



# Frederick County Fire and Rescue Advisory Board Meeting

## AGENDA

**April 13, 2015 ~ 7:00pm**  
**Winchester Hall 1st Floor Hearing Room**  
**12 E. Church Street, Frederick, MD**

- I. CALL TO ORDER**
- II. ROLL CALL OF VOTING AND NONVOTING MEMBERS**
- III. INTRODUCTION OF GUESTS**
- IV. APPROVAL OF PREVIOUS MEETING MINUTES**
- V. BOARD MEMBER COMMENTS**
- VI. PUBLIC COMMENTS**
- VII. EX OFFICIO MEMBER REPORTS**
  - a. County Executive
  - b. Jurisdictional Medical Director
  - c. Director of the DFRS
  - d. President, Frederick County Volunteer Fire and Rescue Association, Inc.
  - e. President, Career Fire Fighters Association of Frederick County MD, INC. International Association of Fire Fighters Local #3666
- VIII. COMMITTEE REPORTS**
  - a. Director of Volunteer Fire & Rescue
  - b. Operations Committee
  - c. Planning & Research Committee
  - d. Emergency Medical Services Committee
  - e. Budget Committee
  - f. Training Committee
  - g. Special Operations Committee
  - h. Other
- IX. Discussion Items**
  - a. Old Business
    - 1. Revisions to Bylaws, Charter, and Ordinance
    - 2. Update on Fire/Rescue Service Initiatives and Projects
    - 3. Update on Fire/Rescue Officer and 10-List Submissions
  - b. New Business
    - 1. Overview Presentation of Current Fire/Rescue Service Performance Measurements
    - 2. Overview Presentation of the Receipt and Distribution of EMS Billing Funds
    - 3. Update on Firehouse Records Management System
    - 4. Approval of Draft Policies and Procedures
- X. Action Items**
  - a. Discussion and Recommendations Following EMS Billing and Performance Measurement Presentations
  - b. Discussion and Recommendations Following Records Management System Update
  - c. Approval of Vehicle Collision and Incident Reporting Policy and Procedure
  - d. Approval of Code of Ethics and On-Duty Personnel Conduct Policy and Procedure
  - e. Approval of Water Rescue Policy and Procedure
  - f. Approval of Administrative and Operational Procedures Manual Policy and Procedure
  - g. Approval of ATV/UTV Policy and Procedure
- XI. Adjournment**

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**Representatives:**

- Battalion #1 - Mr. Marc E. McNeal
- Battalion #2 - Mr. David L. Remsburg
- Battalion #3 - Ms. Susan Nicol
- Battalion #4 - Mr. Randy Williams
- Battalion #5 - Mr. Timothy M. Clarke
- Career FF/Medic Rep - Vacant
- Career FF/Medic Rep - FF Daniel R. Winters
- Citizen Rep - Vacant
- Citizen Rep - Mr. Carroll A. Jones

**Nonvoting Representatives:**

- Frederick County Executive
- Mrs. Jan H. Gardner
- Jurisdictional Medical Director
- Dr. Jeffrey L. Fillmore
- Frederick County Fire and Rescue Services Division
- Director/Chief Tom Owens

- Frederick County Volunteer Fire and Rescue Association, Inc.
- President Eric Smothers
- Career Fire Fighters Association of Frederick County MD, Inc.- International Association of Fire Fighters Local #3666
- President John Neary