

# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

**APPROVED**

**Date:** March 10, 2025 1900 hours

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

<b>Attendance:</b>	Battalion 1 (Todd Johnson).....	Present
	Battalion 2 (David Fox) .....	Absent
	Battalion 3 (Cassie Goodman) .....	Present
	Battalion 4 (Daniel Moré) .....	Present
	Battalion 5 (Mike Duble) .....	Absent
	Career Rep (Brandon Burke) .....	Present
	Career Rep (Anthony Gramiccioni).....	Present (phone)
	Citizen Rep (Mark Kirchman) .....	Present (phone)
	Citizen Rep (Gunnar Pedersen) .....	Absent

<b>Nonvoting Reps:</b>	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) .....	Absent

**Guests:** None

# Frederick County Fire and Rescue Advisory Board Meeting

## March 10, 2025

## **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. David Fox, Battalion 2 Representative
2. Mike Duble, Battalion 5 Representative
3. Gunnar Pedersen, Citizen Representative
4. Jessica Fitzwater, County Executive
5. Jeffrey Fillmore, Jurisdictional Medical Director
6. Stephen Jones, Local 3666 President

### III. INTRODUCTION OF GUESTS:

Miranda Ducey, Frederick County Boards and Commissions Administrative Coordinator

#### **IV. PUBLIC COMMENT:**

None.

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

Motion to approve February minutes: Moved by Daniel Moreé  
Seconded by Cassie Goodman

**VOTE:**      **YES:**    **6**    **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

Thank you to Grace United Church of Christ for the invitation to attend their First Responder Appreciation Sunday on February 16, 2025.

Thank you to the Union for the invitation to their annual Gala.

The Whole Blood Program was launched last month, and EMS Supervisors are now equipped with a unit of blood in the field. The program has been operational for two weeks, during which two units of blood have already been administered.

Congratulations to Lt. Billy Ahalt on his recent retirement.

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

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

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:

The Operations Committee met on Tuesday, February 18, 2025. Discussion was held regarding ESCL, P1 CAD, MDT, ePCR tablet refresh and EMS Aid draft policy. The next meeting is on April 15, 2025.

Fire/Rescue Work Based Learning Internship Program

Currently have 13 students in Firefighter I – Module 3.

Planning Workgroup

The Planning Workgroup met on Tuesday, March 4, 2025. Discussion was held regarding vehicle requests from Lewistown District Volunteer Fire Department and Brunswick Fire Company. Both requests were approved by the Planning Workgroup.

Fire Police

The 2025 Fire Police meeting will be held on March 22<sup>nd</sup> at 9am in conference room at the LEC.

Recruitment & Retention

The next GEAR UP class will take place from March 11-27, 2025. Efforts are underway to create a radio segment advertisement for WFRE to recruit volunteers, with a focus on National Volunteer Month in April.

PPE Voucher Program

The next PPE fitting for volunteers is March 19<sup>th</sup> at Logistics from 3:30- 5pm.

Annual Report

The Division's 2024 annual report has been published, showcasing key activities, achievements, and the efforts of the dedicated team providing fire and rescue services to the community.

Compliance Training

Career personnel must complete the training by 1600 hours on Friday March 28, 2025. Volunteer personnel have until 1600 hours on Friday April 25, 2025, to complete the training.

APS Update

New Market's system is complete. Myersville is scheduled to start next once the ordered parts arrive. Next up is HQ and project closeout.

## **VII. OLD BUSINESS**

### **a. Ad Hoc Committee Report**

Committee members Mark Kirchman and Anthony Gramiccioni stated that the Ad Hoc Committee has met several times and had productive discussions regarding the scope of FRAB. They plan to meet at least one more time before presenting their report to the Board.

## **VIII. NEW BUSINESS**

### **a. 2024 DFRS Annual Report**

The 2024 Annual Report has been published. Copies were distributed to members via email and print and can be found on the DFRS website.

### **b. FY2026 Fire and Rescue Budget Presentation**

A PowerPoint presentation regarding the FY2026 budget was distributed to members and reviewed.

### **c. Fire and Rescue Advisory Board Representation**

Chairman Johnson announced that the terms for the Battalion 4 and 5 representatives will expire on June 30, 2025. These representatives are eligible for reappointment and must submit a letter of interest by April 20, 2025. If they choose not to seek reappointment, the battalions will need to provide a nomination. He also noted that Citizen Representative Gunnar Pedersen's term will expire on June 30<sup>th</sup> and he is not eligible for reappointment. This Citizen Representative position will be advertised to the public.

## **IX. ACTIONS ITEM(S)**

### **a. Vote on Policy 5.00.07 – Emergency Services Personnel Rehabilitation Operations**

A motion was made by Brandon Burke and seconded by Cassie Goodman to approve the policy.

**VOTE:                    YES:     6            NO:     0            ABSTAIN:     0            PASSED**

### **b. Vote on Policy 5.01.03 – Mass Casualty Incident**

A motion was made by Daniel Moré and seconded by Cassie Goodman to approve the policy.

**VOTE:                    YES:     6            NO:     0            ABSTAIN:     0            PASSED**

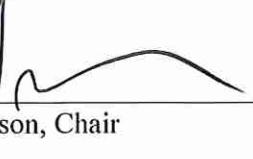
## **X. COMMENTS AND ANNOUNCEMENTS**

Tony Gramiccioni reminded everyone that the Key City Fire Conference will be held March 13-16, 2025.

## **XI. ADJOURNMENT**

The meeting adjourned at 7:52 p.m.

**APPROVED**



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Todd Johnson, Chair

**APPROVED**

5/12/2021  
Date of Approval

**APPROVED**



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Gunnar Pedersen, Co-Chair

**APPROVED**

5/12/25  
Date of Approval