

## Fire Commission Meeting

December 15<sup>th</sup>, 2021

Tonight's virtual meeting, with approximately 54 participants, was gaveled to order by Chairman Breen at 7:30 pm.

Chaplain Hetz (Harry) – 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. As of 1200 hours on Wednesday, December 15, 2021, of the 2,192 volunteer members listed in the database, only 1,031 volunteers have entered the COVID portal to report their vaccination status. This equates to approximately a 47% reporting response. Any members who have not reported their current vaccination status please do so now. Of the 1,031 members who did respond: 988 (96%) are fully vaccinated, 10 (1%) were not fully vaccinated, 6 (.5%) had requested religious / medical exemptions and 27 (2.5 %) decline to answer. There are an additional 10 members that we are trying to resolve some issues with missing emails so we can upload their information. **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.**

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. Please write your name and test date on your test result before submitting.

The link to the volunteer portal is <https://covid19portalfv.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](mailto: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>.

If you are submitting a copy of a vaccination card on behalf of a member, please give us their email address, if they do not have a County email address. Without an email address, we cannot enter the information into the portal.

2. County emails were established for volunteers to improve communication within the Department. Members have a responsibility to check their emails for important information. Of the 1,877 volunteer email accounts that have been established, more than half have never logged in and their initial passwords are expired. The County email address in the active directory was intended to solve some of our issues with access to reporting. For those members with a County email address, the main reason volunteers were having difficulty accessing the COVID vaccination portal was because they never logged into their County email. It costs the County over \$135,000 a year for volunteer email accounts.

3. Notifications have been made to the respective Volunteer Chiefs to have those members who have a 2<sup>nd</sup> set of PPE ordered from Phase 3 to pick up their PPE. The pick up of PPE has been very slow for those that have been notified. If your members have been notified, please get them to Logistics. In an effort to clear the Phase 3 items from Logistics, the following additional hours have set up:
  - Wednesday, December 29, 2021 – 1500 hours to 1900 hours
  - Wednesday, January 5, 2022 – 1500 hours to 1900 hours
  - Wednesday, January 12, 2022 – 1500 hours to 1900 hours
  - Wednesday, January 19, 2022 – 1500 hours to 1900 hours

These hours are for Phase 3 PPE pick-up only. No other business will be conducted.

Captain Mandragos is moving forward with ordering the 2<sup>nd</sup> sets of PPE for Phase 4 for those that have submitted information.

4. A Milestone Plan has been put together for the Volunteer Insurance RFP. A pre-proposal conference will be scheduled for January 2022.
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](mailto:cjmills@co.pg.md.us).
6. Mandatory annual training, required by the Office of Human Resource Management (OHRM), has been uploaded into Target Solutions. The deadline for completion will be December 15, 2021. If you do not have a Target Solution account, your station can conduct a Company drill to cover the material and provide a class roster. The required training includes:
  - County Safety Training
  - Workplace Harassment Prevention Training
  - Ethics Training

The Language Access Compliance Training 101 has been dropped from this requirement at this time because the associated video cannot be uploaded into Target Solutions in its current format.

7. The October 2021 Ambulance Billing Collections Reports have been distributed to the respective stations.
8. The interview panel has conducted second interviews for two (2) potential candidates for the Volunteer Recruiter position and made a recommendation for hiring. An offer has been extended to Patricia Shelton and she accepted. The start date for the Patricia is January 3, 2022. A priority for the new Volunteer Recruiter will be to develop a Strategic Recruitment & Retention Plan, that targets members of the community and improves recruitment and retention County-wide, especially at stations with few volunteer members.
9. As reported at the PGCVFRA meeting, the minimum volunteer training requirements established in Subtitle 11 of the County Code have not been update since 1994. There should be a better

opportunity for professional development for volunteers. The Department has requested that the Stakeholders identify representatives to participate in a work group to propose changes to the County Executive for consideration. Ultimately, this will result in a legislative change.

10. The Department anticipates being able to resume the ride-along program sometime in January 2022. The scope, limitations, and date to be determined. More will follow when it is available.
11. Construction at the Fire Services Building for the relocation of the PGCVFRA and LA-PGCVFRA offices has resumed and is expected to be completed by the end of December. When the work is substantially complete, we will schedule a walk through to develop a punch list.
12. The additional granite stones for the Founders Circle are expected to arrive within the next few weeks. When they arrive, the W.S. Tegeler Monument Co. will engrave the additional stone for the Cottage City / Colmar Manor VFC with Edward Mutchler's name added, then place the stone on site.
13. The Office of the Fire Chief has received resumes from nine (9) potential candidates for the three (3) upcoming Volunteer Commissioner vacancies. We are preparing a package to go to the County Executive for her consideration in filling these positions. Candidates include:
  - Donald Wells – Co. 9
  - Kyle Snyder – Co. 14
  - Leslie Davis – Co. 26
  - Pete Mellits – Co. 27
  - Gloria Bell – Co. 27
  - Bradley Keith – Co. 33
  - Lisa Hegwood – Co. 35
  - William Cunningham, Sr. – Co. 37
  - Jharray Neal – Co. 38

Once the selections are made and confirmed, their respective terms will expire on June 30, 2023.

14. Public Safety Communications (PSC) is planning to start using the computer generated voice automated dispatch on the main dispatch channel in mid-January 2022. More information will be provided as we get closer to implementation.
15. ESC continues to review the impacts associated with the EMS call type changes. Next week, there will be a review at the end of the 30 day review period. Another review will be conducted at the 60 day mark.
16. The following draft General Order is being finalized and will be sent to Chief Green for review and approval soon by the end of the week:
  - *GO # 02-31 SCBA Sanitizing and Maintenance*
    - This revised GO updates language associated with products to be used for sanitizing and disinfecting self-contained breathing apparatus (SCBA).
17. The following draft General Order has been reviewed by the General Order Work Group. It is now being forwarded to the Stakeholders for their review and comment. Comments are due December 29, 2021.

- *GO # 08-15 Wellness and Fitness*
  - The new GO establishes fitness and performance requirements in an effort to reduce the impacts of injuries and illness.

18. The following draft General Order is being prepared for review by the General Order Work Group:

- *GO # 09-05 Swift Water Rescue*
  - The new GO establishes standard operating procedures to be used by all stations that provide Swift Water Rescue services, including Co. 6, 47, 49, and 56/57; minimum training certifications; annual training requirements and required minimum staffing.

Commissioner/ Chair Breen (Bobby) -

- Requested expenditure approval for Silver Hill (29) in the amount of \$7,847.75 for 3Q insurance. - **Motioned and Approved**
- Requested expenditure approval for Branchville (11) in the amount of \$5,547 for gear lockers and racks - **Motioned and Approved**

Commissioner/ Vice Chair Kuenzli (Randy) –

- Requested approval for Firefighter 1 equivalency for Shawn Taylor (33) – **Motioned and Approved**

Commissioner Bolden (Johnathan) –

- Met recently with PGVRA leadership
- Working on “de-papering” the commission office.

Commissioner/ Secretary Wilson (Rick)

- Requested approval of the December 1<sup>st</sup>, 2021 minutes. - **Motioned and Approved.**

Commissioner Holbert (Antwan) – No report

Commissioner Surlles (Vanessa) – Excused

Commissioner King (Buddy)

- Requested LOSAP award approval for Belfield, Donald (27) for 27 years of creditable service effective 12/1/2021 – **Motioned and Approved**
- Requested LOSAP Age 70 award for Roth, Ruth (18) effective 7/1/2021– **Motioned and Approved**
- Requested LOSAP award approval for Sosebee, David (18) for 25 years of creditable service effective 7/1/2021 – **Motioned and Approved**

Commissioner/ Battalion Chief Chandler (Michelle) – Excused

Commissioner Smalls (Fred) – No report

PGCVFRA President Whipple (Vic) – Expressed appreciation to outgoing Commissioners Breen, King, & Kuenzli.

PGCVFRA First Vice President Jordan (Jeramie) – Nothing to report tonight.

PGCVFRA Second Vice President Lutz (Lee) – Thanks for all the bikes!

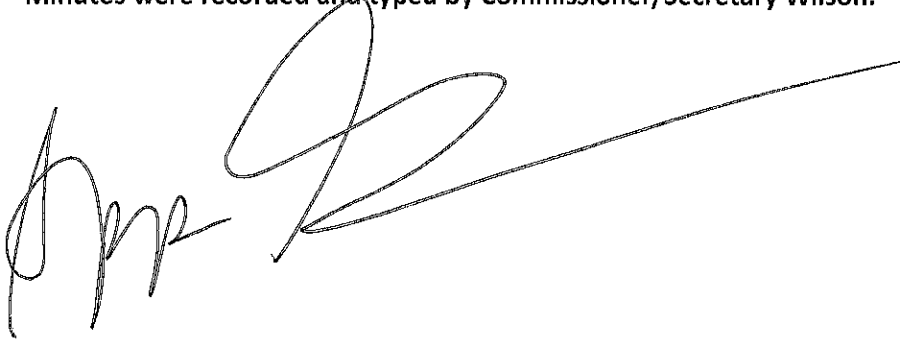
Q&A –

- Instructor skills training by MFRI in April. Reach out to them if you want to be an instructor
- Ron Block asks about the insurance RFP and encourages all corporations to pay their premiums on time.
- Question regarding 508 funds. More information to follow from the commission. Funds will be available in January for stations with approved projects. Stations without approved projects will need to return prior year funds. The commission will be meeting with stations soon to discuss.

Chairman Breen thanks everyone for all of the support as he steps down as chairman and offers season's greetings to all

Chaplain Hamilton (Margaret Ann) - provided a benediction and Chairman Breen requested a motion to adjourn @ 8:13 pm.

**Minutes were recorded and typed by Commissioner/Secretary Wilson.**

A handwritten signature in black ink, appearing to read "Margaret Ann Hamilton", with a long horizontal line extending to the right.