



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** November 18, 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) .....	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

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, FCFVRA, 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 FCFVRA 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 12<sup>th</sup> 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 10<sup>th</sup>. Thank you to Companies 3 & 15 for providing EMS support.
- Walkersville Rescue Company's Annual Banquet is Saturday, November 23<sup>rd</sup>.

### 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**

- Update to policy 4.00.01 – Communications Manual
- Update to policy 5.00.01 – Incident Command
- Update to policy 5.02.01 – Structure Fire Response
- 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.

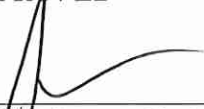
## **IX. COMMENTS AND ANNOUNCEMENTS**

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

## **X. ADJOURNMENT**

The meeting adjourned at 7:38 p.m.

**APPROVED**

  
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Todd Johnson, Chair

**APPROVED**

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

**APPROVED**

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Gunnar Pedersen, Co-Chair

**APPROVED**

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Date of Approval