



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: November 10, 2025 1900 hours

Location: Winchester Hall
1st Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

| | |
|--|-----------------|
| Battalion 1 (Todd Johnson)..... | Absent |
| Battalion 2 (David Fox) | Present |
| Battalion 3 (Cassie Goodman) | Present |
| Battalion 4 (Michael Wiand) | Present |
| Battalion 5 (Mike Duple) | Present (phone) |
| Career Rep (Brandon Burke) | Present (phone) |
| 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 |

Guests: Susie Nicol - FCFVRA

**Frederick County Fire and Rescue Advisory Board Meeting
November 10, 2025**

I. CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Co-Chairman Anthony Gramiccioni.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Todd Johnson, Battalion 1 Representative
2. Jessica Fitzwater, County Executive

III. INTRODUCTION OF GUESTS:

Susie Nicol - FCVFRA

IV. PUBLIC COMMENT:

None

V. APPROVAL OF PREVIOUS MEETING MINUTES:

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

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

SEMSAC

- Chairman Eric Smothers continues to do a good job
- FHH ER is still #2 in the state for patient visits and is in the top 10 for ER EMS wait times
- Protocol meeting next Wednesday

Defibrillators

- In process of evaluating new monitor defibrillators

iii. Fire & Rescue Division Director, Chief Tom Coe

Division Updates

- First Annual Open House was very successful and well attended
- Community Outreach completed 108 public education sessions in October
- Paramedic Engine 52 is now in service
- Mid-mount Tower for Station 7 to be delivered soon
- SCBA replacement project completed in 6 hours
- Paramedic Class 11 will graduate on November 19th at 5pm

- Annual ambulance, hose and ladder inspection testing has been completed
- Final offers for RC 40 will be going out in the coming weeks
- Working on FY27 Budget process

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

President Scire stated that he is currently very busy with his presidential duties.

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**

Chief Darwick asked everyone to observe a moment of silence for the passing of Chief Michael Buck.

Budget Committee: FY27 Budget process has started. Requests for additional personnel, apparatus or vehicles, and major building repairs have been received.

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 12/6- 1/12.

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.

Fire Police: Friends of Cunningham Falls & Gambrill State Parks, Inc., sincerely thanks the Fire/Police Volunteer Team for outstanding support during the "Movie Under the Stars" event that occurred October 3, 2025, at Gambrill State Park.

PPE Voucher Program: Next PPE fitting is November 19th from 3-5pm at Logistics.

Operations Committee: An All-Chiefs Meeting was held on October 21st. Updates included: P1 CAD, MDT, ePCR tablets, SCBA replacement, UTV draft policy and NFIRS to NERIS switch. Next meeting will be December 16th.

ESCL List:

A list of names is being compiled of those whose training is affected by the Government shutdown.

Station Updates:

United Fire Company has relocated operations and housing to PSTF while their driveway apron is replaced.

VII. OLD BUSINESS

a. Ad Hoc Committee Report

The Ad Hoc Committee's response to Chief Coe's recommendations (Attachment 1) was presented to FRAB members. They were encouraged to discuss the recommendations with their stakeholders and be prepared to vote on them at the December meeting.

b. Policy Updates

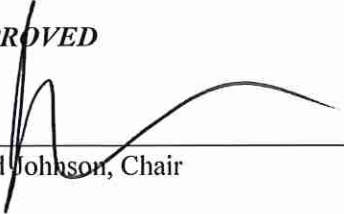
There were no items for discussion from the FRAB members regarding policies 4.00.01 Communications Manual, 4.00.03 Field Communications and 5.00.11 Incident Reporting and Notifications.

VIII. COMMENTS AND ANNOUNCEMENTS

IX. ADJOURNMENT

The meeting adjourned at 7:31 p.m.

APPROVED




Todd Johnson, Chair

APPROVED

12/8/2025
Date of Approval

APPROVED



Anthony Gramiccioni, Co-Chair

APPROVED

12/8/25
Date of Approval

The FRAB Ad Hoc Committee's Response to Chief Coe's Recommendations

NOVEMBER 10, 2025



This presentation is intended to review:

The FRAB Ad Hoc review of all the recommendations provided by the members and constituents of the Frederick County Division of Fire/Rescue Services, along with the recommendations submitted by Chief Coe.

The FRAB Ad Hoc agrees with Chief Coe's goal of streamlining and improving stakeholder input. The GOAL is to work together as ONE TEAM with ONE MISSION.

Any changes to the following recommendations to Chief Coe's presentation are in red.



Observations

Volunteer leadership carries a heavy meeting schedule

Volunteer leadership need to be provided information, and an ability to provide feedback but their time should be focused on their home organization.

Both the Union and FCVFRA are concerned about committee make-up and representation

The FRAB Ad Hoc agrees with these observations and looks for opportunities to improve the system.



Observations

The battalion representation structure for the current operations committee does not function as designed and rarely is stakeholder input received

The current policy approval process is slow, laborious and inefficient

The FRAB Ad Hoc agrees with these observations and looks for opportunities to improve the system.



Opportunities

THE FCVFRA SHOULD REVIEW THEIR BYLAWS AND MAKE CHANGES TO THEIR COMMITTEE STRUCTURE:

Constitution and Bylaws (*retain*)

Legislative (*retain*)

Department Data (*dissolve*)

Standards (*transition to DFRS **workgroup***)

Tags (*retain*)

Budget (*retain*)

LOSAP (*retain*)

Planning and Research (*dissolve – already a DFRS **committee workgroup***)

*The FRAB Ad Hoc agrees with these changes that should be made with the FCVFRA. The only recommended change is in **RED**. Further explanation will be provided on the continuing presentation.*



Opportunities

THE FCVFRA SHOULD REVIEW THEIR BYLAWS AND MAKE CHANGES TO THEIR COMMITTEE STRUCTURE:

EMS (*transition to a new County EMS ~~Officer's~~ MEETING*)

Operations (*transition to a new County Chiefs ~~Officer's~~ MEETING*)

Fire Police (*retain*)

Fire and Injury Prevention (*retain*)

Awards (*add, not currently listed as a committee*)

Training (*add, not currently listed as a committee*)

*The FRAB Ad Hoc agrees with these changes that should be made with the FCVFRA. The only recommended change is in **RED**. Further explanation will be provided on the continuing presentation.*



DFRS ~~Committees~~ Workgroups

The Planning and Research and Standards ~~Committee~~ Workgroups would be

- Managed by DFRS
- Joint representation from DFRS, FCVFRA, IAFF Local 3666

*The FRAB Ad Hoc agrees with this recommended change.
The only recommended changes are in **RED**. The makeup to
the Standards Workgroup closely resembles the Planning
and Research Workgroup, with a focus of equal
representation coming to a consensus.*



Standards Workgroup

Purpose:

This consensus driven workgroup comprised of stakeholders of the Frederick County Fire/Rescue System will work on behalf of the Fire Chief to establish, maintain and verify equipment and apparatus standards.

Standards Workgroup

Makeup:

- Five (5) volunteer representatives:
 - 1 Representative from one of the following Stations (1, 2, 3 or 4)
 - 1 Representative from one of the following Stations (7, 8, 12, 20 or 21)
 - 1 Representative from one of the following Stations (5, 14, 15, 19 or 23)
 - 1 Representative from one of the following Stations (9, 11, 16, 17, 22 or 24)
 - 1 Representative from one of the following Stations (6, 10, 13 or 30)
- Five (5) career representatives from the Local 3666, Career Firefighters and Paramedics Association of Frederick County
- Four (4) representatives of the Division of Fire and Rescue Services:
 - Assistant Chief of Emergency Services
 - Assistant Chief of Volunteer Services
 - Battalion Chief of Administrative Services
 - Logistics Manager

Standards Workgroup

Supervision:

The workgroup will be tasked by the Fire Chief and organized and oversight provided by a member of the Committee who is appointed by the Fire Chief as the Workgroup Chairperson.

Quorum:

To conduct an official meeting to provide a recommendation to the Fire Chief the workgroup is required to have a minimum of five members present that include 2 volunteer representatives, 2 career representatives and 1 DFRS representative.

Meetings:

The Standards Workgroup will at a minimum conduct quarterly in-person meetings to complete their required tasks.

Immediate Tasks:

- Review and update the current Standards Manual making the document accessible to all members of our service.

Long-Term Tasks:

- Keep the Standards Manual Current
- Review new equipment requests striving for equipment standardization
- Assist the Special Projects Group as needed with inspections

County Chiefs ~~Officer's~~ MEETING

The Operations Committee would transition from a standing committee of the FCVFRA to a Chiefs ~~Officers~~ Meeting

The meeting would be led jointly by the Deputy Chief of Volunteer Services and the Deputy Chief of Emergency Services

All career and volunteer chiefs would then meet quarterly (instead of the current three times a year) and have a venue to share information, exchange thoughts ideas and concerns

The FRAB Ad Hoc agrees with this change that should be made. The only recommended changes are in RED.



County Chiefs Meeting

Purpose:

This quarterly meeting of Chief Officers of the Frederick County Division of Fire and Rescue System is conducted to share new information with attendees as well as provide a forum to discuss system-related operational ideas and/or issues.

Makeup:

- The Fire Chief or their representative from each of member companies of the Frederick County Volunteer Fire and Rescue Association
- Chief officers of the Division of Fire and Rescue Services at the rank of Battalion Chief or higher.

Supervision:

This meeting will be co-chaired by the Deputy Chief of Volunteer Services and the Deputy Chief of Emergency Services.

Quorum:

There is no minimum quorum for this meeting to be conducted.

Meetings:

The Chiefs **Meeting will occur** in January, April, July and October. A special meeting may be called if deemed necessary by both Co-Chairs.

County EMS ~~Officer's~~ MEETING

The EMS Committee would transition from a standing committee of the FCVFRA to an EMS ~~Officers~~ Meeting

The meeting would be led by the Battalion Chief of EMS

All EMS ~~Officers~~ ~~clinicians~~ would meet quarterly and have a venue to share information, exchange thoughts, ideas and concerns

The FRAB Ad Hoc agrees with this change that should be made. The only recommended changes are in RED.



County EMS Meeting

Purpose:

This quarterly meeting of EMS personnel of the Frederick County Division of Fire and Rescue System is conducted to share new information with attendees as well as provide a forum to discuss system-related operational ideas and/or issues.

Makeup:

- An EMS ~~Provider~~ Clinician or their representative from each of member companies of the Frederick County Volunteer Fire and Rescue Association
- Representatives from the EMS Office of the Division of Fire and Rescue Services at the rank of Battalion Chief or higher.
- The Medical Director and/or Associate Medical Director.

Supervision:

This meeting will be co-chaired by the Battalion Chief of EMS of the Division of Fire and Rescue Services as well as a volunteer EMS Representative selected by the President of the Frederick County Volunteer Fire and Rescue Association.

Quorum:

There is no minimum quorum for this meeting to be conducted.

Meetings:

The EMS Meeting will occur in February, May, August and November. A special meeting may be called if deemed necessary by both Co-Chairs.

Stakeholder Engagement

FCVFRA Leadership would have monthly structured and scheduled meetings with the Fire Chief and the Director of Volunteer Fire and Rescue Services

IAFF Local 3666 would continue their monthly structured and scheduled meetings with the Fire Chief

In addition to the Chief ~~Officer's~~ and EMS ~~Officer's~~ quarterly meetings, we add a President's Meeting to be conducted quarterly and led by the **President of the FCVFRA, and with the Director of Volunteer Fire and Rescue Services or their designee.**

*The FRAB Ad Hoc agrees with this change that should be made. The only recommended changes are in **RED**.*



County President's Meeting

Purpose:

This quarterly meeting of Presidents of the Frederick County Division of Fire and Rescue System is conducted to share new information with attendees as well as provide a forum to discuss system-related operational ideas and/or issues.

Makeup:

- The President or their representative from each of member companies of the Frederick County Volunteer Fire and Rescue Association
- Deputy Chief of the Division of Volunteer Fire and Rescue Services

Supervision:

This meeting will be chaired by the President of the Frederick County Volunteer Fire and Rescue Association.

Quorum:

There is no minimum quorum for this meeting to be conducted.

Meetings:

The President's Meeting will occur in March, June, September and December. A special meeting may be called if deemed necessary by the Chair.

Current Policy Flow

Introduction of a draft policy to Operations (3rd Tuesday of January)

Out for Battalion Review

Operations Committee Vote on draft policy (3^d Tuesday of March)

Briefing of the FCVFRA Executive Committee (Last Tuesday of March)

Policy Committee Review

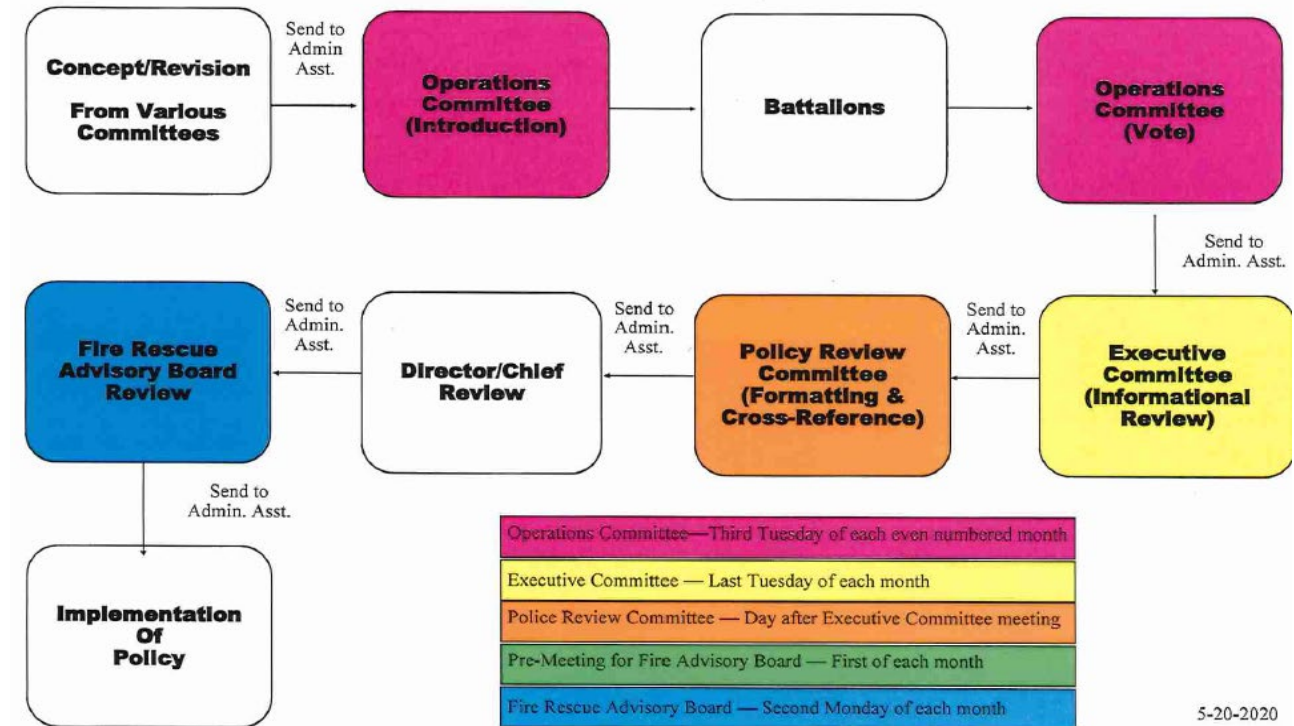
Fire Chief Review

Introduction of draft policy to FRAB (Second Monday of April)

Our for FRAB Battalion Review

Final Vote of FRAB on Policy (Second Monday of May)

Policy Flow for FCFRS



Policy Engagement

Stakeholder input has strengthened and improved the policy development process in Frederick County.

To ensure opportunity for stakeholder input continues for policy development in a more efficient manner:

- Draft policies that are deemed “non-emergent” will be posted to a SharePoint site that FCVFRA and Union Leadership as well as all Chief Officers have access to for comment.
- An email will be sent to stakeholders to make them aware a policy has been posted.
- Comments will be taken for 30 days and responses will be provided to those who submitted comments
- The Chief will discuss the draft policies with the FCVFRA and Union at their monthly meetings
- After the comment period policies will be enacted and will report on enacted policies at the Quarterly Chief's, EMS ~~Officer's~~, President's meetings as well as the FRAB meeting



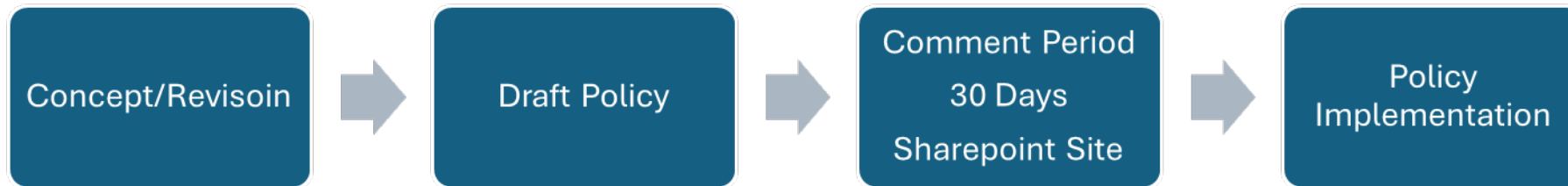
Proposed Policy Flow

Introduction of a draft policy (3rd Tuesday of January)

Comment Period (30 Days)

- Includes Discussion at Monthly Management Meetings
- Written responses to comments submitted

Policy Implementation (Last week of February)



The FRAB Ad Hoc agrees with this change that should be made.



Fire and Rescue Advisory Board

The purpose of the Advisory Board is to provide a functional management structure that ensures that input from volunteer, career, and citizen stakeholders is provided and considered during the policy making and policy review process and to keep stakeholder representatives engaged in the management of an integrated countywide fire and rescue system

The Advisory Board shall serve as a policy review and advisory board to the Director of DFRS and the County Executive. The Advisory Board Members shall consist of representatives of the fire and rescue system stakeholders and non-affiliated citizens of Frederick County, appointed by the County Executive for a specified term of office, subject to confirmation by the County Council

-FRAB Charter



Future of the Fire and Rescue Advisory Board

If the FRAB is to continue.....

- The Fire and Rescue Advisory Board (FRAB) should focus on system quality assurance and the accreditation process
- Move to bi-monthly meetings on the odd numbered months
- As the policy flow process has been proposed to be restructured, the make-up of the board should be considered for realignment
- Volunteer representatives retain regional representation responsibilities
- **Local 3666 representatives are no longer participating in the FRAB.**
 - This is at the request of the Union, in agreeance with all the other recommendations.

*The FRAB Ad Hoc agrees with this change that should be made. The only recommended changes are in **RED**.*



Division of Volunteer Fire and Rescue Services

The structure of the Executive Branch of County Government is the responsibility of the County Executive

No matter the format, Frederick County DFRS participants need to focus on the “One Team, One Mission” flow of Fire Service issues



What does this look like??

January

- Chief's ~~Officer's~~ Meeting
- FRAB Meeting

February

- EMS ~~Officer's~~ Meeting

March

- President's Meeting
- FRAB Meeting

April

- Chief's ~~Officer's~~ Meeting

May

- EMS ~~Officer's~~ Meeting
- FRAB Meeting

June

- President's Meeting

July

- Chief's ~~Officer's~~ Meeting
- FRAB Meeting

August

- EMS ~~Officer's~~ Meeting

September

- President's Meeting
- FRAB Meeting

October

- Chief's ~~Officer's~~ Meeting

November

- EMS ~~Officer's~~ Meeting
- FRAB Meeting

December

- President's Meeting

*The FRAB Ad Hoc agrees with this change that should be made. The only recommended changes are in **RED**.*

**Monthly Meetings with FCFVRA and IAFF

Summary

Achieve a One Team, One Mission concept through:

Realignment of Committee Structure

Improved Stakeholder Engagement

Streamlined Policy Process



Where do we go from here...

Work towards a consensus of positive direction forward

That consensus could necessitate an:

- Update to the FCVFRA By-Laws
- Update to the County Code
- Update to the FRAB Charter and Bylaws

