



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** October 14, 2024 1900 hours

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

**Attendance:**

Battalion 1 (Todd Johnson).....	Present
Battalion 2 (David Fox) .....	Present
Battalion 3 (Cassie Goodman) .....	Absent
Battalion 4 (Daniel Moré) .....	Present
Battalion 5 (Mike Duble) .....	Present
Career Rep (Brandon Burke) .....	Present
Career Rep (Anthony Gramiccioni).....	Present
Citizen Rep (Mark Kirchman) .....	Present
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).....	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  
October 14, 2024**

**I. CALL TO ORDER:**

The meeting was called to order at 7:00 p.m. by Chairman Todd Johnson.

**II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:**

Absent was:

1. Cassie Goodman, Battalion 3 Representative
2. Jessica Fitzwater, County Executive
3. Stephen Jones, Local 3666 President

**III. INTRODUCTION OF GUESTS:**

None.

**IV. PUBLIC COMMENT:**

None.

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

Motion to approve September minutes: Moved by Mark Kirchman  
Seconded by Gunnar Pedersen

**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**

**Defibrillation**

The voltage used for defibrillation has changed; it should now start at the maximum setting.

**Refusal of Service**

There is concern about the refusal of service, as other counties in the state have encountered issues related to this.

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

**Division Updates**

Fire Prevention Week was observed from October 6-12, with the theme “Smoke Alarms: Make Them Work for You.” However, it’s more like Fire Prevention Month for Frederick County.

U. S. Fire Administrators Summit was held October 8, where many important topics were discussed.

Cancer testing initiatives were implemented for both career and volunteer responders.

A press conference was held last week to announce the purchase of a new Pierce Volterra electric fire engine, which is equipped with a backup diesel engine.

The County Council approved the resolution to update the EMS billing rates. The last rate update was in 2008.

Recent recognition was given to several individuals with EMS Excellence Awards.

Through a partnership with the City of Brunswick and our Mobile Community Health program, a harm reduction vending machine will be installed in Brunswick.

iv. **President, FCFVRA, James May**

President May stated that Rocky Ridge Fire Company will be celebrating their 75<sup>th</sup> anniversary on October 19<sup>th</sup>. All are encouraged to attend.

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

As President Jones was absent, no report was given.

**b. Committee Reports**

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

Operations Committee

Met on August 20, 2024. Discussed the draft Communications Manual and reviewed requested edits. An updated version will be sent for final review and vote at the October meeting. The next meeting is an All-Chiefs meeting on October 15, 2024, at the PSTF.

Budget Committee: The Volunteer Fire/Rescue Company budget requests have been sent to all Chiefs, Presidents, and Treasurers. Requests for additional personnel, apparatus/vehicles, or major building repairs through the FCFVRA are due to Dale Kline and Shane Darwick by the close of business on November 1st.

PPE Voucher Program

Next PPE fitting is scheduled for October 23rd at Logistics, from 3:00 pm to 5:30 pm.

Recruitment & Retention

The Gear Up Class 24-5 new member orientation Training started on October 7th. Frederick County will be hosting the SAFER Retention and Recruitment Officer Course at the PSTF on October 26-27.

Special Events

- Gran Fondo Maryland- was held Sunday September 15, 2024, no significant issues reported. Thank you to all involved.
- The Great Frederick Fair went well, after action discussions are in the works. 168 volunteers participated for a total of 2,184 hours. We had 18 patient encounters and 5 transports.
- Army Ten-Miler – Arlington County FD was held on October 13<sup>th</sup>. Companies 3 and 15 participated.
- 49th US Marine Corps Marathon- October 27th
- Bay Bridge Run- November 10th

Planning Workgroup

The Planning Workgroup did not meet in October. The next meeting was originally scheduled for Tuesday, November 5th, but will be rescheduled due to Election Day.

**VII. OLD BUSINESS**

**VII. NEW BUSINESS**

- a. Establish an ad hoc committee to address the current role and function of the FRAB in relation to the County Charter, Ball Road AAR and County Executive Fitzwater's Transition Team Report
- Chairman Johnson proposed the formation of an ad hoc committee consisting of two volunteer representatives, two career representatives, one citizen representative, and DFRS staff. He requested that Presidents May and Jones appoint the volunteer and career representatives. The committee will explore suggested courses of action and the process for amending the current charter and bylaws, which is expected to take 6-8 months. He also mentioned that he would like to announce the committee's composition and meeting schedule at the next FRAB meeting.

**VIII. COMMENTS AND ANNOUNCEMENTS**

None.

**IX. ADJOURNMENT**

The meeting adjourned at 7:31 p.m.

*APPROVED*

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Todd Johnson, Chair

*APPROVED*

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

*APPROVED*

*11/18/2024*  
\_\_\_\_\_  
Date of Approval

*APPROVED*

\_\_\_\_\_  
Date of Approval

**From:** [Todd Johnson](#)  
**To:** [May, James \(DFRS\)](#); [JAMES MAY](#); [Stephen Jones, iaff](#); [Gunnar Pedersen](#); [Mark Kirchman](#)  
**Cc:** [Coe, Thomas](#); [Lenhart, Leslie](#)  
**Subject:** Ad Hoc Committee to address FRAB role and function  
**Date:** Sunday, October 20, 2024 9:20:55 AM  
**Attachments:** [Establish an ad hoc committee to address the current role and function of the FRAB in relation to the Charter and Ball Road AAR \(1\).docx](#)

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**[EXTERNAL EMAIL]**

Hello all,

Writing to formally follow-up on the plan, as introduced at the last FRAB meeting, to establish an ad hoc committee with the purpose of reviewing and making recommendations on the role and function of the FRAB. I have attached my notes on this for your review.

Jimmy and Stephen - Please determine who you would like to serve on this committee as a representative from your organization. Your selection is not bound by the current FRAB appointees. You may select who you feel would be appropriate to represent your organization on this topic. It may be officers of your organization, even yourself, or other persons you feel have a working knowledge of our fire service administration. Of course, you may also utilize your current sitting appointees to the FRAB.

Gunnar and Mark - Please discuss amongst yourselves the nuances of Gunnar's sunseting term on the FRAB against his institutional knowledge in choosing which of you will serve on this committee. Building on our brief discussion after the FRAB meeting, it would work to have one of you serving as an alternate in the event the ad hoc committee work is not completed by the end of Gunnar's term, or if the representative is unable to participate in all meetings. The goal is to keep voting membership at 5 to avoid tie votes.

**Please have your representatives (2 FCVFRA, 2 Local 3666, 1 citizen) selected before the November FRAB meeting and notify me by email who your selections are.**

I will be available to the ad hoc committee for support and would like to address the first meeting with some background on this activity and to determine the workflow, timeline, and administrative support needed. DFRS staff will be participating in a non-voting role to provide staff support and to have a thorough understanding of the discussions for preparation of any staff reports to the CE and/or County Council.

I have copied DFRS staff on this communication for their files and discovery under the Open Meetings Act.

Thank you for your timely attention to this matter and please reach out with any questions.

Regards,

Todd  
301-693-8536

Establish an ad hoc committee to address the current role and function of the FRAB in relation to the Charter, Ball Road AAR and County Executive Fitzwater's Transition Report.

The committee shall be composed of representatives from each FRAB voting entity (2 volunteer, 2 career, 1 citizen) and DFRS staff. The Presidents of FCVFRA and Local 3666 will each select their representatives (they do not have to be FRAB appointees for this ad hoc committee) and the FRAB citizen appointees will select their representative structure.

The committee will consider suggested courses of action and the process to amend current Charter and Bylaws.

The committee will meet as needed to assure review and recommendations are made in a timely manner and will provide a report at each FRAB meeting. It is anticipated that this process will be completed in 6 to 8 months.

Final recommendations will be presented to the FRAB and formally approved by that body.

## **Charter**

### **PURPOSE**

The purpose of the Advisory Board is to provide a functional management structure that ensures that input from volunteer, career, and citizen stakeholders is provided and considered during the policy making and policy review process and to keep stakeholder representatives engaged in the management of an integrated, countywide fire and rescue system.

## **Ball Road AAR**

The DFRS Chief, in consultation with the Fire Rescue Advisory Board, must immediately eliminate the unnecessary, duplicative, and partisan structures, to streamline all administrative processes and policy and decision making. The DFRS Chief should develop and implement a new, clear, and fair advisory structure that equally represents the career and volunteer personnel with a singular mission of serving the public in the most effective and efficient manner.

## **Transition Report**

### **A. Finish Implementing the Laird Line of Duty Death After Action Report**

On August 11, 2021, the Laird family lost a husband, father, son, and brother; the Division of Fire and Rescue Services (DFRS) lost a brother, firefighter, and friend; and Frederick County lost an active and caring public servant. DFRS is committed to making systemic

change, both to honor Battalion Chief Laird's memory and to prevent future tragedies. The County Executive should prioritize meeting national staffing standards,

adopting across-the-board training standards and operational competencies, streamlining decision-making processes, and creating an integrated career and volunteer workforce.

DFRS should demonstrate successful implementation with a structured continuous quality improvement plan.

#### **Courses of Action to consider**

- Frequency of meetings
- Composition including number of members
- Agenda Content
- Focus of FRAB activity