

Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: August 11, 2025 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)	Absent
	Battalion 4 (Michael Wiand)	Present
	Battalion 5 (Mike Duble)	Present
	Career Rep (Brandon Burke)	Present
	Career Rep (Anthony Gramiccioni).....	Present
	Citizen Rep (Mark Kirchman)	Present (phone)
	Citizen Rep (Pete Raumann)	Present

Nonvoting Reps:	Frederick County Executive (Jessica Fitzwater).....	Absent
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore)	Present
	Fire & Rescue Services (Chief Tom Coe).....	Absent
	Volunteer Fire & Rescue Assoc. (President Jeff Scire)	Present
	Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick)	Present
	Local #3666 (President Stephen Jones)	Present (phone)

Guests: None

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August 11, 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. Cassie Goodman, Battalion 3 Representative
2. Jessica Fitzwater, County Executive
3. Tom Coe, DFRS Director/Chief

III. INTRODUCTION OF GUESTS:

None

IV. PUBLIC COMMENT:

None

V. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve July minutes: Moved by David Fox
Seconded by Mark Kirchman

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**

Paramedic Classes

- 7 students in the current class
- Interviewing for next class

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

Division Updates

- RC38/39 Friday July 25th. 42 Probationary Firefighters are now in the field completing their field training to function as independent EMS providers
- D-Shift staffing of the Wolfsville Fire Company started Monday July 28th at 0800. Four personnel to include a Captain, Technician and two Firefighters will assist in staffing the station Monday through Friday 6am – 6pm. The crews have handled several calls to include a first due fire where an ATV caught fire next to the house, the house was saved thanks to the quick work of the personnel from E212. I would like to thank the Wolfsville Volunteer Fire Company for their partnership in bringing this staffing improvement to fruition.

- We added two Lieutenants to the Fire Marshals' Office on July 28th. Lieutenants Derek Young and Jesse Gibson are working through their orientation. Once training is complete they will be both inspectors and cause and origin investigators.
- The Apparatus Committee completed the final inspection of Engine 52 (Brunswick). We are awaiting the delivery of the unit to Frederick County where it will be outfitted and placed in service as Paramedic-Engine 52 in the October time frame. This will be the next improvement to our ALS Deployment Plan.
- Progress continues on the outfitting of the Tilco Drive Facility to house our Fire Marshals. We expect the move to the new facility to occur in September.
- Appreciate the outstanding county-wide turn out for National Night Out on Tuesday, August 5th.
- Recruitment efforts continue for Recruit Class 40 which is scheduled to begin on January 26, 2026.
- SCBA fit testing for new C5 facemask started today and will run through August 16th.

iv. **President, FCVFRA, Jeff Scire**

President Scire stated that he will be working in the office four days per week.

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**

Annual Compliance Training: Training will reopen in 2026.

APS: All fire station installations are complete. Emergency phones are being installed or relocated. Looking at the possibility of APS system at PSTF.

Emergency Service Certification List (ESCL): The list has been updated and published.

Executive Committee: Met virtually on July 29th.

Fire Police: New reflective ball caps have been issued.

Fire/Rescue Work-Based Learning Internship Program: Begins August 22, 2025. Back to School/Family night will be held on August 14th. Graduation is scheduled for May 22, 2026.

Fire/Rescue Planning/Research Workgroup: Did not meet in August.

Recruitment & Retention: Next class will be October 13-November 1. Improvements have been made to the PPE/SCBA class and Annual Compliance Training was added.

PPE Voucher Program: Next fitting will be on August 13. The Fire Store is our new vendor, and Lion is the gear manufacturer.

Operations Committee: The next meeting is scheduled for August 19, 2025, at 1900 hours – Committee Meeting.

Standards Committee: DRAFT: All-Terrain Vehicle Equipment and Operator Standard Introduction is awaiting battalion review.

Special Events: High School football schedule is out and preparing for coverage, as well as The Great Frederick Fair.

VII. OLD BUSINESS

a. Ad Hoc Committee Report

Chairman Johnson invited members to share their comments regarding Chief Coe's recommendations. He noted that the review process would be well-suited for a workshop setting, which would be conducted in compliance with the Open Meetings Act.

Members engaged in discussion regarding the recommendations.

VIII. NEW BUSINESS

a. Open Meetings Act Training

Chairman Johnson informed all voting members that they are required to complete the Open Meetings Act Training and submit a Certificate of Completion to Leslie by the end of October.

b. Bylaw Review

Chairman Johnson stated that the Bylaws must be reviewed and updated, if necessary, by July 2026.

c. "General" Email Account

Chairman Johnson stated that all Boards and Commissions will have their own email accounts. The FRAB email is FRAB@FrederickCountyMD.gov.

IX. COMMENTS AND ANNOUNCEMENTS

Chairman Johnson reminded members to submit ideas and suggestions for the 2026 General Assembly Session by September 5th.

President Scire expressed his appreciation for the response received from the Battalions regarding the Ad Hoc Committee Report.

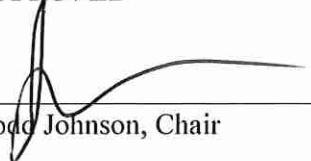
Citizen Representative Mark Kirchman inquired about the roles and responsibilities of Officers, Drivers, and Station Commanders.

Battalion 5 Representative reminded everyone that the Rocky Ridge Carnival is taking place this week.

X. ADJOURNMENT

The meeting adjourned at 8:17 p.m.

APPROVED



Todd Johnson, Chair

APPROVED

9/8/2025

Date of Approval

APPROVED



Anthony Gramiccioni, Co-Chair

APPROVED

9/8/2025

Date of Approval