



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** December 9, 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) .....	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



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 19<sup>th</sup> with 18 students.

PPE Voucher Program

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

Special Events

Walkersville Rescue Company's Annual Banquet was held on November 23<sup>rd</sup>.

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 Gramiccioni 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*

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Todd Johnson, Chair

*APPROVED*

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

*APPROVED*

*1/13/2025*  
\_\_\_\_\_  
Date of Approval

*APPROVED*

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Date of Approval