

Fire Commission VIRTUAL Meeting

November 17th, 2021

The meeting via TELECONFERENCE, with approximately 54 virtual participants, was gaveled to order by Chairman Breen at 7:30 pm. A sign-up sheet was not available.

Chaplain Harry Hetz and Chaplain Margaret Ann Hamilton – opened the meeting with a brief invocation prayer and the pledge. The Chief Chaplain's report will be provided separately.

Office of the Fire Chief – DFC McClelland (Jim)

1. The Proposal Analysis Group (PAG) is in the final phase of preparing the Request for Proposal (RFP) for Volunteer Insurance Coverage. The final phase includes pulling all of the parts together and completing a thorough review. We are developing a schedule for the solicitation of proposals.
2. On Sunday, October 31 the Department began enforcement of the Executive Order requiring COVID-19 Vaccination or weekly testing. Information on how to administer the Abbott BinaxNOW COVID-19 Rapid Antigen Self-test has been forwarded to members of the Department and is also on Target Solutions (TS) for those members with a TS account. Members are reminded that **only** the self-test administered / witnessed at the station or at the test sites at the RMS Building or Co. 55, is accepted.

As of 1200 hours on Wednesday, November 17, 2021, of the approximately **2,158** volunteer members listed in the database, only 908 volunteers have entered the COVID portal to report their vaccination status. This equates to approximately **42%** compliance which is embarrassing. Any members who have not reported their current vaccination status please do so now. Of the **908** members who did respond: **866** are fully vaccinated, **8** were not fully vaccinated, **4** had requested religious / medical exemptions and **30** decline to answer. Of the **1350** volunteers that were expected to submit to weekly testing last week only 11 reported their test results. There are approximately **15** members that we are trying to resolve some issues so that can be reported. **Chiefs need to make sure that their core group of operational members are vaccinated or have been tested to avoid operational removal, so as not to impact operations.**

The link to the volunteer portal is <https://covid19portal.fv.princegeorgescountymd.gov/>. If you are unable to enter the portal or do not have a county email address, just send a scanned copy (PDF) or picture (jpg file) to VolCovidVax@co.pg.md.us and VSC will enter the information for you. If you are requesting a reasonable accommodation for a medical or religious exemption you can enter that information into the portal as well. Additional information on requesting a reasonable accommodation can be found at <https://www.princegeorgescountymd.gov/4084/Reasonable-Accommodation-for-COVID-19>.

3. Lt. Mandragos continues to push out notices for members to pick up their 2nd set of PPE purchased from Phase 3 funding. Members should wait until they are directed to pick up their PPE. A reminder notice has been sent out for members included in the first batch to come a pick up their PPE. On October 26, 2021, a request for information was sent to the Chiefs asking that they identify members to be considered for a 2nd set of PPE in Phase 4. This information must be submitted by November 30. Late submissions will only be considered if funds are available. To date no stations have submitted the information.
4. Physical no-shows continue to be a problem across all public safety agencies. Since July 1, 2021, there have been 54 no-shows for volunteer applicants. Stations must do their part to minimize no-shows. It is important that station leadership and recruiters understand the newly added language regarding no-shows in the application General Order. That equates to approximately 108 new

applicants that will have difficulty getting an earlier physical examination slot (that includes the missed appointment and the make-up appointment for the person who did not show up or cancel in sufficient time to reschedule someone else).

5. All stations / members are reminded that they need to complete the required annual EEO training by December 31, 2021. Stations can request a live training session (either in-person or virtual) or the members can complete "EEO Basics 2021" training online via Target Solutions (TS). Log in the TS, click of "Self-Assign" and scroll down to "Human Resources – EEO Basics 2021." If you have any questions, please contact C. Jaye Mills, EEO Officer, at 240-832-7511 or via email at cjmills@co.pg.md.us .
6. The General Order Work Group and Stakeholder review of *General Order # 05-08 Emergency Medical Care for Active Violence Incidents* is complete. The Training & Leadership Academy (TLA) is developing a plan for Rescue Task Force training and have a meeting scheduled this week with the County Police.
7. Mandatory annual training, required by the Office of Human Resource Management (OHRM), will be uploaded into Target Solutions this week for volunteers. The deadline for completion will be December 15, 2021. The required training includes:
 - County Safety Training
 - Workplace Harassment Prevention Training
 - Ethics Training
 - Language Access Compliance Training 101
8. The Training & Leadership Academy (TLA) will be starting up Fireground Survival training soon. Any company interested in participating should contact Battalion Chief Kelli Cooke at kcooke@co.pg.md.us .
9. A review team has been established to examine the operations and related safety concerns for a house fire where two firefighters were injured that occurred on November 9, 2021. The review will be chaired by Assistant Fire Chief James McClelland, Jr. Those persons who responded on the incident are expected to fully cooperate.
10. We have received some additional resumes for consideration for the Volunteer Recruiter position. The interview panel is currently reviewing the resumes and will make any recommendations for interviews by the end of the week.
11. After a work stoppage and delays in getting a construction permit, the permit was issued on Monday for work associated with the relocation of the PGCVFRA and the Ladies Auxiliary. Logistics & Facilities Management is working with the contractor to develop a schedule for completing the project. I will share that information with the respective Presidents as soon as the schedule is available.
12. Chiefs, Presidents and station recruiters are reminded that the new *General Order # 11-23 Volunteer Application Process* was approved and distributed. All applicants coming to be fingerprinted must have a fully completed application package, including all additional documents required with them or they will not be fingerprinted. Many new applicants are showing up without all of the required documents. Please follow up with your potential applicants to make sure they know the process and understand it.
13. The following General Orders have been reviewed by the General Order Work Group (with no comments) and are currently being reviewed by the Stakeholders with comments due by the close of business on Monday, November 22, 2021:

- GO # 02-30 SCBA Approved for Use by Members of PGFD
- GO # 02-31 SCBA Sanitizing and Maintenance
- GO # 02-32 Refilling SCBA Cylinders and Hydrostatic Testing
- GO # 02-33 Loaner SCBA Face Pieces

14. A new General Order # 08-15 Wellness and Fitness has been drafted and is being prepared for review. It is anticipated that the General Order will be forwarded to the General Order Work Group for review in the next few days.
15. Application for Introducing a Vehicle into the Fleet - Co. 31 – Chief Green has approved the purchase of a new utility truck. The unit will be fueled, maintained and insured by the County.
16. Effective January 1, 2022, I am retiring from my position as Deputy Fire Chief for the Volunteer Services Command. In the coming days, Chief Green will be advertising the position (both internally and externally) to start the process to fill the vacancy. More information about the position and process will follow soon. I appreciate the opportunity to serve.

Commissioner/ Chair Breen (Bobby) -

- Welcomed Mr. James Key, the new Regional Coordinator for Southern Maryland for MFRI, provided a few comments regarding MFRI classes and training programs. jkey7826@mfri.org, 240-417-0767
- Requested approval for Beltsville (31) add a new utility vehicle. The new unit will be fueled, maintained and insured by the County. - **Motioned and Approved**
- Requested expenditure approval for Allentown Road (32) in the amount of \$2,871.07 for 1Q insurance. - **Motioned and Approved**
- Requested expenditure approval for Morningside (27) in the amount of \$6,166.96 for vehicle repairs for ambulance 827B. - **Motioned and Approved**
- Requested expenditure approval for Morningside (27) in the amount of \$21,224.72 for vehicle repairs for ambulance 827B. - **Motioned and Approved**
- Requested expenditure approval for \$2,500 for Clinton (25) to pay for accounting and tax preparation services. - **Motioned and Approved**
- Silver Hill (29) has offered to host the 1st Fire Commission meeting in December. This will be discussed at the upcoming work session.

Commissioner/ Vice Chair Kuenzli (Randy) - Excused

Commissioner Bolden (Jonathan) – Reviewing CIP projects

Commissioner Holbert (Antwan) – New contacts at Grainger is Iain Maclean. Contact info provided upon request.

Commissioner Surlis (Vanessa) – Nothing to report

Commissioner King (Buddy)

- Requested approval of Laurel VRS (49) 2020 Annual LOSAP report as corrected, including additional years for April Anderson & Foster Anderson – **All Motioned and Approved**
- Requested approval of Laurel VRS (49) 2021 Annual LOSAP report – **All Motioned and Approved**

Commissioner/ Secretary Wilson (Rick)

- Requested approval of the November 3rd 2021 minutes. - **Motioned and Approved.**
- Requested expenditure approval of \$17,016 for College Park (12) to buy and professionally install 10 wall-mounted PPE/Gear Storage lockers - **Motioned and Approved.**

Commissioner/ Battalion Chief Chandler (Michelle) – Nothing to report

Commissioner Smalls (Fred) – Nothing to report

PGCVFRA First Vice President Jordan –

- VSC office will be changing structure and responsibilities after Chief McClelland retires in January.
- Expressed opposition to Chief Green for selecting new commission officers until new commissioners are selected.

PGCVFRA Second Vice President Lutz (Lee) –

- Toys for Tots is underway.
- SAFER Grant positions are available
- FEMA Fire Grant workshops will be conducted via zoom soon. Contact him for details.

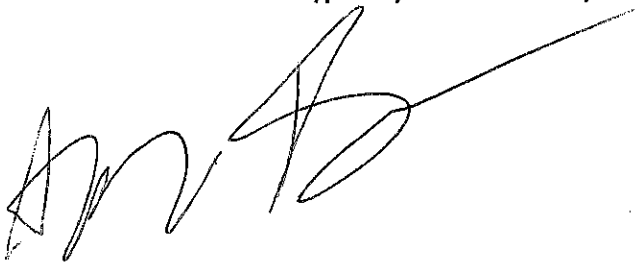
Q&A –

- Discussion of a subcommittee for working on Amoss 508 funding issues.

Chaplain Underwood (Frank) - provided a benediction and Chairman Breen requested a motion to adjourn @ 8:28 pm.

**PLEASE NOTE – The December 1st Fire Commission Meeting will be held at Silver Hill (29)
3900 Old Silver Hill Rd, Hillcrest Heights, MD 20746**

Minutes were recorded and typed by Commissioner/Secretary Wilson.

A handwritten signature in black ink, appearing to be 'M. Wilson', written over a horizontal line.