



Frederick County Fire and Rescue Advisory Board Meeting

Approved

Meeting Minutes

Date: June 13, 2016, 1900 hours

Location: Winchester Hall
3rd Floor Hearing Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal)	Present
Battalion 2 (David Remsburg)	Absent
Battalion 3 (Susan Nicol)	Present
Battalion 4 (Randy Williams)	Present
Battalion 5 (Tim Clarke)	Present
Career Rep (Warren "Jay" Schwab)	Present
Career Rep (Chad Cave)	Present
Citizen Rep (Susan Reeder Jessee)	Present
Citizen Rep (Carroll Jones)	Present (7:03pm)

Nonvoting Reps:

Frederick County Executive (Mrs. Jan Gardner)	Present (7:04pm)
Jurisdictional Medical Director (Dr. Jeffrey Fillmore)	Absent
Fire & Rescue Services (Chief Tom Owens)	Present
Volunteer Fire & Rescue Assoc. (President Eric Smothers)	Absent
Volunteer Fire & Rescue Assoc. (Chief Chip Jewell)	Present
Local #3666 (President John Neary)	Present

Guests: None

**Frederick County Fire Advisory Board Meeting
June 13, 2016**

I. CALL TO ORDER:

The meeting was called to order at 6:58 p.m. by Chairperson, Randy Williams.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. David Remsburg, Battalion 2.
2. Dr. Jeffrey Fillmore, Jurisdictional Medical Director
3. Eric Smothers, FCVFRA President

III. INTRODUCTION OF GUESTS:

There were no guests to introduce in the June Meeting.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to Approve: Moved by Captain Cave, Seconded by Marc McNeal.

VOTE: YES: 7 NO: 0 ABSTAIN: 0 PASSED

V. BOARD MEMBER COMMENTS:

Chief Randy Williams' farewell words for the Fire and Rescue Advisory Board:

"Before we begin what will be my final meeting as chairman and Battalion 4 representative of the Frederick County Fire and Rescue Advisory Board, I'd like to take a few moments to express my sincere thanks and offer some final thoughts for consideration. I would first like to thank the companies and members of Battalion 4. Thank you for allowing me to serve as your first-ever representative to this board. I hope I have served you well, and know that I have done all that I could to look out for all of our volunteer corporations while always keeping the safety and security of our communities first. It has been an honor and a privilege.

I would like to thank County Executive Gardner for her leadership and her continued focus on the fire and rescue service here at Frederick County. Your attendance and participation in this board's monthly meeting shows that you are concerned with our service to the citizens of Frederick County, and your support plays a key role in the continued improvement of that service. I ask that you always seek input and consider all stakeholders, citizens, volunteer corporations and your career employees when making decisions regarding fire and rescue service. Know that volunteers of Frederick County started the service, make up the majority of the service providers today, and serve because they truly care for the well-being of their communities, all things that would be impossible to put a dollar value to come budget time every year.

To Chief Owens: Thank you very much for envisioning the Fire and Rescue Advisory Board during your first term as Chief and utilizing the board as it was meant to be upon your return. Thank you for allowing the volunteers to have a stake in how the fire and rescue service is delivered here in Frederick County and understanding that for the service to truly succeed here, you need both volunteer and career personnel.

Although I may not have been in favor of all your initiatives and decisions as you most likely have not been in agreement with many of my opinions, you always allowed me to express my concerns and extended the courtesy to meet and discuss with you at any time, so thank you very much, Chief. I appreciate that. I respect your knowledge, and I am confident that you are the right man to lead our service into the future.

I want to thank my colleagues here on the advisory board. Thank you for being concerned enough about the service to participate and offer meaningful dialogue and discussion for all to consider each month. Thank you for knowing the Roberts Rules of Order in guiding me through the formalities of running this meeting every month, as I know I've needed the guidance. It figures now that I'm finally getting a grasp on formal procedure I decide to leave the board. Most importantly, thank you for your willingness to provide the guidance our leaders need to ensure Frederick County's fire and rescue service continues to be one of the best around.

The career representatives on the board understand that the volunteers of Frederick County respect all of you and are glad that you are here to protect our communities. You are here because the volunteer leadership put their communities first and asked for help when it was needed and will continue to do so. Know that even though a volunteer may not have made firefighting and EMS a career, they are still dedicated to doing what is needed to be the best firefighter or EMT they can be. Understand and utilize the wealth of experience and knowledge that resides with the volunteers in this county and respect the fact that sometimes change is not always better.

To the volunteer representatives: Remember that you are representing all volunteers in Frederick County and have the difficult task of preserving their ability to continue to serve their communities. You have the responsibility to stand up against policies and initiatives that will further degrade the volunteers' ability to remain a part of the fire and rescue service. Understand that some of your battles lie within our own ranks and that you are in a position to influence and remove those volunteer leaders who may not have our best interests in mind. Lastly, never forget that the safety and security of the citizens we serve is first and foremost in everything we do.

My last thoughts are for the citizens of Frederick County. I ask that all citizens educate yourselves about your fire and rescue service. Learn what role each stakeholder in the service plays and how that affects you as a citizen here. Go to your local Fire EMS station and meet the volunteers or career personnel who serve you. Understand the cost associated with providing an all-career fire and rescue service versus the value of a strong volunteer corporation nearby and how much money that saves you in taxes.

Lastly, volunteer with your local fire or EMS company. Whether you complete the training and become a Firefighter or EMT or you simply want to help out around the station with fundraising events, your help is always needed and appreciated. I thank you for allowing me to take this time, folks, and we'll go ahead and proceed. I wish you all the very best."

VI. PUBLIC COMMENTS:

None.

VII. EX OFFICIO MEMBER REPORTS:

A. Frederick County Executive, Mrs. Jan Gardner:

Fire and Rescue Advisory Board Terms Expiring

County Executive Gardner thanked both Randy Williams and Carroll Jones for their service on the Fire Advisory Board Committee.

Promotional Ceremony

Congratulations were extended to everyone who participated in the promotional ceremony on Sunday, May 22, 2016.

FY-17 Budget

County Executive Gardner was pleased to report that most of her proposed budget with regard to Fire & Rescue Services was passed intact. She stated that while she did not fund everything that was requested, she feels the economy is recovering and that we will continue to make progress to restore and/or improve things that were put off due to the economic downturn.

MOUs

CE Gardner reported that she has signed the Fire Police Memorandum of Understanding (MOU) with the City of Frederick. This will allow County Fire Police to work within the city limits, and it will also allow the city fire stations to establish their own Fire Police.

Hayward Road Fire Station Site/Lake Linganore Fire Station Site

CE Gardner reported progress with the Board of Education on the Hayward Road Fire Station site. Additionally, she stated that she had also signed an MOU earlier in the day for the fire station site in Lake Linganore.

B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:

As Dr. Fillmore was absent, there was no report at this time.

C. Fire & Rescue Division Director, Chief Tom Owens:

Fire Rescue Code Amendments

Chief Owens reported there was a formal work session with the County Council on May 10th with a good exchange, and with good questions answered about the proposed changes. The next step will be for a legislative meeting of the County Council, including a public hearing. As soon as the meeting time and date is scheduled, it will be publicized internally for all the stakeholders.

Special Projects Group

Chief Owens voiced appreciation for the flawless coordination of Matt Staley's Special Projects Group with regard to completing the annual fire service pump testing and standards inspections, as well as the DOT weighing of heavy apparatus within the fleet. A few of the vehicles did not pass the pump test and are scheduled for repair. Once repairs have been completed, they will be re-tested.

Recruit Firefighter Testing

CPAT testing and oral interviews began in the week prior to the Fire and Rescue Advisory Board meeting, with the final CPAT test date to be held Saturday, June 18th. Once completed, successful candidates will be selected for background investigations.

FY-17 Budget

Chief Owens highlighted the following budget items that were approved:

- Twelve (12) firefighter positions to help our transition to tactical unit staffing.
- Volunteer Recruiter position as of July 1st – no longer under the FEMA grant.
- Hazmat ID Meter funding.
- Floating holidays for career firefighters.
- The balance of the funding needed for the burn building addition.
- Lucas Devices for all of the ALS chase units in the county.
- The final installment in the replacement of monitor defibrillators.
- Vehicle replacements to include one medic unit, one Battalion Chief vehicle, the replacement of the Logistics equipment truck, the re-chassising of an ambulance, and the funding for a heavy apparatus lease that has been in the works. (Combination of the Fire/Rescue budget and the Fleet budget)

With so many unmet needs overall within the county budget, Chief Owens was very pleased that the council did support the DFRS budget intact as proposed.

Multi-Band Radios

Motorola has picked up the 275 radios scheduled to be returned, and the replacement radios are due to be delivered by the end of June. All surrounding jurisdictions have provided Frederick County Communications with their radiofrequency template, allowing for the new radios to be programmed and moved out into the stations as soon as they come in.

Maryland Fire Rescue Institutes Accredited Training Review Agency

The Public Safety Training Facility underwent its bi-annual review by AFTRA, a comprehensive review given to those accredited institutions that are able to deliver training through the State of Maryland's program. The review was passed with flying colors, and the academy has been re-accredited through AFTRA for another two years.

D. FCVFRA President, Eric Smothers:

President Smothers was absent; no report at this time.

VIII. COMMITTEE REPORTS

A. VFRS, Chief Chip Jewell:

Officer Standards

The Officer Standards Committee has had their first meeting, but Chief Jewell did not have any specifics to report on as of yet.

Training

Medical protocols and the EPI-Inject trainings are currently underway. Chief Jewell believes the career staff has completed the training, and training will be ongoing within the volunteer stations.

Membership Database

Chief Jewell believes that the “bugs” in the system have been remedied. Most of the companies are using the system very actively, and he has had good cooperation from them.

Question Asked: “What percentage of people are in the database now? What’s the progress on it?”

Chief Jewell responded that the entries into the database are probably over 90% complete.

Question Asked: “There were a lot of questions generated at the last Walkersille monthly meeting, particularly with regard to LOSAP and our largest fundraiser, the carnival, which is coming up in July. Is there a way that you could actually attend a meeting with the membership to answer their questions?”

Chief Jewell advised that he has talked to President Zimmerman and has offered to be there. Chief Williams then stated that he hoped Chief Jewell could meet with the company prior to the carnival, or at least with the Board of Directors at a special board meeting, in order to answer the questions being asked. Chief Jewell responded that he would be more than happy to do so.

Turnout Gear

There is a student intern for the summer, and good progress is being made in the missing gear search. Members of the last four years are being targeted first, as they are more likely to still be around. About 150 names have been matched up between the Gear Up list and the gear database. An aggressive program will be launched throughout the summer to find this gear. Additionally, 36 people have been measured for EMS gear, and more will be measured Tuesday night at the training center. We will be purchasing approximately 50 sets of gear.

Smoke Alarm Partnership with the Red Cross

This has been a great partnership and outreach into the community and will continue throughout the summer. Point of Rocks will soon become the ninth community in which we have provided smoke alarms.

Planning and Research and the Association Executive Committee

The New Market District Volunteer Fire Department has been approved for a heavy-duty rescue squad. New Market is a high-profile corridor, and this new squad will be a welcome addition.

Memorandum of Understanding for Fire Police

Chief Jewell stated he has received a copy of the MOU for fire police, signed by the Chief of Police in the City of Frederick. It will be announced at the Association Meeting, and at the Executive Meeting, that the companies can now pursue this.

Standards Inspections

The FD tag issue has still not been resolved, but much progress has been made.

ID Badges

Chief Jewell reported that there has been very good cooperation, and that all but two of the companies have the majority of their operational members entered into the database. Each badge issued has an individual ID number, and that ID number is what is being used in the database. This will eliminate the use of social security numbers for identification purposes within the system.

FIT Testing

There are a few dates in August being held for volunteer physicals. For those individuals whose physicals are not yet due, a safety officer will be doing FIT testing to maintain compliance.

National Fallen Firefighters Planning Meeting

Bob Jacobs has been appointed as a Director of the National Fallen Firefighters Foundation, a nationally-recognized organization.

LOSAP

According to *Government Accounting Standards*, LOSAP must be treated the same as any retirement fund. Chief Jewell will go through the database with the county's actuary on June 14th in order to do a cost projection of what the county would need to put in trust in order to pay the unfunded liabilities. This is in its infancy, but Chief Jewell believes it will be a national issue before long.

Chief Jewell stated that this change in LOSAP will probably be a "game changer" and that it might make more sense to set forth a reward and/or a stipend at a certain age rather than offering LOSAP. Chief Owens questioned whether the LOSAP program at this point in time is doing what it was originally designed and intended to do, which is to retain volunteer participation. "The younger generation is driven more by 'incentive right now' versus the promise of something waiting for them at the age of 65," he said. There are many meetings and discussions yet to come. For those already in the system and drawing the benefit, a hybrid approach would be needed to continue their benefit. A very strategic discussion will need to take place on this issue.

B. Operations Committee, Chief Chip Jewell:

Five motions passed at the last Operations Committee meeting:

1. Motion to move the RIT engine to 4th due engine. *Passed 7-1 with 2 abstaining.*
2. Motion to have service calls assigned to 1st due unit/company with additional calls being referred to the officer on that unit for disposition rather than continuously dispatching until someone response – *Passed 8-1 with 2 absent.*
3. Motion to not dispatch an ambulance on a patient-assist call; rather, just dispatch 1st due company and allow their discretion on what unit(s) to take. *Passed 8-0 with 2 absent.*
4. Motion for 60-day trial period for first-responder calls within City of Frederick. *Passed 8-0 with 2 absent.*
5. Motion for Emergency Communications supervisors to use their discretion for transfers for two companies. After going through two companies, they will use a County All-Call, whereby any company with available manpower may take the call. *Passed 8-0.*

C. Planning and Research Committee:

Chief Jewell felt this had been covered earlier in the meeting.

D. Emergency Medical Services Committee:

Chief Jewell reported that protocol updates are out. There are training CDs available, and Moodlerooms is available for volunteers. All of this year's protocols are on CDs, and from this point forward, everything will go through Moodlerooms.

Question Asked: "Can volunteers go in the Moodlerooms and do their training now, or are we waiting for, . . . ?"

Chief Jewell responded that in order to not have everything piecemeal, they were trying to have one person input everything.

Question Asked: "Do you have any time frame, or is it just entering the data?"

Chief Jewell answered that with the gear project also in the works, people are being juggled around, but it is hoped that the summer intern can help.

Question Asked: "When does the intern start?"

Chief Jewell answered that the intern is here now and is currently working on the gear inventory. He is hoping to move the intern onto another project within the next two weeks.

Question Asked: "If we had a volunteer that was interested in doing it, would that be okay?"

Chief Jewell replied that if somebody wanted to volunteer to do it, they would be welcomed.

E. Budget Committee:

Chief Jewell felt this had been covered by Chief Owens earlier in the meeting.

F. Training Committee:

Also covered earlier in the meeting.

IX. DISCUSSION ITEMS

A. Old Business

Update on Fire Rescue Service Initiatives and Projects

Previously addressed.

Protective Clothing for Volunteers

After having previously submitted a draft copy of the proposed policy at the May meeting, Chief Owens asked for input from the board. Marc McNeal stated he had no issues with it whatsoever, but noted that a few of the companies were concerned about storage space at the station. Chad Cave stated that since the company quartermaster will be responsible for ensuring that the fire gear is inspected and cleaned on the grab rack, it might be a good idea to provide another advanced PPE inspection class.

Question Asked: “How was that done before when it was done, Chad? Was it by Battalion or was it a station-level offering?”

Captain Cave answered that it was done at the training center, and that the actual equipment manufacturers came to provide instruction on advanced inspection procedures. That training has not been offered for a long time now, he said, and with new equipment coming in, he feels it is a good opportunity for training.

Question Asked: “What about the hoods? Are we talking about exchanging hoods as well as gloves and everything else, or is this just pants?”

Chief Owens answered that the normal process is for individuals to get their own boots and hoods. He further stated that before setting up the grab rack, everything would go through complete laundering, and we have contracts in place for a manufacturer’s inspection, and any needed repairs. For the benefit of members who were not present in the previous meeting, Chief Owens again explained the rationale behind leasing new gear versus purchasing new gear, and advised that Chief Leatherman is currently working with two vendors on the issue.

Question Asked: “Are you going to put that out for public comment?”

Chief Owens stated that it would, and that it would go through the proper process. Because of the amount of discussion this issue has been given by the Board, it has almost become a policy that originated with the Board. It now needs to go back and be brought up through the normal process.

Volunteer Member Database

Covered in Chief Jewell’s report.

Fire and Rescue Advisory Board Terms Expiring June 30th

County Executive Gardner thanked both Chief Randy Williams and Representative Carroll Jones for their service to the Fire and Rescue Advisory Board, and presented them with a Certificate of Recognition.

Mr. Jones then made the following parting comments:

“Well, I did not write a farewell address. I think as Jan said, I’ve been around and involved in a lot of things, but I think this has really given me a better understanding and appreciation of all the work that’s done so that we can see the first responders roll out and do what needs to be done. It’s given me a little insight into the sauce it’s making, and the fact that there are differences of opinions, and there always will be, but it seems to me that this group from this level always seemed to be able to work out an affable solution. That’s what teamwork is about. I think the concept of this advisory board is a valid one, and so I really appreciate it, just to know how we get so that we have someone 24/7/365 meeting the needs of our community. I really appreciate the work you’ve done, the first responders and the organizational folks that support and those who plan and who lead the organizations. Your efforts are much appreciated.”

Mr. Jones was again thanked by various board members for his service.

It was then noted that there is not a Battalion 4 representative replacement, but Randy Williams is working with the corporations to get that taken care of by the end of June.

Election of New Officers

There was some discussion as to when elections are to be held, and after scrutinizing the Election of Officers section of the By-laws, it was found to specify June as the month for said election. Randy Williams then nominated Tim Clarke as the new Chairman, and Suzy Nicol seconded the motion. No other nominations were voiced for Chairman. Tim Clarke was elected by acclamation.

The position of Co-Chair was opened for nominations next. Carroll Jones nominated Suzy Nicol, which Randy Williams seconded. Chad Cave also nominated Jay Schwab, but Jay Schwab declined the nomination. Jay Schwab then nominated Chad Cave, which was seconded by Tim Clarke. After voting by paper ballots, Randy Williams counted the votes with Susan Reeder Jessee as a witness. The ballot vote resulted in a 4-4 tie. Suzy Nicol then withdrew her name from the nominations, and Chad Cave became Co-Chair.

Volunteer Officer Standards

Covered previously by Chief Jewell.

Volunteer Accreditation Process

Chief Owens stated that his administrative assistant has completed the changes found to be needed to the accreditation manual after the review that was piloted by Vigilant Hose Company. The next step is to start assembling the new manual for each of the corporations, scheduling the training, and also obtaining a copy of the Vigilant Hose Company's results as a visual example for companies to refer to when navigating the process.

Question Asked: "Once the manual is updated with whatever was learned from the pilot program, it rolls out to everybody, and they have a certain time period to complete the work?"

Chief Owens answered , "Yes, and that time frame will need to be determined."

Question Asked: "There are some things that are required by HIPAA. Has Tawanda (Bailey) talked to you about adding those in, too?"

Chief Owens replied that there are already some HIPAA requirements included. Corporations have already been asked to demonstrate that members have been screened through the OIG exclusion listing, which is part of HIPAA. Chief Owens will check with Ms. Bailey to see if further HIPAA accreditation items are needed.

Recruit Class 19 Deployment

Chief Owens explained his reasoning for the placement of recruits in the two stations chosen. Myersville Station 8 is a 24/7 career staff station, and because of that, placing recruits there was a firefighter safety issue. Their supporting units are volunteer stations with very long response distances when there is a Myersville incident. For Urbana Station 23, pure call volume dictated. Urbana is responding to over 1500 calls per year. With the next recruit class being planned, Carroll Manor and Braddock Heights will be the next two stations to receive additional help in order to move those stations to tactical unit staffing, which is where they need to be.

Question Asked: “Chief, I don’t have any questions on that, but has there been any word on the SAFER Grant?”

Chief Owens answered that SAFER Grant awards have not begun yet and that they will probably begin disbursements in mid-July. There also has been no word yet on the Assistance to Firefighters Grant for the Lucas Devices for all the basic ambulances. Senator Mikulski’s office typically receives the call from FEMA, and her office then promptly notifies Frederick County.

B. New Business

Grab Rack Protective Clothing Policy

Chief Owens felt this had been covered earlier in the meeting.

Hayward Road Fire Station

Chief Owens provided an aerial shot of the proposed Hayward Road Fire Station to give a visual reference. This proposed new station will be in a high-growth area that is currently serviced by the Junior fire Company at 6th and North Market Street, which translates to very long response times. Current activity shows that from the day the station would go into service, their call volume would be 2500 responses a year. The linchpin to the station’s tactical effectiveness is the bridge access across Route 15. When this new station comes online, that bridge will be completed.

Chief Owens and Chief Leatherman, along with a request from the County Executive, made a presentation/request to the Board of Education to re-surplus the Hayward Road property to make it available to the County. There is a process the school board must go through to do so, and Chief Owens does not anticipate any problems. A meeting is scheduled with Ray Barnes from Frederick County Public Schools on July 19th, and it is hoped there will be documentation to begin the next stage. The good news is that the process is underway.

Question Asked: “Where is this fire station in the CIP?”

Chief Owens replied that it is to be designed in 2018, and built in 2019.

Question Asked: “Since the station’s in the city and would benefit a lot of the city, is the city being talked to about maybe helping with the cost of that?”

County Executive Gardner responded, “No.” Because all of their residents pay county taxes for the fire service, they probably will not contribute more than that to the project. There is another site out further on the Sanner property, but it is further northwest, and not as good a site.

Question Asked: “Is that the Walter Martz property?”

County Executive Gardner answered, “Yes.”

Question Asked: “... so will that be scrapped?”

County Executive Gardner replied, “Not necessarily. We’ll still keep that.” Chief Owens stated that it might be needed, depending upon how growth continues in that direction, but it is not needed in the foreseeable future. “Developing the Sanner property does not help out on the east side of Routes 15 and 26, he added, which is the beauty of what the Hayward Road station can do, coupled with the bridge.”

Question Asked: “Do you have a map that would show the service area for that, like a circle?”

Chief Owens responded that they have asked for it, but that it’s not a circle. It’s an actual emergency zone. The first data received was for the call volume from those areas, and GIS personnel are now mapping it for us so that we have that information available.

Question Asked: “You’ll provide that to the Fire Advisory Board when you get it?”

Chief Owens replied that he would.

Question Asked: “Are we mapping that as the station being the center of that box area?”

Chief Owens responded, “Yes.”

Question Asked: “How far do you envision that going up 15 North into 11 and 24’s area?”

Chief Owens responded that with the list he received from Chief Coe, he believes it takes in four box areas from Station 22, most of which are on the west side of Rt. 15. On the east side of Rt. 15, he believes there are three ESZs from Station 11. Then going south of 26, he believes it picks up two ESZs from Station 2. With the relocation of everything, it will pick up on the west side. When he receives the map, Chief Owens will distribute it to show the Board the ESZ numbers the new station would inherit.

Question Asked: “What services that would be provided out of there?”

Chief Owens answered that the services provided would be engine and ambulance, and the station would also be developed to be the North Battalion Chiefs’ headquarters.

PTSD Program

President Neary informed the board that he is working with Chief Coe and the Frederick Memorial Hospital to develop a PTSD Program. The hospital is being very supportive, he said, and will do whatever they can to help.

X. ACTION ITEMS

There were no Action Items brought before the board.

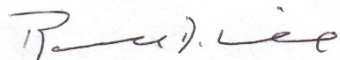
XI. ADJOURNMENT

Motion was made by Jay Schwab to adjourn. Susan Reeder Jessee seconded. The vote was unanimous. Motion carried.

VOTE: YES: 8 NO: 0 ABSTAIN: 0 PASSED

The meeting was adjourned at 8:40 p.m.

APPROVED



Randy Williams, Chair

APPROVED

7/11/2016

Date of Approval

APPROVED



Tim Clarke, Vice-Chair

APPROVED

7/11/2016

Date of Approval