

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, September 29, 2020 at 18:30 Hours

AGENDA

- I. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Moment of Silent Prayer and Reflection

- II. **CONFIRMATION OF QUORUM**
 - A. Commission Members

- III. **ATTENDEES PRESENT**
 - A. Association's FRC Alternates
 - B. Department Representatives
 - C. FREMS Staff
 - D. Guests

- IV. **APPROVAL OF AGENDA**
 - A. Tuesday, September 29, 2020

- V. **APPROVAL OF MINUTES**
 - A. Tuesday, July 28, 2020

- VI. **REPORTS**
 - A. Fire-Rescue-EMS Association – Bill Freesland
 - B. Chief's Council – Jonathan Dalrymple
 - C. President's Council – Pat Hassler
 - D. EMS Advisory Council – Joe Ford
 - E. Fire-Rescue-EMS Division – Jim Richardson
 - F. Department of Public Safety – Jackie Vaughan

- VII. **COUNTY FUND & BUDGET**
 - A. FY22 Apparatus Replacement Inspection
 - B. Budget Work Session Schedule
 - C. Review FY'19 AUP Status
 - D. Reallocation request from Chief 10, Calvert Advance Life Support

- VIII. **CAPITAL PROJECT REPORTS**
 - A. Co. 1 – Brush 1 (\$124,000) FY'18
 - B. Co. 1 – Engine 12 (\$698,000) FY'21
 - C. Co. 2 – Facility Project (\$11,054,000) FY'15
 - D. Co. 3 – Ambulance 38 (\$332,000) FY'20
 - E. Co. 3 – Brush 3 (\$137,000) FY'20
 - F. Co. 5 – Truck 5 (\$1,430,000) FY'20
 - G. Co. 5 – Engine 52 (\$698,000) FY'21
 - H. Co. 7 – Brush 7 (\$137,000) FY'20
 - I. Co. 7 – Ambulance 79 (\$352,000) FY'21
 - J. Co. 10 – Medic 105 (\$103,000) FY'21

CALVERT COUNTY FIRE & RESCUE COMMISSION

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IX. SPECIAL PROJECTS REPORT

- A. Co. 1 – Replace Apparatus Bay Ceiling (\$40,000) FY'21
- B. Co. 1 – Replace Department Flooring (\$13,000) FY'21
- C. Co. 2 – SCBA Cascade/Compressor System (\$76,500) FY'21
- D. Co. 3 – Renovate Training Trailer (\$20,500) FY'21
- E. Co. 6 – Station Alerting System. Phase 2 of 2 (\$35,000) FY'21
- F. Co. 7 – SCBA Replacement, Phase 3 of 3 (\$120,000) FY'21
- G. Co. 7 – Lucas III Chest Compression System, Phase 2 of 3 (\$20,000) FY'21
- H. Co. 7 – Thermal Imaging Camera Replacement x 6 (\$40,000) FY'21
- I. Co. 7 – Rescue Tool Replacement (\$90,000) FY'21
- J. Co. 10 – Upgrade IT Capabilities (\$10,000) FY'21

X. OLD BUSINESS

- A. Poll Vote Items
- B. Apparatus & Equipment Update/Revisions
- C. Request for Fire and Rescue Commission Building Committee

XI. ACTION ITEMS

- A. Closed Items
 - 1. None
- B. Open Items
 - 1. FREMS Maritime Strategic Planning Committee Update
 - 2. Calvert County Ethics Commission Training
 - Completed – Jackie Vaughan (1/4/2019)
 - Bobby Hall (1/25/19)
 - D.O Baker (3/28/19)
 - Gene Farrell (3/28/19)
 - Tom Breen (3/28/2019)
 - Adam Davies (5/10/19)
 - Ashley Bless (12/10/2019)
 - Scheduled -
 - Pending – Bob Desverreaux (to be completed in 2020)

XII. NEW BUSINESS

XIII. CORRESPONDENCE

XIV. GOOD OF THE ORDER

- A. Next Meeting Date is schedule is September 29, 2020, at 18:30 hours at the Public Safety Facility

XVI. ADJOURNMENT

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, September 29, 2020 at 18:30 Hours

AGENDA

MINUTES

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, July 28, 2020 at 18:30 Hours

MINUTES

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Moment of Silent Prayer and Reflection

Meeting called to order at 1832 hours by Chairman, Bob Hall

II. CONFIRMATION OF QUORUM

A. Commission Members

Present -

Chairman, Bob Hall

Vice Chairman, Tom Breen

Secretary, Jackie Vaughan

Member, Gene Farrell

Member, Ashley Bless

Absent –

Bob Desverreux

III. ATTENDEES PRESENT

A. Association's FRC Alternates

Present –

Adam Davies

Absent –

D.O. Baker

B. Department Representatives

C. FREMS Staff

Al Jeffrey, Public Safety, Deputy Director

James Richardson, Division Chief

Kayti Gatton, Administrative Coordinator

D. Guests

None

IV. APPROVAL OF AGENDA

A. Tuesday, July 28, 2020

Motion to approve by Ashley Bless, seconded by Jackie Vaughan, motion passed with no objections 5-0-0

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, July 28, 2020 at 18:30 Hours

MINUTES

V. APPROVAL OF MINUTES

A. Tuesday, May 26, 2020

Motion to approve by Gene Farrell, seconded by Tom Breen, motion passed with no objections 5-0-0

VI. REPORTS

A. Fire-Rescue-EMS Association – Bill Freesland

1. Executive Meeting discussions have included
 - a. EMS Soft Billing
 - b. Career EMS MOU
 - c. Approved Duty Chief SOG
 - d. Approved Medic 105 Specifications
 - e. Approved Mass Casualty Unit Standards
 - f. Co. 5 Out of Service Staffing
 - g. Annual Banquet has been canceled until 2021, awards will be given to Departments
 - h. Association meetings will continue meeting in Executive session in August

B. Chief's Council – Jonathan Dalrymple

1. Poll Vote approval Medic 105 Specifications
2. Poll Vote approval Duty Chief SOG
3. Poll Vote approval Mass Casualty Unit Standards

C. President's Council – Pat Hassler

1. LOSAP concern for those members not able to meet LOSAP minimum requirements due to COVID-19 restrictions

D. EMS Advisory Council – Joe Ford

1. Chairman Joe Ford
Co-Chairman, Chris Shannon
2. By-Laws – Who can run for positions? Eliminating conflict of interest
3. Meetings to begin in August at Co. 4

E. Fire-Rescue-EMS Division – Jim Richardson

1. 2020 Volunteer Appreciation Day - Canceled due to the ongoing pandemic, we will be doing special giveaways in September
2. Apparatus Replacement Inspections - For FY'22 CIP are scheduled for Saturday, August 29th at 9:00 AM, deadline for additional requests is Monday, August 3rd 9:00 AM
Reminder, complete maintenance records in adopted format must be brought to inspection, also have someone present that's familiar with the apparatus and its replacement justification
3. COVID-19 Infection Control – PPE guidance remains the same – nothing has changed
All patients must have surgical mask regardless of PUI status
All providers must have minimum gloves and surgical mask on all calls, add goggles, gown and N95 for PUI's
Minimize providers in direct contact with PUI's

CALVERT COUNTY FIRE & RESCUE COMMISSION

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MINUTES

Member at station to social distance and wear surgical or cloth masks. May have decrease positives locally, but many members commute into and through COVID-19 hotspots.

4. COVID-19 Vaccine – Potentially available this fall, State Health Department and MIEMSS considering options for distribution to providers, demand will exceed supply for some time
5. QuickBooks Policy & Procedures – requesting FRC require department began the following effective 7/1/2020

Invoices must be scanned and attached to transaction

Memo/descriptions need to have detail of expense

Apparatus Maintenance account must breakout individual apparatus

Service Contract sub-accounts must be utilized

F. Department of Public Safety – Jackie Vaughan

VII. COUNTY FUND & BUDGET

A. Review Operation Budget and Quickbooks Procedures

Effective July 1, 2020 –

1. Departments will be required to attached invoices to budget transactions to support transaction detail
2. Apparatus Maintenance accounts need to be broken out into subaccounts for each individual piece of apparatus
3. Departments need to be sure to use the “Service Contract” subaccounts for all service contracts
4. FY22 CIP budget requests are due on Friday, August 7, 2020 by 4:30 p.m.
5. FY22 Operational and Special Project requests are due on Wednesday, September 2, 2020 by 4:30 p.m.
6. Budget work sessions will be scheduled in October 2020
7. FY19 AUP (audit) procedures continue with contractor

VIII. CAPITAL PROJECT REPORTS

A. Co. 1 – Brush 1 (\$124,000) FY’18

Tool Mounting

B. Co. 1 – Engine 12 (\$698,000) FY’21

Working on specifications

C. Co. 2 – Facility Project (\$11,054,000) FY’15

In Progress

D. Co. 3 – Ambulance 38 (\$332,000) FY’20

Delivery within a month

E. Co. 3 – Brush 3 (\$137,000) FY’20

Ordered within the next 2 weeks

CALVERT COUNTY FIRE & RESCUE COMMISSION

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MINUTES

- F. Co. 5 – Truck 5 (\$1,430,000) FY'20
In Progress
- G. Co. 5 – Engine 52 (\$698,000) FY'21
No update, working on specifications
- H. Co. 7 – Brush 7 (\$137,000) FY'20
In progress
- I. Co. 7 – Ambulance 79 (\$352,000) FY'21
No update
- J. Co. 10 – Medic 105 (\$103,000) FY'21
Specifications on agenda for approval

IX. SPECIAL PROJECTS REPORT

- A. Co. 1 – Replace Apparatus Bay Ceiling (\$40,000) FY'21
In progress
- B. Co. 1 – Replace Department Flooring (\$13,000) FY'21
In progress
- C. Co. 2 – SCBA Cascade/Compressor System (\$76,500) FY'21
Reviewing contract, awaiting first invoice
- D. Co. 3 – Renovate Training Trailer (\$20,500) FY'21
Completion date end of August
- E. Co. 5 – PPE/Turnout Gear, Phase 3 of 3 (\$32,000)FY'20
REMOVE
- F. Co. 6 – Station Alerting System, Phase 1 of 2 (\$35,000) FY'20
REMOVE
- G. Co. 6 – Station Alerting System. Phase 2 of 2 (\$35,000) FY'21
Due to be completed within a 2 weeks
- H. Co. 7 – SCBA Replacement, Phase 3 of 3 (\$120,000) FY'21
In progress
- I. Co. 7 – Lucas III Chest Compression System, Phase 2 of 3 (\$20,000) FY'21
In progress
- J. Co. 7 – Thermal Imaging Camera Replacement x 6 (\$40,000) FY'21
In progress

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K. Co. 7 – Rescue Tool Replacement (\$90,000) FY'21
In progress

L. Co. 10 – iPad Terminals (\$8,400) FY'20
REMOVE

M. Co. 10 – Upgrade IT Capabilities (\$10,000) FY'21
No update

X. OLD BUSINESS

A. Poll Vote Items

B. Apparatus & Equipment Update/Revisions

C. Request for Fire and Rescue Commission Building Committee

Reaching out to the new General Service Director and the County Administrator

XI. ACTION ITEMS

A. Closed Items

1. None

B. Open Items

1. FREMS Maritime Strategic Planning Committee Update
No Meeting

2. Calvert County Ethics Commission Training

Completed – Jackie Vaughan (1/4/2019)

Bobby Hall (1/25/19)

D.O Baker (3/28/19)

Gene Farrell (3/28/19)

Tom Breen (3/28/2019)

Adam Davies (5/10/19)

Ashley Bless (12/10/2019)

Scheduled -

Pending – Bob Desverreaux (to be completed in 2020)

XII. NEW BUSINESS

A. Mass Casualty 7 Standards

Motion to deny standards as written and have them resubmitted in the approved 2017 format by Ashley Bless, seconded by Tom Breen, motion passed with no objections 5-0-0

B. New Duty Chief SOG

Motion to approve by Gene Farrell, seconded by Ashley Bless, motion passed with no objection 5-0-0

CALVERT COUNTY FIRE & RESCUE COMMISSION

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MINUTES

C. Medic 105 Specifications

Motion to approve by Tom Breen, seconded by Jackie Vaughan, motion passed with no objections 5-0-0

XIII. CORRESPONDENCE

None

XIV. GOOD OF THE ORDER

A. Next Meeting Date is schedule is September 29, 2020, at 18:30 hours at the Public Safety Facility

XVI. ADJOURNMENT

Motion to adjourn by Ashley Bless, seconded by Tom Breen, motion passed with no objections
Meeting adjourned at 1918 hours

CALVERT COUNTY FIRE & RESCUE COMMISSION

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COUNTY BUDGET & FUNDS
A.

Apparatus Replacement Inspection - FY'22
Saturday, August 29, 2020

Apparatus	VIN #	Year	Age	Mileage	Department Comment	Dept. Request	CIP for FY'22	Comments v2	Funding	Loan in Debt
TOWER 2	4PICT02H53AD003313	2003	17	51,678	Minor Rehab	TBD	0	Minor - Area Specific Rehab	225,000	Jan-28
AMBULANCE 37	1FVACWDTXGHHP5492	2016	4	128,169	High Mileage	373,000	0	REPLACE	373,000	Jan-24
COMMAND 3A	GKW2PEG0DR301974	2013	7	96,375	High Mileage	69,000	0	Defer and reinspect 2-year	0	Jan-23
AMBULANCE 48	1GB6G5CLXC1126605	2012	8	56,822		373,000	373,000	Defer and reinspect 1-year	0	Jan-21
BOAT 4	TME271401193	1993	27	N/A		538,000	538,000	Area Specific Rehab TBD by marine survey of hull scheduled 09/29/20	TBD	Complete
AMBULANCE 58	1HTMYSKL4EH798866	2014	6	90,346		249,000	249,000	Defer and reinspect 1-year	0	Jul-21
BRUSH 6	1GTHK49649E121450	2009	11	33,976		145,000	98,000	Defer and reinspect 2-year	0	Complete
AMBULANCE 78	1GB6G5CL9C1169509	2012	8	106,947		373,000	373,000	Defer and reinspect 1-year	0	Complete
ENGINE 71	4PIST02S41A001755	2001	19	71,943		767,000	719,000	REPLACE	767,000	Jul-26
MEDIC 101	1FMJK1GT3GEF50371	2016	4	99,057		106,000	106,000	Defer and reinspect 1-year	0	Complete
MEDIC 102	1GC1KUEGXFF661732	2015	5	112,215		106,000	106,000	REPLACE	106,000	Complete
UTILITY 12	1FMJK1G5XAEB56925	2010	10	191,485		69,000	0	Defer and reinspect FY'24	0	N/A
BOAT 12	N/A	N/A	N/A		Defer to FY'24	0	265,000	N/A	0	N/A

3,168,000 2,827,000

1,471,000

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**COUNTY BUDGET & FUNDS
B.**

**Calvert County Fire and Rescue Commission
FY 2022 Budget Work Session Schedule**

DATE	1800 - 1900	1900 - 2000	2000 - 2100
Wednesday, October 7, 2020		Co. 3	Co. 7
Thursday, October 8, 2020	Co. 6	Co. 2	
Tuesday, October 13, 2020			
Thursday, October 15, 2020	FRC		

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**COUNTY BUDGET & FUNDS
C.**

CALVERT COUNTY FIRE & RESCUE COMMISSION

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**COUNTY BUDGET & FUNDS
D.**



Calvert Advanced Life Support

55 Security BLVD
Prince Frederick, MD 20678
Chief, Christopher Shannon
410-535-0411



To: Fire Rescue Commission

From: Christopher Shannon
Chief, Calvert Advanced Life Support

Re: Reallocation of Funds

This letter serves as CALS request for a reallocation of funds originally slated for the IT upgrade of our meeting room (\$10,000). In February of 2020 the FRC reallocated extra modem monies (not spent) to the upgrade of IT equipment in the CALS meeting room. In May of 2020 the BOCC allotted \$10,000 for exactly the same project that was request in the FY21 special project budget. Since the project was already completed prior to the monies being allotted we would like to reallocate the \$10,000. CALS is requesting that the \$10,000 be reallocated to repairs and redesign of our current training room (a special budget request in FY21 that was not selected). Please let me know if you have any further questions.

Chief,

Christopher Shannon