



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: August 12, 2024 1900 hours

Location: Winchester Hall
1st 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 (Daniel Moré)	Present
	Battalion 5 (Mike Duble)	Present
	Career Rep (Brandon Burke).....	Absent
	Career Rep (Anthony Gramicci)	Present
	Citizen Rep (Mark Kirchman).....	Present
	Citizen Rep (Gunnar Pedersen)	Present (phone)

Nonvoting Reps:	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).....	Present

Guests: None

Frederick County Fire and Rescue Advisory Board Meeting August 12, 2024

I. CALL TO ORDER:

Chairman Todd Johnson called the meeting to order at 7:07 p.m.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Jessica Fitzwater, County Executive
2. Brandon Burke, Career Representative

III. INTRODUCTION OF GUESTS:

None.

IV. PUBLIC COMMENT:

None.

V. APPROVAL OF PREVIOUS MEETING MINUTES:

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

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

VI. 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**

Paramedic Class 10

Students are currently performing their clinicals.

Protocols

Protocols can now be accessed via cell phone.

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

Division Updates

Recruit Classes 36 & 37 will participate in Night Ops on Friday, August 16th and will graduate on Friday, August 23rd at Frederick High School. Their graduation will recognize additional 4-person staffing service improvements effective on September 21st.

Recruit Classes 38 & 39 will start on January 13, 2025, with a total of 50 recruits.

Paramedic Class 10 students are preparing for National Registry testing.

Paramedic Class 11 has generated significant interest, with 20 applications received.

National Night Out on Tuesday, August 6th was successful.

Command Competency event will be held on August 13th.

Assistance to Firefighters Grant awarded in the amount of \$392,000, to be used to provide Traffic Incident Management Training and equipment.

Using ARPA funds to purchase headsets for 16 pieces of apparatus.

iv. **President, FCFRA, James May**

Letter of interest submitted for Battalion 3 FRAB Representative vacancy.

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

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

b. Committee Reports

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

Planning Workgroup

Approved Walkersville Volunteer Rescue Company to buy a chassis to replace bariatric unit A247 due to back log with suppliers the new unit would not be built for 24-36 months.

Work-Based Learning Internship Program

The program begins on August 21st and is open to all volunteer members. Currently, we have 13 high school students enrolled for the 2024-2025 school year. Family Night for new students and their families will be held on August 15th.

PPE Voucher Program

The next PPE fitting is August 28th at Logistics between 3:30pm and 5pm.

Operations Committee

August 20th is the next Regular Committee Meeting.

Recruitment & Retention

- GEAR UP Class 24-4 began July 23rd with 12 students.
- In the process of developing an in-station mentorship program, which will assign a point of contact at each station to assist with GEAR UP. This program aims to pair trained, experienced volunteers with our newest members.
- Frederick County will host the SAFER Retention and Recruitment Officer Course at the PSTF on October 26-27. This two-day workshop focuses on improving processes from the initial volunteer inquiry through application, acceptance, and onboarding. Registration is now open.

Special Events

- IAP Emergency planning for Gran Fondo Maryland- Sunday September 15, 2024, under development.
- The Great Frederick Fair IAP is currently being developed in collaboration with Emergency Management and the Sheriff's Office. A meeting is scheduled for August 29th. T-shirts have been ordered, and scheduling is underway.

Training

- The MFRI fall 2024 class schedule is now available at MFRI.org, and registration is open.
- For those certified as Emergency Medical Responders (EMR) who need a refresher, they can enroll in the EMT refresher class and take the EMR exam. We aim to offer the EMR refresher class at least once a year, though it often faces challenges due to low enrollment.
- The MFRI survey for spring 2025 classes will be released sometime in August. It is crucial for departments to respond to this survey, as it helps us determine the classes needed.
- Numerous online, no-cost classes are available at USFA.FEMA.gov, including ICS 300 and 400. However, please note that these are refresher courses and do not meet the Volunteer Rank Structure requirements. Additional no-cost online classes, including ICS 100, 200, 700, and 800, can be found at training.fema.gov under the Independent Study tab.
- The MSFA Zembower Training Award for this year was presented to New Market, with Independent Hose as the first runner-up and United Steam as the second runner-up, recognizing excellence statewide.

VII. OLD BUSINESS

VIII. NEW BUSINESS

a. **November FRAB Meeting**

It was agreed to reschedule the November meeting to Monday, November 18th, due to the Veteran's Day holiday.

IX. ACTION ITEM(S)

- Vote on Lithium-Ion Battery Policy**
- Vote on Emergency Services Command List Policy**
- Vote Command Officer Annual Training and Certification Policy**

A motion was made by Mark Kirchman and seconded by Anthony Gramicci to approve all three policies as amended.

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

X. COMMENTS AND ANNOUNCEMENTS

Todd Johnson

Presented certificates for Micky Fyock and Nelson Smith and congratulated them for their service on the Board.

Daniel Moré

Suggested changes to the policy process and a policy status spreadsheet.
Recent issue with annual physicals.

XI. ADJOURNMENT

The meeting adjourned at 7:52 p.m.

APPROVED

Todd Johnson, Chair

APPROVED

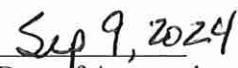


Gunnar Pedersen, Co-Chair

APPROVED

Date of Approval

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Sep 9, 2024

Date of Approval