

Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: November 18, 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 (Cassie Goodman)	Present
	Battalion 4 (Daniel Moré)	Present
	Battalion 5 (Mike Duble)	Present
	Career Rep (Brandon Burke)	Absent
	Career Rep (Anthony Gramiccioni).....	Present
	Citizen Rep (Mark Kirchman)	Present
	Citizen Rep (Gunnar Pedersen)	Absent
Nonvoting Reps:	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

November 18, 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. Gunnar Pedersen, Citizen Representative
2. Brandon Burke, Career Representative
3. Jessica Fitzwater, County Executive
4. Jeffrey Fillmore, Jurisdictional Medial Director

III. INTRODUCTION OF GUESTS:

None.

IV. PUBLIC COMMENT:

None.

V. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve October minutes: Moved by Mark Kirchman
Seconded by Anthony Gramiccioni

VOTE: **YES:** **7** **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**
As Dr. Fillmore was absent, no report was given.
- iii. **Fire & Rescue Division Director, Chief Tom Coe**
Division Updates

The statewide burn ban is now in effect due to current weather conditions.

Congratulations to Rocky Ridge Volunteer Fire Company on their 75th anniversary.

Uniformed personnel have completed the Work Performance Evaluation.

Paramedic Class 10 students have completed National Registry testing and will graduate on Nov. 22.

Conditional offers have been sent to RC 38 and RC 39 candidates.

The SCBA committee has completed the practical evaluations of various products and will be compiling a report of their recommendations.

DFRS has been contacted by the CDC to participate in the National Firefighter Registry.

Thanks to the efforts of the Division of Public Works and the CDL training program instructors within the Division of Fire and Rescue Services, we will soon be able to offer MVA testing for our CDL participants locally within the County.

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

President May stated that he did not have anything to report.

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

President Jones stated that he did not have anything to report.

b. Committee Reports

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

Budget Committee

The Volunteer Fire/Rescue Company budget requests for additional personnel, apparatus/vehicles, or major building repairs through the FCVFRA have been received. Two large base budget items for discussion are insurance costs and the matrix.

Operations Committee

The October Operations Committee All Chiefs meeting was held on Tuesday, October 15, 2024, at the PSTF. The meeting began with Risk Management and DPW discussing vehicle registrations with the MVA, emphasizing the importance of consistent vehicle registration names and soundex numbers for each corporation.

An update on the P1 CAD was given, and the Communications Manual was reviewed, including changes requested at the August meeting.

A new draft EMS Quality Assurance policy was presented for member awareness. Additionally, drafts of updated Mass Casualty Incident and new Rehabilitation policies were presented. These policies will be voted on at the December 17, 2024 meeting.

Planning Workgroup

The Planning Workgroup met on Tuesday, November 12, 2024, at 1700 hours. Discussion was held regarding units that are insured but out of service.

Fire/Rescue Work Based Learning Internship Program

Currently have 13 students enrolled. The Haz/Mat Ops and Firefighter I (FFI) courses are scheduled to begin in January and are currently advertised on the MFRI website.

PPE Voucher Program

Next PPE fitting is scheduled for December 12th at Logistics, from 3:00 pm to 5:30 pm.

Recruitment & Retention

Frederick County hosted the SAFER Retention and Recruitment Officer Course at the PSTF on October 26-27.

Gear Up class started this evening with 18 students.

Special Events

- Bay Bridge Run was held November 10th. Thank you to Companies 3 & 15 for providing EMS support.
- Walkersville Rescue Company's Annual Banquet is Saturday, November 23rd.

Training

The FCVFRA Training Committee met on Thursday, October 24, at the Training Center. The focus of the meeting was to review the responses to the Spring 2025 MFRI class survey and to make recommendations based on the feedback.

Volunteer Services will produce the Emergency Services Certification List (ESCL), a new policy that will go into effect on January 1st. The goal is to create an accurate list of operational members. Each company is required to input their operational members into the volunteer database. While many members are already in the system, companies are being asked to verify and ensure all training is properly documented before the deadline.

VII. OLD BUSINESS

a. Ad Hoc Committee Report

Chairman Johnson stated that he is waiting for 1 more committee seat to be filled.

VIII. NEW BUSINESS

- a. Update to policy 4.00.01 – Communications Manual
- b. Update to policy 5.00.01 – Incident Command
- c. Update to policy 5.02.01 – Structure Fire Response
- d. New policy 5.01.13 – EMS Quality Assurance

Discussion was held regarding the policies. Battalion representatives are encouraged to review the policies with their battalions in preparation for a vote at the December FRAB meeting.

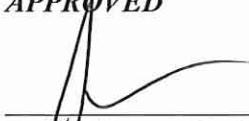
IX. COMMENTS AND ANNOUNCEMENTS

Chief Coe reminded everyone to exercise caution when deep frying their Thanksgiving turkey.

X. ADJOURNMENT

The meeting adjourned at 7:38 p.m.

APPROVED



Todd Johnson, Chair

APPROVED



Date of Approval

APPROVED

Gunnar Pedersen, Co-Chair

APPROVED

Date of Approval