. **Director of Volunteer Fire & Rescue**

LOSAP

Appeared before the County Council on April 2<sup>nd</sup> where the Council approved the proposed Ordinance for benefit changes to the LOSAP.

Operations Committee

A special All-Chief's meeting was held on March 19<sup>th</sup> regarding the Chain of Command and Volunteer Rank Structure policies. The next meeting will be a committee member meeting on April 16, 2024.

PPE Voucher Program

Fitting dates are April 10<sup>th</sup> & 24<sup>th</sup>.

Annual Compliance Training

Volunteer personnel have until 1600 hours on April 30<sup>th</sup> to complete the annual compliance training.

Work-Based Learning Internship Program

Nine students are currently in FF II. FF Safety and Survival will start on May 15<sup>th</sup>.

Fire Police

The Fire Police received traffic cone donations from Rocky Ridge Fire Company and the Frederick County Highway Department.

Fire Police attended CPR class on March 30<sup>th</sup>.

Planning Workgroup

The workgroup met on April 2<sup>nd</sup>. Nothing to report.

Gear Up Class

Class 24-2 started with 7 students in attendance.

### Training

High school students received their first checks for milage reimbursement from MSFA.

Engines are needed for FF II class support on April 9th, April 16th, May 1<sup>st</sup>.

CDL class currently has 4 volunteers enrolled to get their Class A license and 6 volunteers enrolled to get their Class B license.

Battalion Community Stop the Bleed scheduled for May.

Maryland weekend at the NFA is now June 8<sup>th</sup> and 9<sup>th</sup>.

### Fire Museum

Grand opening was held last week. Will be open on weekends from 12pm – 4pm.

## **VI. OLD BUSINESS**

### **a. CY 2024 Accreditation Process**

- Peer review process is underway.
- Documentation was to be sent to the committee by February 29, 2024.
- All companies are in good standing with the Maryland Department of Assessments and Taxation.
- Review completed by HIPAA Compliance Officer.
- Received verification that apparatus inspections and testing requirements have been completed.
- Waiting for information regarding training and physical standards from 6 companies.

## **VII. NEW BUSINESS**

### **a. Policy 1.01.06 Chain of Command**

### **b. Policy 5.00.03 Volunteer Rank Structure**

Chief Coe presented and reviewed the policies and suggested that the Battalion Representatives take them back to their constituents for a vote at the May FRAB meeting. Discussion regarding the policies ensued.

## **VIII. COMMENTS AND ANNOUNCEMENTS**

### Chief Coe

Graceham Volunteer Fire Company will cease operations as a corporation at the end of June.

### Anthony Gramiccioni

Key City Fire Conference was successful and well attended.

Todd Johnson

Members are encouraged to bring comments and announcements.

Nelson Smith

Brunswick Ambulance is holding monthly Stop the Bleed and CPR classes.

**IX. PUBLIC COMMENT**

None.

**X. ADJOURNMENT**

The meeting adjourned at 8:08 p.m.

*APPROVED*

Todd Johnson, Chair

*APPROVED*

*Gunnar Pedersen*  
Gunnar Pedersen, Co-Chair

*APPROVED*

*5/13/2024*  
Date of Approval

*APPROVED*

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