



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: October 13, 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)	Absent
	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
	Citizen Rep (Pete Raumann)	Present (phone)

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 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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October 13, 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. Cassie Goodman, Battalion 3 Representative
3. Jessica Fitzwater, County Executive

III. INTRODUCTION OF GUESTS:

None

IV. PUBLIC COMMENT:

None

V. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve September minutes: Moved by Mark Kirchman
Seconded by Michael Wiand

VOTE: **YES:** 7 **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**

Dr. Fillmore stated that he did not have anything to report.

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

Division Updates

- Phase 1 of the MDT replacement is underway as well as installing docking stations for the patient care computers.
- Hose testing is ongoing this month.
- SCBA replacement with Scott X3. Installation is to take place on October 25th.
- Paramedic Engine 52 will go into service on October 18th.
- Final inspection of Tower 7 will take place the week of October 27th.
- Cardiac Monitor Defibrillator device vendor evaluation.
- Fire Prevention Month – this year’s theme is “Charge into Fire Safety: Lithium-Ion Batteries in Your Home”.

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

President Scire stated that the Ad Hoc Committee will meet at 1600 hours on October 16th at Station 1.

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: FY27 Budget process has started. Requests for additional personnel, apparatus or vehicles, and major building repairs should be submitted to Dale Kline or Chief Darwick by close of business on November 1st.

Emergency Services Certification List (ESCL): Chief officers should review the updated ESCL to address any issues. New SCBA facepiece fit testing has commenced, make up dates are October 14, 15 & 16 and training is ongoing. Eligible operational volunteers will receive facepieces. Efforts are being made to organize PPE/SCBA and CPR classes that accommodate volunteers, to increase the number of certified riding members.

Fire/Rescue Work-Based Learning Internship Program: Ten students currently enrolled and are in the Emergency Medical Responder portion of the class. Hazardous Materials/WMD course starts 12/1- 1/12.

Fire Police: Assisted with parking at The Great Frederick Fair. Will be requested to help next year. On October 4th, 30 Fire Police members received training on radio usage and traffic control.

Fire/Rescue Planning/Research Workgroup: Met on October 7th, discussion included updates to the Service Delivery Plan and a request to replace Ambulance 209 was approved. The next meeting is scheduled for November 11th.

Recruitment & Retention: Class started October 13th and will run until November 1st. Improvements have been made to the PPE/SCBA class and Annual Compliance Training was added.

PPE Voucher Program: FY26 PPE Vouchers are now available. We have partnered with a new vendor, The Fire Store, and a new manufacturer, Lion. Next PPE fitting is October 22nd from 3-5pm at Logistics.

Operations Committee: Met August 19th, updates included: P1 CAD, MDT refresh and installs starting late September; SCBA replacement in October; Command Comps Evaluations began in September. Next meeting is an All Chiefs Meeting on October 21st.

Special Events:

- September events included OktoberFest, the Great Frederick Fair, In the Streets and the Gran Fondo. There were no significant incidents at any of these events.
- High School Football: Coverage has been organized.
- Bay Bridge Run: Seeking personnel commitments for November 9th.

VII. OLD BUSINESS

a. Ad Hoc Committee Report

The committee will hold the first of two meetings on October 16th.

b. Open Meetings Act Training

Chairman Johnson reminded 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.

VIII. NEW BUSINESS

a. Policy Updates

- i. 4.00.01 Communications Manual – Changes to this policy include a change to the Command Talkgroup and the addition of DVRS activation.
- ii. 4.00.03 Field Communications – This policy was rescinded to eliminate possible policy conflicts.
- iii. 5.00.11 Incident Reporting and Notifications – Changes include renaming the policy and outlining how notifications are sent when certain events occur.

Policy changes went into effect on October 11, 2025. Members are encouraged to review these policy updates for comments at the November meeting.

IX. COMMENTS AND ANNOUNCEMENTS

Chief Coe reminded everyone that the first annual DFRS Open House will be held on Saturday, October 18, 2025 from 11 am – 3pm at the FSK Mall. All are welcome to attend.

Chief Darwick stated that they are preparing for the 2026 Accreditation Process.

Citizen Representative Pete Raumann requested a process for handling questions from the public that are submitted via the Frederick Scanner Facebook page.

X. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

APPROVED

Todd Johnson, Chair

APPROVED

Date of Approval

APPROVED


Anthony Gramiccioni, Co-Chair

APPROVED

11/10/25
Date of Approval