

Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: December 9, 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)	Present
	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)	Present
	Fire & Rescue Services (Chief Tom Coe).....	Present
	Volunteer Fire & Rescue Assoc. (President James May)	Absent
	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

December 9, 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. Jessica Fitzwater, County Executive

III. INTRODUCTION OF GUESTS:

None.

IV. PUBLIC COMMENT:

None.

V. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve November minutes: Moved by Mark Kirchman
Seconded by Cassie Goodman

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**

Frederick Health Hospital

The Emergency Room is the second busiest in the state and ranks eighth for EMS turnovers.

EMS Program

Last month, we had an official visit from the state, during which our EMS program was approved.

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

Division Updates

Thank you to Calli Guercio, our Community Outreach Coordinator, and all the career and volunteer responders for their efforts in community outreach. Our Thanksgiving PSA went viral, and we are currently working on a holiday video.

We also appreciate everyone who attended the Paramedic Class 10 graduation on November 22. These newly graduated paramedics will help add a paramedic engine resource in Brunswick this spring.

Paramedic Class 11 will begin on January 13 with 17 students, and upon graduation next year, they will support the addition of paramedic engine services in Woodsboro and Green Valley.

Recruit Classes 38 and 39 also start on January 13, with final offers going out between Christmas and New Year's.

Additionally, we are currently in the budget planning process for FY26.

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

As President May was absent, not report was given.

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**

Operations Committee:

The October Operations Committee was an All-Chiefs meeting held on October 15th. A draft update to the Mass Casualty Incident policy and a draft of a new Rehabilitation policy were presented. Both policies will be voted on at the December 17, 2024, meeting.

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.

Fire/Rescue Work Based Learning Internship Program

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

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.

Recruitment & Retention

Gear Up class started November 19th with 18 students.

PPE Voucher Program

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

Special Events

Walkersville Rescue Company's Annual Banquet was held on November 23rd.

Training

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. 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 President May has several candidates to be considered for the committee.

VIII. ACTION ITEMS

- a. **Vote on Policy 4.00.01 – Communications Manual**
- b. **Vote on Policy 5.00.01 – Incident Command**
- c. **Vote on Policy 5.02.01 – Structure Fire Response**

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

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

d. **Vote on Policy 5.01.13 – EMS Quality Assurance**

A motion was made by Daniel Moré and seconded by Brandon Burke to approve the policy.

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

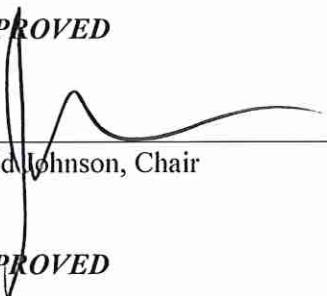
IX. COMMENTS AND ANNOUNCEMENTS

None.

X. ADJOURNMENT

The meeting adjourned at 7:43 p.m.

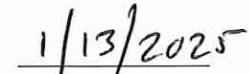
APPROVED


Todd Johnson, Chair

APPROVED

Gunnar Pedersen, Co-Chair

APPROVED


1/13/2025
Date of Approval

APPROVED

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