



# Frederick County Fire and Rescue Advisory Board Meeting

## Meeting Minutes

APPROVED

**Date:** September 14, 2020, 1900 hours

**Location:** WebEx Virtual Meeting

**Attendance:**

Battalion 1 (Todd Johnson) .....	Absent
Battalion 2 (David Remsburg) .....	Present
Battalion 3 (Susan Nicol) .....	Absent
Battalion 4 (Micky Fyock) .....	Present
Battalion 5 (Allen "Frank" Davis) .....	Present
Career Rep (George Lane) .....	Present
Career Rep (Kevin Schmidt) .....	Absent
Citizen Rep (Susan Reeder Jessee) .....	Present
Citizen Rep (Gunnar Pedersen) .....	Present

**Nonvoting Reps:**

Frederick County Executive (Jan H. Gardner) .....	Absent
Jurisdictional Medical Director (Dr. Jeffrey Fillmore) .....	Absent
Fire & Rescue Services (Chief Tom Coe) .....	Present
Volunteer Fire & Rescue Assoc. (President Alan Hurley) .....	Present
Volunteer Fire & Rescue Services (Chief Kevin Fox) .....	Present
Local #3666 (President Stephen Jones) .....	Absent

**Guests:** None

**Frederick County Fire Advisory Board Meeting  
September 14, 2020**

**I. CALL TO ORDER:**

Co-Chairman Gunnar Pedersen called the meeting to order at 7:00 p.m.

**II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:**

Absent was:

1. Todd Johnson, Battalion 1 Representative
2. Susan Nicol, Battalion 3 Representative
3. Kevin Schmidt, Career Representative
4. Jan Gardner, County Executive
5. Dr. Jeffrey Fillmore, Jurisdictional Medical Director
6. Stephen Jones, Local 3666 President

**III. INTRODUCTION OF GUESTS:**

None.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES:**

Motion to approve August minutes as corrected: Moved by David Remsburg  
Seconded by Frank Davis

**VOTE:    YES:    5    NO:    0    ABSTAIN:    1    PASSED**

**V. BOARD MEMBER COMMENTS:**

None.

**VI. PUBLIC COMMENTS:**

None.

**VII. EX OFFICIO MEMBER REPORTS:**

**A. Frederick County Executive, Mrs. Jan Gardner:**

As County Executive Jan Gardner was absent, no report was given.

**B. Jurisdictional Medical Director, Dr. Jeffrey Fillmore:**

As Jurisdictional Medical Director Dr. Jeffrey Fillmore was absent, no report was given.

## **C. Fire & Rescue Division Director, Chief Tom Coe**

### Additional Services

Engine staffing during the day at Guardian Hose and Walkersville Fire Station, conversion to 24 hour staffing of the fire engine at Libertytown and a tanker driver at Spring Ridge. All services went into effect last month without incident. Thanks to Guardian Hose and Walkersville for welcoming us into their stations.

### Recruit Class 28

Currently has 21 members. A graduation/release ceremony will be held on September 25<sup>th</sup>. By their graduation, we will realize a second ambulance during the day at the Westview Fire Station and a 24-hour second ambulance in Brunswick.

### Recruit Class 29

Final selection will be made on September 29<sup>th</sup>. Class is slated to start on January 4<sup>th</sup> with 30 members.

### MDT Replacement

Continue to replace MDT's. Project is about three-quarters done. Process is going smoothly.

### Testing

Ladder testing is underway. Hose testing starts in two weeks.

### Northgate Fire Station

Construction bids by multiple vendors have been received. A selection committee, led by DPW, is convening to select a final vendor.

### COVID-19

Continue to monitor PPE levels and communicate with all personnel to ensure PPE compliance. Working with Emergency Management, Division of Public Works and Frederick County Health Department on a warehousing project.

### Unit Citation

This Friday, DFRS will be recognizing units from Stations 1 & 4 with a Unit Citation for their efforts during an apartment fire in June. The presentation will take place at Station 1.

### Grants

Still awaiting word on the award of the pending SAFER and Assistance to Firefighters Grants.

### Flu Vaccinations

Will begin flu vaccinations for all emergency responders around the end of September or beginning of October.

### Retirements

The end of September marks the retirement of two long-standing DFRS employees. Captain Kathleen Harne and Firefighter Michael Scott Smith. Congratulations!

**D. President, FCVFRA, Alan Hurley:**

President Hurley stated that he did not have anything to report for the September meeting.

**E. Local #3666, President, Stephen Jones:**

As President Jones was absent, no report was given.

**VIII. COMMITTEE REPORTS**

**A. Volunteer Fire and Rescue Association, Director, Kevin Fox:**

Operations Committee

The Operations Committee met on August 18<sup>th</sup>. The committee approved the draft Incident Command and Fire Incident Reporting System policies. As well as apparatus standards modifications which were recommended by the VFRA Standards Committee. The next meeting will be held on October 20<sup>th</sup> at Company 24. This will be an All Chiefs meeting.

CARES Act Program

The reimbursement process continues. The County Finance Division has contracted with a third party auditor to review reimbursement requests to ensure appropriate documentation and adherence to program.

FY 21 July submissions (12 of 25 companies participated), with reimbursements totaling \$103K.

Funding Matrix System

Internal Audit and a third-party vendor are working on the evaluation. Hope to have a draft version by the end of September.

County Finance Regulation Workgroup

A new 7 person workgroup which includes FCVFRA Budget Chair, Angie Fogle from Finance Division, DC Leatherman from DFRS Finance and Administration, FRAB Battalion 5 Representative Frank Davis, Treasurers Matt Elden (Co. 4), John Main (Co.23). This group is working on recommendations for modification to the County Appropriation section of this document. Several companies have been requesting changes to usages as service model has changed from home based response to in station.

ImageTrend

Continue to transfer information to the membership database. Working through the “kinks”. If you experience issues, please reach out to us.

Compliance Training

Training to be completed by October 31<sup>st</sup>.

PPE Voucher Program

To date, we have used 15 of the 100 vouchers and 7 companies have participated.

**B. EMS Committee**

No report.

**IX. DISCUSSION ITEMS**

**A. Old Business**

Accreditation Update

Program was re-instituted on August 18<sup>th</sup>. The initial peer team meeting occurred on September 3<sup>rd</sup>. To date we have 12 fully accredited, 2 conditionally, 1 in a warning status and one book that still needs to be evaluated. Awaiting 9 others. Hope to have a final report on October 12<sup>th</sup>.

Board Appointments

The re-appointment of Todd Johnson as Battalion 1 Representative and George Lane as Career Firefighter/Medic Representative have been approved by the County Executive and confirmed by the County Council. Their appointments will extend through June 30, 2023.

**B. New Business**

Policy 1.05.01 Fire Incident Reporting Requirements

Policy directs responders on when and how to fill out the appropriate report. Policy went into effect on September 1, 2020.

Policy 5.00.25 Incident Command Policy

This new policy was drafted by joint group of volunteer and career responders. Correction to page 9, to reflect 30 minutes instead of 15 minutes.

**Question Asked: "This would not be applicable for a response on either Ft. Detrick or Camp David, is that correct?"**

Chief Coe replied: This policy as it stands would only be in effect within Frederick County proper, not the two Federal installations.

**X. ACTION ITEM**

Incident Command Policy – Motion to approve policy as corrected: Moved by George Lane. Seconded by Susan Reeder Jessee.

**VOTE: YES: 6 NO: 0 ABSTAIN: 0 PASSED**

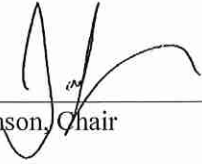
**XI. CLOSING COMMENTS**

Micky Fyock commented: Thanks to everyone for all you are doing during this challenging time.

**XII. ADJOURNMENT**

The meeting adjourned at 7:32 p.m.

*APPROVED*



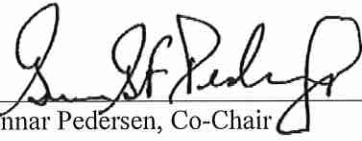
\_\_\_\_\_  
Todd Johnson, Chair

*APPROVED*

10/12/2020

\_\_\_\_\_  
Date of Approval

*APPROVED*



\_\_\_\_\_  
Gunnar Pedersen, Co-Chair

*APPROVED*

10/12/2020

\_\_\_\_\_  
Date of Approval